#### Letter of Agreement and Material Order Form 2018

Please complete the letter of agreement and the material order form, and email them to yourprovincial/territorial coordinator **before January 23, 2018.**

**Letter of Agreement Regarding the Use of Materials**

**Name of library (system):**

Our library (system) agrees:

1. that the provided free program and promotional materials will not be modified, except in the blank space designated to place our library logo or address;

2. to encourage all children visiting our library during the summer months to register for the program and subsequently provide them with the free program materials;

3. to include a link to the national TD Summer Reading Club website on our library’s site (if applicable), and to encourage use of the national site amongst kids and their families;

4. to adhere to the official TD Summer Reading Club brand guidelines in promotional material and in public relations (letters, article, leaflets, marketing, online and print media);

5. to promote the initiative within schools and regional family-oriented organizations;

6. to collect the required statistics throughout the summer and to complete the 2018 Statistics and Evaluation Form before the deadline;

7. to ensure at least one person from our library or system is signed up for the TD Summer Reading Club newsfeed.

I agree to these conditions and to monitor the 2018 program.

**Name:**

**Telephone:**

**Email:**

**Material Order Form 2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| **School Age Notebook** | **Pre-reader Notebook** | **Web Access Sticker** | **Sticker Sheet** | **Top Recommended Reads** | **English  Fortune Teller** | **French  Fortune Teller** |
|  |  |  |  |  |  |  |

**Participating Branches**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Branch** | **Contact Person** | **Phone** | **Delivery**  **Address** | **Instructions** | **Email** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |