

The Children's Book Project Guidelines

The Children's Book Project (CBP) is a service activity initiated by local units of the Texas Retired Teachers Association. The purpose is to put books into the hands of children who otherwise would not have books of their own. There are a variety of creative ways to give back to your community by meeting the distinct needs of your children, as well as achieving this goal. This suggested plan of action has been prepared to encourage **all local units** to take part in this worthwhile project whether it is a small number of books or a great amount of books to be distributed.

Implementing the Project

- ❖ **Make an official decision as to how the book project will be implemented.** The President, Second Vice-President, the project chairman (if there is one) and CBP committee members should be promoters of this endeavor. The project may be implemented in the following ways:
 - The traditional CBP whereby books are purchased using membership donations, money from fundraising efforts, or contributions from local businesses.
 - The "Student to Student" Book Project whereby an older group of selected students gives books to a younger group of children, e.g., a scout group gives to a pre-k group.The "Student to Student" Book Project participants should follow these steps:
 - Approach the participants in the volunteering middle or junior high school or other organizations of older students and ask those who are willing to donate a used book of their own to give to a younger child to keep.
 - After a designated length of time, collect books and screen them carefully.
 - If the response of books is insufficient, the local unit may solicit donations of children's used books.
 - Meet with a school librarian and teacher(s) to determine the most suitable recipients.
- ❖ **Determine which group(s) of children to be targeted.** Suggestions include children in schools, shelters, or Head Start. Books may be given to children who visit community clinics, who receive toys from toy drives, who receive food from food banks, or who are in juvenile justice centers, etc.
- ❖ **Decide how you will obtain the books.** The books might be donated to the local unit by community or student service organizations such as Lions Club or Girl Scouts of America, for distribution by the unit. Also, the unit might purchase books from free or discount sources with funds raised or contributed. Examples include Scholastic Books, Half-Price Books and online sites at www.rif.org, www.wilbooks.com/freebooks, www.literacyempowerment.org, www.bookcloseouts.com, and www.kidsurplus.com. Even dollar stores have appropriate books for some groups of children. Additionally, the local unit might decide to give a cash donation to purchase books to a pre-school, a class, a community clinic, etc.
- ❖ **Contact appropriate administrative personnel** for permission to distribute books to chosen children.
- ❖ **Determine delivery date and who will be involved.**
- ❖ **Obtain books.**
- ❖ **Have the Local Unit Second Vice-President order book plates** for the number of books collected for the project from the TRTA office to be placed on the inside of the books.
- ❖ **Allow the CBP committee members or others place book plates in the books** noting the local unit providing the books.
- ❖ **Present books personally to the group of students or entity.**
- ❖ **Use the presentation as a media event** for the local news media, providing pictures and articles for publication.
- ❖ **Report the actual number of distributed books by the Local Unit Second Vice-President** to the District Second Vice-President by February 15. Combine any traditional CBP and "Student to Student" Book Project when reporting. Report the actual number of books distributed during the period of January 1 through December 31 of the previous year. **Cash donations that have been collected for the Children's Book Project must be used for purchasing books that are distributed to children.**
- ❖ **The District Second Vice-President will send the composite district annual report book form** to their assigned State Public Relations Committee Representative by March 1. Attention: Children's Book Project.