



2021 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.
- 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-May:** *Promotional Materials* shipped to participating libraries.
- June:** Promote your library’s Summer Reading Club to the schools and community.
- Early June:** *Supplementary Materials* (prizes) shipped to participating libraries.
- Mid June:** PLS sends invoices to participating libraries for the prizes that were shipped in early June.
- June 15:** Kids’ website is launched.
- June 13-26:** National “Get Your Summer Read On” week.
- June 17 & 23:** PLS provides training webinars for library staff who will run the TD 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 doc provided by the Club. 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.