



**LBSS ENDOWMENT FUND**  
PROMOTING READING IN ILLINOIS

## **Readers' Choice Grant Guidelines**

**I. Register to participate in the appropriate Readers' Choice Award program—Lincoln, Caudill, Bluestem, or Monarch—between March 16 and April 30. This registration is for the current school year and coincides with that year's readers choice award..** Make sure your school sends registration material if you do not handle this personally. If you are not registered with the Readers' Choice program by the April 30 deadline, your application will not be considered. If you are not sure if your library is registered for the correct school year Readers' Choice Award program, contact [execsecretary@aisled.org](mailto:execsecretary@aisled.org) (Monarch, Bluestem, and Lincoln) or [the Rebecca Caudill committee](#).

**II. Complete and submit the application form at [www.lbssfund.org](http://www.lbssfund.org)** Visit this site between March 16 and April 30. The finished application must be submitted by midnight on April 30.

**III. Determine which Readers' Choice program you will apply for—** Abraham Lincoln (9-12), Rebecca Caudill (4-8), Bluestem (3-5), or Monarch (k-3).

**IV. Determine how many students are eligible to participate in the award program.** For example, if you are participating in the Bluestem program, how many 3rd, 4th, and 5th graders are in your building?

**V. What is your book budget for the students in the grades covered by the award program?** If you do not have a specific line item in your budget for the grade levels involved in the readers' choice program, please estimate the amount available to purchase these titles. This is not your total budget for the library's operations—do not include salaries, technology—only the money available to purchase books at the grade levels covered by the award program.

**VI. Prepare to answer the following questions. It is a good idea to do a draft copy.**

- 1. Program Administration: How will the program be administered? (Include aspects of the planning process, special displays, voting process, submission of student votes).**
- 2. Motivation and Involvement of Students: How will you motivate students to participate in the program? To what extent will the students be involved? (planning process, participants only, helping with promotion and displays) Will incentives be used to promote the program? Will participants receive any type of incentive??**
- 3. Stakeholders: How will you include the stakeholders (teachers, staff, administrators, parents, community) in the readers choice program?**
- 4. School/ Library Program: How do the planned activities for the Readers' Choice program tie in with the school library program? How does the program tie in with the school's curriculum?**
- 5. Program Evaluation/Measurement: How will you evaluate the impact of your program? What types of formal/informal assessments will you use? (Include statistics, number of students participating, number of books read overall, etc.) Include any anecdotes, any special features that your program provides, and the value of the Readers' Choice Program to your school/community.**