
Free-To-Read

Principal's Choice Letter

Giving directly to your community's classrooms without overhead costs



Donor Name _____

Address _____

City, State, Zip _____

Date _____

Dear Donor:

I received your letter and have selected the classroom of _____ to receive your donation. To complete your donation, please use the instructions and *Donation Form Letter* found in the *DONOR'S SECTION* of the www.FreeToRead.org website. At the website you will be instructed to make out your check in the name of the school and mail it and the *Donation Form Letter* directly to the above-named Teacher, using the school's address printed below. For your convenience, I have enclosed a copy of the *Donation Form Letter* and a stamped return addressed envelope. If you wish, you may simply fill out the enclosed form letter, enclose your check made out to the school, and mail it to the Teacher.

I want to assure you that all of your donation will go directly to the purchase of children's literature books in the classroom and no other direct or indirect fees will be charged. If, at some point in the future, this Teacher leaves or is transferred to another school, the books purchased with your donation will stay here with the classroom.

On behalf of the students at my school, I want to thank you for your donation to the Free-To-Read program.

Sincerely,

Principal

Mail the *Donation Form Letter* and Check to:

Teacher's Name: _____

School Name: _____

Street Address: _____

City, State, Zip Code: _____

Free-To-Read

Donation Letter

Giving directly to your community's classrooms without overhead costs



Teacher's Name: _____

Name of School: _____

Street Address: _____

City, State, Zip: _____

Date: _____

Dear Teacher:

The enclosed check is my donation of \$_____ to be used by you for the Free-To-Read program. While the donation is exclusively for your classroom, the check is made out in the name of your school and should be hand carried to your Principal's Office for deposit. A detailed set of guidelines and all the necessary procedures and forms for accepting and using donations are provided in the TEACHER'S SECTION at the internet website: www.FreeToRead.org. Please read and follow these guidelines carefully.

As detailed in the TEACHER'S SECTION of the Free-To-Read website, there are only three steps to properly using these funds. First, you must mail me, the Donor, the "Donation Acceptance Form Letter" acknowledging your receipt and acceptance of this donation. This should be done immediately. Second, using the "Purchase Notification Form Letter" and the "Money Monitoring Sheet," you must keep me, the Donor, and your Principal informed of your book purchases. After your students have had a chance to read some of the books, the third step is to allow them to write Feedback Notes and then bundle them up and mail them to me. I am interested in hearing what they thought of the books they read and my being able to share these notes with other potential Donors helps to generate more donations.

Remember these funds can be used only to purchase children's literature books and I would like to emphasize the importance of allowing your kids to help choose the books purchased with this donation. Even though their reading interests may not be what you might hope for, the fact is that they are choosing to read books. Congratulations on being selected for this donation and good luck in your book-buying efforts. I look forward to receiving your correspondence.

Sincerely,

My name is: _____

My mailing address: _____

My City, State, Zip code: _____