



2018 Dates to Remember

- January:** Staff Resources up on Summer Reading Club website at www.tdsummerreadingclub.ca. Canadian artist and artwork/images for Summer Reading Club revealed. English and French booklists sent to participating libraries. Signed *Letter of Agreement* and completed order form for *Promotional Materials* submitted to Rae Weniger at PLS. Completed booklist order form submitted to Rose-Marie Finch at PLS.
- February:** Completed order for *Supplementary Materials* (prizes) submitted to Rae Weniger at PLS.
- March:** “Run the program” section of the TD-SRC staff site goes live. “Coming soon” web page introduced in advance of the arrival of the full TD-SRC kids’ site.
- May:** Promotional Materials shipped to participating libraries. *Supplementary Materials* (prizes) shipped to participating libraries.
- June:** PLS provides training webinars for library staff who will run the Summer Reading Club. Promote your library’s Summer Reading Club to the schools and community. Full TD-SRC kids’ website launched at www.tdsummerreadingclub.ca. PLS sends invoices to participating libraries for the prizes that were shipped in May.
- June 16-23:** *Get Your Summer Read On Day!* across Canada. Promote your Club and get kids registered.
- July:** Start the Summer Reading Club. Register participants using the Word document form provided on the PLS website or the Excel spreadsheet form on the TD-SRC website; track participant and activity statistics throughout the summer. These stats will be required at the end of the Club. Payment due of PLS invoice that was sent out mid-June for prizes.
- August:** Wind up the Summer Reading Club and fill in the required TD *Statistics and Evaluation* form provided on the PLS website.
- September 7th:** Submit the mandatory TD *Statistics and Evaluation* form to PLS. Completion of this form is a requirement of having used the TD Summer Reading Club resources and free Promotional Materials.