#### Letter of Agreement and Material Order Form 2022

Please complete the letter of agreement and the material order form, and email them to yourprovincial/territorial coordinator **before January 28, 2022.**

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

**Name of library (system):** Click or press here to enter text.

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 2022 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.

8. to notify [Library and Archives Canada](mailto:clubtd-tdclub@bac-lac.gc.ca) of any library contact information changes at any point of the program year.

I agree to these conditions and to monitor the 2022 program.

**Name:** Click or press here to enter text.

**Telephone:** Click or press here to enter text.

**Email:** Click or press here to enter text.

**Material Order Form 2022**

Indicate the quantity desired for each item. Our ordering tips (below) will help you.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PROGRAM MATERIALS** | | | | | **PROMOTIONAL MATERIALS** | | |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** |
| **School-Age Notebook** | **Pre-Reader Notebook** | **Web Access Sticker** | **Sticker Sheet** | **Pre-Reader  Sticker Sheet**  **\*NEW\*** | **Top Recommended Reads** | **English  Corner Bookmark** | **French  Corner Bookmark** |
| Click or press here to enter text. | Click or press here to enter text. | Click or press here to enter text. | Click or press here to enter text. | Click or press here to enter text. | Click or press here to enter text. | Click or press here to enter text. | Click or press here to enter text. |

**Ordering Tips:**

PROGRAM MATERIALS:

1. **School-age notebook:** Recommended for children ages 6–12. Each child who joins the program receives an age-appropriate notebook at registration.
2. **Pre-reader notebook:** Recommended for children ages 0–5. Each child who joins the program receives an age-appropriate notebook at registration.
3. **Web access sticker:** Each child who joins the program receives a web access code sticker at registration. The number of web access code stickers ordered should equal the combined total of pre-reader and school-age notebooks ordered. The sticker contains a unique code that allows kids and families to create an online notebook, read ebooks, and track reading.
4. **Sticker sheet:** Our traditional stickers are back! You can estimate a sheet of stickers per child registered, but you may increase or decrease based on past experience and how you plan to distribute the stickers.
5. **\*NEW\* Pre-reader sticker sheet:** This year, young children get their own sticker sheet to use in a brand-new pre-reader notebook game. We suggest ordering as many sheets as you have pre-reader notebooks, and distributing them with the notebooks.

PROMOTIONAL MATERIALS:

1. **Top recommended reads:** This item would be ideal to provide to schools for inclusion in year-end report cards, and you may also make quantities available in your libraries as a tool for staff to use when promoting the Club to parents and caregivers. If distributing to schools, orders can be based on student enrolment figures. Order quantities for outreach visits and to have on hand at your library as well.
2. **English corner bookmark:** This item is perfect to use as a promotional item for kids before summer starts, to increase anticipation and excitement about joining the Club. Order quantities for outreach visits and to have on hand at your library as well.
3. **French corner bookmark:** See description in point G above.

**Registration**

Please complete the registration for your library system (or your library) in our Excel document.

**Delivery of materials**

Please complete the following table:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Branch** | **Contact Person** | **Phone** | **Email** | **Delivery**  **Address** | **Instructions** |
| Click or press here to enter text. | Click or press here to enter text. | Click or press here to enter text. | Click or press here to enter text. | Click or press here to enter text. | Click or press here to enter text. |