



READ Association of Saginaw County RIF Distribution Center Worksheet



Center Supervisors/ Coordinators:

The Reading is Fundamental (RIF) National Program requires that a report be submitted after each distribution held. This means, a worksheet from center supervisors must be completed and forwarded to the READ Office in November, February, and April. The master report on all 45+ center sites will be completed by the READ OFFICE and submitted to RIF. We need **YOUR HELP** in collecting this information to submit accurate reports. Please keep in mind, READ must compile this information to continue receiving funding each year to purchase paperback books. This brief form should only take a few minutes to complete. I thank you in advance for your cooperation!

Carol Lechel
Director

Sara Larsen
Administrative Assistant

P.S. Be sure to review the back of this form for reminder points from RIF on the distribution.

Your _____ **Date(s) of** _____ **Distribution**
Center: _____ **Distribution** _____ **Number:** 1 2 3

# Of Children Participated	Range of Grades (i.e.; 1 st , 2 nd , 1 st -5 th)	Approximate Range of Ages	Total Number of Books Available to select from	How many books had the same title?	Did each child select One Book? Yes NO	# Of Books distributed this time (same as # of children participated)	# Of Books remaining for next distribution	# Of Volunteers who assisted with distribution	# Of Parents involved

If a child was absent, did they choose a book the following mentoring session? _____

Motivational Activity held for book distribution day: (Did you do anything special that day, i.e.; theme day, event, etc. or share any motivational activity you have conducted at your Center)

Prepared By: _____ Date: _____

Please FAX this form to (989) 755-8404 or mail to READ, 100 S. Jefferson, Suite 401, Saginaw, MI 48607, or call 755-8402. This information is needed one week after each distribution date.