

Every Child Ready to Read

Procedures for Proposing Next Steps

Project proposals for ancillary work that may build on the work of the Every Child Ready to Read kit, training materials or web site must be in writing. The proposal must include the following: the idea or general concept, which should include the following:

- Needs assessment
- Scope of the project
- Management plan
- Resources needed for the project including volunteer time, staff time, and monetary requirements
- Name of proposal initiator (staff, member or committee)

Project proposals should be submitted to the Presidents and the Executive Directors of the Public Library Association and the Association for Service to Children.

The governing authority (Board or Executive Committee) of both units shall determine whether or not each unit is interested in participating in the proposed project. It is expected that each unit will follow their own internal procedures for pursuing new initiatives. Once a determination has been made, that information will be communicated back to the initiator of the proposal, in writing within 30 days of the initial proposal.