

Recommended Timeline

2023-2024 Idaho Lottery Bucks for Books Award

Required

Recommended

October 2023:

- Complete Bucks for Books business meeting webinar.**
- Notify district financial personnel to inform them of your connection with this grant and clarify purchasing procedures, timelines, forms, rules, etc.
- Notify financial department that the funds arrive via EFT rather than a paper check.
- Transfer grant deadline and benchmark dates to your master calendar and set reminders of tasks that must be done to meet the deadlines.**
- Read Final Report question samples to anticipate information to collect during the grant program.
- If they aren't in place already, set up systems to collect the data you will need.
- Analyze the collection and consult the Collection Development Plan and the Selection and Weeding Policies for your school district to determine buying priorities and weed as needed.
- Use the sample letters provided in your grant package to educate parents and teachers about why it's important to get books into the hands of young students.
- Communicate with teachers to review new procedures and circulation policies you plan to implement in the library.
- Get input from students and teachers on title suggestions.
- Place first book order before leaving for Winter Break.

November 2023 – January 2024:

- Recruit a team to help with physical processing (spine labels, bar codes, shelving etc.). Do you have student helpers? Parent volunteers?
- If you've not already, meet with the district financial person to learn about:
 - What is the procedure and timeline for the purchase/invoice/receiving cycle? How much lead time is necessary to ensure all obligation and spending deadlines are met?
 - How much lead time does your district contact need to provide you the correct financial report for you to submit with your report to ICfL?
 - Can they provide you with a monthly report so you can track your progress?
 - How do you read the report?
 - Who is the purchasing agent? Is it a different person?
- January 22, 2024: Youth Media Awards are announced!

February 2024:

- Still have grant funds? Place your final book orders. Successful grantees usually have most of the grant money spent or obligated before winter break. Some may want to hold a little back for the winners of the YMA's.
- Be ready to place new orders if titles are backordered.**
- Double check that financial reports are in order and that **100% of the grant funds are on track to be spent.** This is the time for last-minute purchases to fulfill that grant requirement and to submit orders to compensate for backordered titles, if needed.
- End of February: request financial report to confirm the grant funds left to spend. If there are backordered books, the funds obligated for those books have not been

spent. It is time to cancel those backorders and either reorder books you know are in stock or take remaining grant funds to your local book retailer and spend the remaining funds.

March 2024:

- Apply to attend Summer Summit 2024 for School Librarians! Registration will open after spring break season.**
- By March 15, 2024: 100% of grant funds should be obligated.**
- March 31, 2024: End of award period. 100% of the funds must be spent and invoices paid, with not even a penny left over. Project complete.**

April 2024:

- April 1, 2024: Project complete. Any unspent funds must be returned.**
- April 30, 2024: Final Report Due!**

Congratulations! You have completed the Bucks for Books program!