

**2020 Dates to Remember**

**January**: Staff Resources up on Summer Reading Club website at <https://www.tdsummerreadingclub.ca/staff/home>. 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 Barb Johnson at PLS. Completed booklist order form submitted to Rose-Marie Finch at PLS.

**February**: Completed order for *Supplementary Materials* (prizes) submitted to Barb Johnson at PLS.

**Mid-May:** *Promotional Materials* shipped to participating libraries.

**End of May:**  *Supplementary Materials* (prizes) shipped to participating libraries.

**May:** Summer Reading Club website announces “More coming soon!” web page in advance of the arrival of the Kids’ site. Includes the top recommended reads, a section for parents, and information about the illustrator and author.

**Mid-June:** Kids’ website is launched.

**June 13-27:**  National “Get Your Summer Read On” – two-week period.

**June:** Promote your library’s Summer Reading Club to the schools and community.

**Mid June**: PLS sends invoices to participating libraries for the prizes that were shipped in May.

**June**: PLS provides training webinars for library staff who will run the Summer Reading Club.

**Beginning of** **July**: Start the Summer Reading Club. Register participants using the Word doc provided on the PLS website or the Excel form on the TD-SRC website. Track statistics that will be required at the end of the Club.

**By end of July**: Payment due of PLS invoice that was sent out mid-June for prizes.

**End of** **August**: Wind up the Summer Reading Club and fill in the required TD *Statistics and Evaluation* form provided on the PLS website.

**September**: 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.