



Reading Is Fundamental, Inc.
1825 Connecticut Avenue, N.W., Suite 400
Washington, DC 20009-5726
Toll-free **1-877-RIF-READ**
Fax 202-536-3515

Single-Site Distribution Report

Reading Is Fundamental National Book Program

The RIF Coordinator is responsible for completing and submitting one of these forms following each book distribution. Book distributions must be conducted at least thirty days apart and all must occur within your program's contract year. Please type or print legibly. All questions must be answered. Please attach additional sheets, if necessary. This form must be sent to RIF within 30 days of each book distribution. **This form is also available online at www.rif.org.**

Name of Proposing Organization	Program Identification Number (PIN): _____
Address	Termination Date: _____
City, State, Zip	Date of Book Distribution: _____ mm/dd/yy
RIF Coordinator	Book Distribution Number (circle one): 1 2 3 4 5
Phone	Fax
	E-mail

# Children Present for Book Distribution	Grades Served	Ages Served	# Books Available	Approximate # Titles Available	# Books Each Child Chose	TOTAL # Books Distributed	# Books Remaining	# School/Community Volunteers Involved	# Parents Involved

Absent Children

How many children were absent from the book distribution?

If children were absent, how were they served?

Motivational Activities

Motivational activities must occur in conjunction with each book distribution. Activities must be literacy-related, engaging and fun for children. Please describe the motivational activities held for this book distribution:

Parental Involvement

RIF requires participation from school/community volunteers, but especially from parents and family members. In what ways were parents involved in this distribution?