



# Checklist, Documents, Links

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Unless otherwise noted, all documents, forms, etc. can be accessed at <https://libraries.idaho.gov/rtm/my-first-books/>.

Here is a checklist and timeline for the year. **Required documents are in red.**

## Before your first distribution:

- Partners and Enrollment Totals: Due by September 15.** Please confirm with your partner(s) the exact number of children they will serve in the current year. Send to Staci.
- Plan for Distributing My First Books:** Meet with your partner before your first visit. This form will help you schedule your visits for the year and plan your storytimes. Give your partner a copy of the plan.
- Letter from the library to parents explaining the program:** You can write your own letter or use the one from ICfL. The ICfL letter is available in Spanish. You must also send a letter home with any child who joins the program later in the year.

## October through May\*:

**Books:** One per child, only give out specified titles to designated age groups, for specified month. \*May only: children select an extra book in addition to designated title

**The Bookworm:** Color copies will be provided for each child and will be sent with your box(es) of books. Additional copies can be printed from our website.

**The Bookworm in Spanish:** Can be printed from our website for Spanish-speaking families. If you would like ICfL to make copies, indicate that on your Partners and Enrollment Form.

**Translation of book text:** When available, we will provide you with a Spanish translation of the English text for Spanish-speaking families. This will be sent with your electronic cover letter.

- Parent Workshop/Family Event:** Events must be completed by May. \*(This event is optional in 2020-2021 program year.)  
(Use the recommendations in **Motivating Parents to Attend Your Event** to help plan and promote your event.)

## February – March:

- Applications for 2021 – 2022:** If you wish to participate in the MFB program next year, you must submit your application by **April 20**. Applications will be available on our website in February. Begin distributing Community Partner Information Sheets to current or prospective partners now.
- Parent Surveys:** In your March shipment of books, we will provide you with copies of the parent surveys for all your children (English). Please distribute these to MFB parents in April. Decide with your partner the best way to distribute and collect.

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- Parent Surveys in Spanish:** A Spanish version of the parent survey is available on our website for you to print. If you need several copies contact Staci.

**April – May – June:**

- Partner Surveys:** In your April shipment of books, we will provide you with copies of the Partner Survey for each partner you have listed. Please distribute these in May. Additional copies can be printed from our website.
- Applications for 2021 – 2022: Must be postmarked by April 20. Late applications will not be accepted, no exceptions.**
- \*Final Report: Due June 1, 2021. Submit online only:** <https://libraries.idaho.gov/rtm/my-first-books/>.
- \*Parent and Partner Surveys:** Send completed surveys to ICfL by June 1.

**\*If you need an extension for your final report or parent surveys just let Kristina know.**

**Everything you need as a participant in the program can be accessed on our website!**

**Direct link to My First Books resources:** <https://libraries.idaho.gov/rtm/my-first-books/>.

**If you can't remember the direct link, go to <http://libraries.idaho.gov/>. Click on "Early Literacy Programs." Click on "My First Books."**

**Questions?**

**Kristina can be reached at [kristina.taylor@libraries.idaho.gov](mailto:kristina.taylor@libraries.idaho.gov)  
208-334-2150 Toll free in Idaho: 800-458-3271**

