



Getting Started: Books for Ownership

We appreciate your interest in implementing the Reading Is Fundamental (RIF) Books for Ownership program. Please fill out this Getting Started form and RIF will send you a detailed letter with your next steps. We look forward to working with you to impact the children in your community with the power of reading.

1. PROVIDE ORGANIZATION INFORMATION*:

Organization Name: _____

Primary Contact Person: _____

RIF ID Number: _____

Email: _____

Phone Number: _____

Shipping Street Address (No PO Boxes): _____

Shipping City: _____

Shipping State: _____

Shipping Zip Code: _____

**If you have multiple sites or coordinators that will need access to our online bookstore, please let us know so we can send a special multi-site spreadsheet to capture the information for the other sites. Multiple accounts will then be created for each individual site coordinator to access to our online bookstore.*

2. DESCRIBE YOUR BOOK NEEDS:

Please list the number of children in each grade level that are participating in the program (totaled across all sites, if applicable):

_____ Early PreK _____ 1 _____ 4 _____ Middle School

_____ PreK _____ 2 _____ 5 _____ High School

_____ K _____ 3 _____ 6

Total Number of Children: _____

Number of books to be provided per child: _____

3. BUDGET FOR YOUR BOOKS FOR OWNERSHP PROGRAM

- **ONLY COMPLETE THIS BUDGET SECTION IF** your organization is self-funding the implementation of your Books for Ownership program (not funded through a RIF partnership)
- Use the budget template provided below to calculate your Books for Ownership budget.
- We have provided this simple formula below to determine your programmatic costs:

$(\#children) \times (\#books \text{ per child}) \times (\$3 \text{ per book}) = \text{book budget} + \text{optional expenses to increase engagement}^{**}$

	Amount	Number of Children***	Number of Books Per Child	Total Book Budget
Student Books*	\$ 3			\$

***Please take a look at additional expense considerations in our [Planning and Implementation Guide](#).*

**** Consider the option to order a cushion of extra books to ensure every child, whether choosing their books first or last, has a choice in his or her selection. If you have questions on how many books to order for your program, please contact us at LiteracyNetwork@RIF.org.*

4. SUBMIT YOUR FORM

Please send this form to literacynetwork@rif.org. Once your form is received you will receive a letter with next steps including an invoice for your book purchase, if applicable. If you have any questions, please contact us at the email address above.