#### Letter of Agreement and Material Order Form 2024

Please complete the letter of agreement and the material order form and email them to yourprovincial/territorial coordinator (or directly to clubtd-tdclub@bac-lac.gc.ca if you are an independent library) **before January 21, 2024.**

 **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, articles, 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 2024 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 of any library contact information changes at any point of the program year.

I agree to these conditions and to monitor the 2024 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 2024**

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** |
| **School-Age Notebook** | **Pre-Reader Notebook** | **Web Access Sticker** | **Sticker Sheet** | **Top Recommended Reads** | **English Agamograph** | **French Agamograph** |
| 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. The notebook has been designed with less text, more white space and larger font in order to make it more accessible. Electronic versions of the notebook in large print, audio, braille and OpenDyslexic formats will be available on the [staff site](https://www.tdsummerreadingclub.ca/staff/plan-for-accessibility) and [About the Club](https://www.tdsummerreadingclub.ca/about_the_club/accessibility) website closer to the launch.
2. **Pre-reader notebook:** Recommended for children ages 0–5. Each child who joins the program receives an age-appropriate notebook at registration. The notebook has been designed with less text, more white space and larger font in order to make it more accessible. Electronic versions of the notebook in large print, audio, braille and OpenDyslexic formats will be available on the [staff site](https://www.tdsummerreadingclub.ca/staff/plan-for-accessibility) and [About the Club](https://www.tdsummerreadingclub.ca/about_the_club/accessibility) website closer to the launch.
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 e-books 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.

PROMOTIONAL MATERIALS:

1. **Top recommended reads:** This item will be available as a printable file on the staff site and as a printed brochure. It 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. You may want to offer the electronic, printable version for schools to share via their website, intranet, social media or electronic newsletter, as appropriate.
2. **English agamograph:** The agamograph, or lenticular, is a piece of optical art that changes when looked at from different angles. It will include folding instructions and encouragement to join the Club. This item is perfect to use as a promotional item before summer starts to increase anticipation and excitement about joining the Club. For example, you can distribute them to children during class visits to your library or when you make outreach visits in your community. You may also opt to give one to each child at registration or to have it available as a take-away item in your library throughout the summer.
3. **French agamograph:** See description in point F above.

**Statistics and Evaluation**

Please visit the [staff website](https://www.tdsummerreadingclub.ca/staff/submit-statistics) and collect the requested statistics throughout the summer, then complete and return the 2024 statistics and evaluation form by the required deadline. At the end of the summer, library contacts (or regional coordinators, if applicable) will receive an email with a link to the TD Summer Reading Club statistics form.

Please check off which statistics and evaluation process applies to your library or library system:

[ ] Individual links to be sent to each library

[ ] One system link to be sent to the coordinator

The staff survey will be sent to whoever is listed as the survey contact\*. If the same contact is listed for multiple libraries, that person will receive one survey link to reply on behalf of multiple libraries using the same online form. Similarly, if you wish to reply on behalf of a library system, you are to list the same contact for all branches/libraries. If branches in a system have different survey contacts listed, they will receive individual survey links.

\*Please complete the statistics and evaluation contact information on the library registration Excel document noted below.

**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. |