#### Letter of Agreement and Material Order Form 2020

Please complete the letter of agreement and the material order form, and email them to yourprovincial/territorial coordinator **before January 27, 2020.**

**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 2020 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 2020 program.

**Name:**

**Telephone:**

**Email:**

**Material Order Form 2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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  Fortune Teller** | **French  Fortune Teller** |
|  |  |  |  |  |  |  |

**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:** 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 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 Fortune Teller**: 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 Fortune Teller:** 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.

**Participating Branches**

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