



GUIDELINES FOR LIBRARY PROJECT APPLICATION

PROCEDURES, TERMS AND CONDITIONS

1. The school must submit a letter that explains why they need assistance from Give and Restore Hope Children's Charity (GRHCC) and why they deserve to be a part of GRHCC program. The letter must include details about the school. If the school has a reading/literacy program in place, a document describing the full program must also accompany the letter. If the school does not have one, then the details of any planned program must be included. Any further information to help with your application will be welcomed.
2. Upon approval of your application, a recent evaluation of students reading and learning skills is required. The school must submit a copy of the Reading Inventory Report (or similar) indicating the date the evaluation has taken place and Reading Levels of students as follows (or similar): Advance, Independent, Instructional and Frustration. This report must be submitted before the books are turned over to the school;
3. Upon receipt of books, the school shall record the individual titles of books and submit a copy to GRHCC; the school agrees to ensure that the books received will be taken care of as school property – must be stored properly, fully utilized for their purpose as part of serving the literacy program's objectives and shall be easily accessible to all students;
4. The school agrees to provide a reading-conducive environment where students could freely read books on their free time and reading classes time; it could be a reading corner inside the classroom or a separate library room dedicated to reading and learning;
5. The school agrees to implement a functional literacy program that covers all students and not just the students that need assistance;
6. The school agrees to ensure that any other materials or equipment received are used as part of the literacy program;
7. The school agrees to submit a summary report twice a year (once per semester) to GRHCC on the utilization of books and progress of the reading, writing and comprehension skills of students; any evidence such as photos and/or video footages shall be part of the said report to be sent to giveandrestorehope@gmail.com or through messenger; in addition, GRHCC shall be provided with informal updates throughout the year through email, messenger or at our Facebook Page <https://www.facebook.com/GRHCharity> .
8. The school agrees to conduct an Inventory of the donated books at the end of every school year. A copy of this report shall also be furnished to GRHCC.
9. Evaluation of Application shall start after GRHCC receives a signed copy of this Terms and Conditions. A school representative must be available for interview through email or messenger.
10. Once Application is approved, both parties shall sign into a Memorandum of Agreement.

I HAVE READ AND UNDERSTAND THE GUIDELINES FOR THE LIBRARY PROJECT PROGRAM AND AGREE TO THE ABOVE TERMS AND CONDITIONS. I DECLARE THAT THE INFORMATION FURNISHED IN THE LETTER REQUEST AND ALL FURTHER DATA ATTACHED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND ABILITY.

Name of School: _____ Date: _____

Office Address: _____

Represented by: _____
(Signature over printed name) (Signature over printed name)

Designation : _____