



**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) (about the 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). **Being specific** about aspects such as voting will gain you higher scores (don't just say "students will vote in the spring")
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) If incentives are used, how will they promote the program and how will participants receive them?
3. **Stakeholders:** **How** will you include the stakeholders (teachers, staff, administrators, parents, community, public librarians) in the readers choice program? Finding ways to **actively** involve these people gets you higher scores than just saying you inform them of the 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? **Being specific** with what titles and how they could enhance which units of study gains you more points in the scoring.
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, feedback surveys, etc.) Include any anecdotes, any special features that your program provides, and the value of the readers choice program to your school/community. **Being specific** as to how you will use statistics or circulation reports will gain you higher scores.