



Learn. Collaborate. Champion.

November 15, 2023

Dear grant recipient,

Congratulations on your Elaine Wells Books Kids Want to Read Grant award! Please review the grant award timeline and instructions for ordering your books.

BKTWR Timeline

Deadline	
By Monday, November 20, 2023	Send an email to leigh@oaklandliteracycoalition.org confirming that you have received this award letter and that you understand the instructions and timeline
By Friday, December 1, 2023	Book orders created, reviewed by your library buddy, and sent to leigh@oaklandliteracycoalition.org for approval
By Friday, December 8, 2023	Book orders submitted to Mackin or Follett
As soon as your books arrive	<ul style="list-style-type: none">● Send invoices to leigh@oaklandliteracycoalition.org● Send 2-4 photos of students reading or holding the new books (It is fine to have faces covered)● Provide a comment or quote about how the books are benefiting students



Book Order Instructions

1. Create **ONE** book order named BKWTR and your school name (e.g., BKWTR - Glenview Elementary School) at either Mackin Educational or Follett. These are the only two approved vendors for this book order. **Note**, we strongly encourage you to use **Mackin Educational** for your order. Please reach out to Debbie Gibbons for support in exporting your collection for analysis. Your book order must include:
 - a. Shelf-ready processing
 - b. A “do not exceed” (DNE) amount of your total grant award, \$XXXX
 - c. A total of at least 20% over the DNE to account for unavailable books
2. Ensure your shipping address and contact information are correct
3. In the billing information, use **Oakland Literacy Coalition, 2744 E. 11th Street, Suite A10, Oakland, CA 94601.**
4. Share your book order with your library buddy or another library staff member for review. Please use these [considerations](#) when reviewing your order.
5. Forward your order to me at leigh@OaklandLiteracyCoalition.org **before** submitting your order.
6. After receiving approval from Leigh, submit your order to Mackin or Follett
7. When you receive your books, please check your Mackin or Follett account and forward me a copy of your invoice, so SLP can pay the invoice. Books may arrive in multiple shipments. Please remember to send all invoices as soon as the books arrive.
8. Send Leigh:
 - a. 2-4 photos of students with the books - either reading, holding, etc. (It is fine to have faces covered)
 - b. A comment or quote about how the books are benefiting students

Please reach out to Debbie Gibbons for additional support in creating your book order. And please don't hesitate to contact me with any questions.

We hope this book order provides your students with new and engaging books for this next school year!

Very sincerely,

Leigh Carroll
Program Coordinator, School Library Partnerships