



Reading Is Fundamental, Inc.  
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## **Multi-Site Distribution Report**

### **Reading Is Fundamental National Book Program**

The RIF Coordinator is responsible for collecting book distribution data from all sites, compiling this data on the Multi-Site Distribution Report, and promptly submitting this report to RIF. (No individual site reports should be sent to RIF.) This Multi-Site Distribution Report must reflect information for *all* sites for the *same* Book Distribution Number (1, 2, 3, etc.) This report must be submitted to RIF within 30 days of *all* sites having held a book distribution. Please submit one report per book distribution.

All book distributions must occur at least thirty days apart at any given site. ALL book distributions must occur within your program's contract year. Please type or print legibly. All questions must be answered. Please attach additional sheets, if necessary. **This form is also available online at [www.rif.org](http://www.rif.org).**

Name of Proposing Organization	Program Identification Number (PIN): _____	
Address	Termination Date: _____	
City, State, Zip	Book Distribution Number (circle one):    1    2    3    4    5	
RIF Coordinator		
Phone	Fax	E-mail

#### **Book Distribution**

Page 2 of this form provides space to record book distribution information. Please list *all* program sites in Column #1 and complete *all* subsequent columns.

#### **Absent Children**

If children were absent, how were they served?

#### **Motivational Activities**

Motivational activities must occur in conjunction with each book distribution. Activities must be literacy-related, engaging, and fun for children. Please describe the motivational activities held for this book distribution:

#### **Parental Involvement**

RIF requires participation from school/community volunteers, but especially from parents and family members. In what ways were parents involved in this distribution?

