



## COVER SHEET

### South Texas Literacy Coalition Book Distribution Proposal

Organization Name:

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Address:

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Primary Contact:

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Phone:

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Email:

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We are in agreement with the terms and conditions outlined in the request for proposals from the STLC for the book distribution initiative.

Signature:

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Name:

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Title:

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Today's Date:

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Date of Proposed Event:

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*(Must be at least 4-6 weeks from the date of the proposal.)*

**Please send in pages 1 and 2 of the proposal request ONLY. Fax: 956-380-3902 or mail to 108 N. Jackson Rd., Suite 32, Edinburg, TX 78541**

**Please read the terms of agreement and requirements and keep for you files so that you can comply with the reporting summary request.**



**Request for Proposal – South Texas Book Initiative  
South Texas Literacy Coalition**

**From:** \_\_\_\_\_ **Today's date:** \_\_\_\_\_  
Agency/Organization

**Type of event you are having** (literacy festival, parent conference, in-service): \_\_\_\_\_

**Title of the Event:** \_\_\_\_\_

**Date/Time of the event:** \_\_\_\_\_  
*(Must be at least 4-6 weeks from the date of the proposal.)*

**Number of books requested; grade/reading level (K-5, Middle School, High School, or all):**

<b>Number of books</b>	<b>Grade/Reading Level</b>

**Other program request (are you also requesting a speaker? exhibitor?) from the STLC:**

**Introduction -** Your organization's qualifications, including your organization's background, primary mission, and history.

**Statement of Need** (Demographic information for your area (geographic location, population, median income level, households), project goals and objectives, target population, project activities, staff responsible for your project)

**Short summary of the type of impact the approval of this request can have on your program**



## **Terms and Agreement**

### **Summary**

The South Texas Literacy Coalition, a non-profit organization dedicated to the coordination of literacy services, envisions South Texas as a community where every child and adult is a life-long learner skilled with the highest levels of literacy. The STLC is interested in funding the distribution of books for programs where the need is great, i.e. community-based organizations, faith-based organizations, schools, community centers, or grass-roots organizations who serve at-risk populations.

### **Program Impact**

The Book Distribution Initiative is designed as a community outreach project to promote reading, family literacy, and educational achievement and can be utilized to enhance an organization's program outreach initiatives.

### **Eligibility**

Collaborators/partners eligible for the program include non-profit organizations, community-based organizations, faith-based organizations, grass-roots organizations and schools.

### **Administrative Requirements**

To ensure that each project follows the purpose stated in the proposal, funded organizations will be required to submit:

Before the event -

- An action plan narrative providing a description of the educational event or activity being planned to complement the book distribution

After the event – Form attached

- Documentation of the event and outreach efforts by providing information on the –
  - Number of attendees (children and adults)
  - Number of books distributed
  - Photos
  - Evaluation form for participants
  - Evaluation summary

**NOTE: Under no circumstances will the books distributed through the STLC be sold or used in fundraising of any type.**

### **Acquisition of Books**

Depending on the type of activity/event, STLC staff will make every effort to prepare book requests on a timely basis. If the event is a family literacy festival or fair, STLC staff (schedules permitting) will attend the event, set up a book exhibit for distribution, and interact with participants.

On other occasions when the presence of STLC staff is not required, books can be picked up at the STLC office upon arrangement with the STLC staff – (956) 292-0257 or (956) 279-1689.



### **Using the STLC Book Distribution Initiative Evaluation Questionnaire**

The South Texas Literacy Coalition encourages the use of this brief evaluation form at literacy events where our books are being distributed. The information gathered from these events provides rich and important qualitative information from parents about family reading habits.

**The evaluation form is bilingual with only 10 questions to answer.** After the event the collaborating agency can review the forms and summarize them for the event and include the summary in the Post-event Summary Report. Another option is to turn in the evaluation forms to the STLC for tabulating and summarization. In either case, a summary of the event will need to be included in the final report.

**It is recommended that the forms be given out at the beginning at the event and then collected at the table where the books are being distributed.** The evaluation form is the incentive to receive a free book! It is customary that at our book distribution events each person attending may select ONE book from the entire selection. We have found that this is important to clarify because when books are free some individuals want to take one book from each title. Obviously, we want the books to be available to as many participants, especially children and students, as possible and that is why we limit distribution to one book per person.

**We need photos of the event** to help document our outreach and partnerships throughout our service area for our sponsors and donors. Please make copies of the following publicity release form to use when taking photos of individual persons and always ask - “May I/We take your picture?” And “Please sign this release form allowing us to use this photo to show how successful our event was.”



## **Book Distribution Post-Event Summary Form**

To be completed and returned to STLC Office by email or fax within 2 weeks of the event.

Name of organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location \_\_\_\_\_

Number of attendees (children and adults): \_\_\_\_\_

Number of books distributed: \_\_\_\_\_

Number of books left-over for future distribution: \_\_\_\_\_

Did you use an evaluation form for the participants? \_\_\_\_ Yes \_\_\_\_ No

Evaluation Summary (from evaluations forms or staff evaluation):

Please attach/email photos of your event to [stxliteracy@gmail.com](mailto:stxliteracy@gmail.com).

Thank you for partnering with the STLC!



### South Texas Literacy Coalition Book Distribution Initiative Evaluation Form



Place an "X" under the smiley face that best describes your answer.

*Ponga una "X" debajo de la carita más apropiada.*

		Excellent/ Excelente	Fair/ Más o menos bueno	Poor/ No me gustó
1.	How did you like the event? <i>¿Cómo le gustó este evento?</i>			
2.	Quality of information that you received. <i>¿Calidad de la información que recibió?</i>			
3.	Literacy activities?/ <i>¿Actividades de lectura?</i>			
4.	Do you feel that you learned something? / <i>¿Piensa que aprendió algo?</i>			

5.	Do you have books or other reading materials at home? / <i>¿Tiene usted en su hogar libros, revistas, e otros materiales para leer?</i>	<u>Yes</u>	<u>No</u>
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6.	How many minutes per day do you spend reading to your child? <i>¿Cuántos minutos por día pasa usted leyendo con sus hijos?</i>	___less than 10 minutes /menos de 10 minutos ___20 minutes/minutos ___30 minutes/minutos ___45-60 minutes/minutos ___more than 60 minutes/más de 60 minutos
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7. Level of family income/*Nivel de ingresos de la familia:*

<i>J</i>	Income/ <i>Ingresos</i>
	Less than \$9,999/ Menos de \$9,999
	\$10,000 - \$14,999
	\$15,000 - \$24,999
	\$25,000 - \$34,999
	\$35,000 - \$49,000
	\$50,000 - and above (\$50,000 o más)
	I prefer not to answer/ <i>Prefiero no responder</i>

9. Would you and your family like to participate in other literacy and school success events? / ¿Le gustaría a usted y a su familia participar en otros eventos de lectura y éxito escolar? \_\_\_\_\_ Yes/ Si \_\_\_\_\_ No

10. Comments or suggestions/*Comentarios o sugerencias:*

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### Photograph and Publicity Release Form

I, \_\_\_\_\_, give \_\_\_\_\_ and, the South Texas Literacy Coalition (STLC), permission to use my name, likeness, image, voice, and/or appearance as such may be embodied in any pictures, photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of \_\_\_\_\_ activities. I agree that the \_\_\_\_\_ and STLC have complete ownership of such pictures, etc., including the entire copyright, and may use them for educational promotion purposes consistent with the mission of these organizations. These uses include, but are not limited to illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, and any promotional or educational materials in any medium now known or later developed, including the Internet. I acknowledge that I will not receive any compensation, etc. for the use of such pictures, etc., and hereby release the \_\_\_\_\_/ STLC and its agents and assigns from any and all claims which arise out of or are in any way connected with such use.

I have read and understood this consent and release.

***I give my consent*** to the \_\_\_\_\_/STLC to use my name and likeness to promote the \_\_\_\_\_ program, its fiscal agent, and/or their activities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Parent / legal guardian (if age 17)

\_\_\_\_\_  
date

*I do not give my consent* to the \_\_\_\_\_ *and STLC* to use my name and likeness to promote the \_\_\_\_\_ program, its fiscal agent, and/or their activities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Parent / legal guardian (if age 17)

\_\_\_\_\_  
date