



# Getting Started: Book Fund

We appreciate your interest in participating in the Reading Is Fundamental (RIF) Book Fund program. Please fill out this Getting Started form and RIF will send you information 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 have access to our online bookstore.*

## 2. DESCRIBE YOUR GENERAL BOOK NEEDS

Please List the Number of Requested Books in Each Grade Level (totaled across all sites, if applicable):

\_\_\_\_\_ Early PreK    \_\_\_\_\_ 1    \_\_\_\_\_ 4    \_\_\_\_\_ Middle School

\_\_\_\_\_ PreK    \_\_\_\_\_ 2    \_\_\_\_\_ 5    \_\_\_\_\_ High School

\_\_\_\_\_ K    \_\_\_\_\_ 3    \_\_\_\_\_ 6

Total Books Needed: \_\_\_\_\_

Book Cost (Calculated at \$3/Book x Number of Books Requested): \_\_\_\_\_

## 3. SUBMIT YOUR FORM

Please send this form to [literacynetwork@rif.org](mailto:literacynetwork@rif.org). RIF will contact you to finalize payment. Once payment is received, your book allocation will be uploaded into our online bookstore. Please keep in mind that your purchase will be transferred into a pre-paid book allocation for you to select books through our online bookstore.