



2017

## *Book Donation Guidelines*

### **Purpose:**

The purpose of this book grant is to provide new books for remedial reading programming to organizations located in underserved areas within the United States.

### **Programming:**

We will provide books for library circulation and story time in school and public libraries, remedial reading programs in schools, afterschool programs and community centers. We will also provide books for story time in home daycares and daycare centers.

*Each application will be reviewed on its merits. Submitting an application does not mean that your request will be granted.*

The Roads to Reading Literacy Initiative is not a book bank and we do not make book donations to organizations that do not facilitate on-site programming. An example of this may be a summer camp, school or library that has a reading program with professionals or para-professionals working directly with children to improve reading and communication skills.

**Side Note:** We want to let you know in advance that we will *no longer* entertain request for books to be used as gifts, prizes, event handouts and in-home literacy programs. Also the books that we donate cannot be redistributed to other businesses including non-profits or individuals. The books must be used for the literacy program(s) that are administered by the requesting organization. If your organization has multiple locations, each location must apply for book separately.

*From time to time we make unrestricted small book donations that can be used as the recipient organization's discretion. Unrestricted donation announcements will be made via email blast only. Each organization must be registered and eligible in order to participate in all of our programming.*

### **Eligible Organizations:**

Charter, Private and Public Schools (School Districts are not eligible to apply or register for books or programming, but schools within a school district are eligible to apply).

Day Care Centers, Home Day (with State Licenses)

Public and Private School and Community Libraries

Community Centers, After School programming and non-profits with a 501(c)3. If you have any questions about your eligibility, please call us before applying.

Before we will consider your application, you must register with the Roads to Reading Literacy Initiative (RTRLI). Please do not submit a request for books until you have received notification that your registration has been approved.

**If you have registered, you do not have to register again.** If you have **not** registered with our organization, please click on this link <http://pwirtr.org/register> to register your organization. Please allow ten (10) business days to review and approve your registration.

### **Giving Preference:**

Our giving preference will be for programming that provides reading remediation instruction that is conducted in a structured environment and has been in existence for a minimum of six (6) months and libraries in small communities. We will no longer provide books to start up programs within organizations.

### **How Do I Request Books:**

Please submit your request for books in writing as an attached Word Document via email. Please limit your written request to two (2) pages maximum. It is important that you include in your request (1) How your request for books will be used in your programming (2) How many children are served in your programming and their age groups.

### **Deadline:**

Applications are accepted from May 1<sup>st</sup> through June 1<sup>st</sup>. Books are shipped to awarded organizations from July 15<sup>th</sup> through November 10<sup>th</sup>. We will not accept any applications before May 1, 2017

### **Contact Information:**

Please email your application to [bookdonations@pwirtr.org](mailto:bookdonations@pwirtr.org) . If you do not have access to email you may mail your application to: Pathways Within, Inc. 20 Charlesgate West, Suite 515, Boston, MA 02215 (617) 515-7084

**Please either e-mail your request or send it via the USPS. Email is the preferential method to receive request. We will not accept overnight packages or register mail that requires a signature.**