

LIAISON RESPONSIBILITIES

1. Submits new contract from RIF of NOVA to President.
2. Insures at least 25% matching funds at their site.
3. Attends **mandatory** Book Selection and Ordering Day in April to select and order books.
4. Returns all book orders to Book Selection and Ordering Chairperson by **June 1st**.
5. Attends **mandatory** Fall Liaison Workshop where guidelines are reviewed, pertinent materials are distributed, programs are presented, questions are answered and distribution ideas are generated. A suitable representative may attend as a substitute for the Liaison.
6. Assumes responsibility for following all RIF of NOVA guidelines.
7. Establishes dates, times, locations and motivational activities for three (3) distributions.
8. Maintains open communication with Area Chairperson regarding any and all aspects of RIF program.
9. Returns three (3) Distribution Dates, Ethnic Population Data and Program Information Data to the Area Chair by **November 1**.
10. Sends Distribution Report to Area Chairperson **immediately** following each distribution.
11. Submits all other reports to Area Chairperson as required.
12. Receives Book Bill in March and sends in remittance by **April 15**.
13. Maintains RIF of NOVA notebook and comprehensive files.

GUIDELINES FOR BOOK DISTRIBUTIONS

1. RIF books are new books for enjoyable *leisure* reading.
2. A child's *freedom to choose* must *not* be restricted by teachers or volunteers. Each book chosen is stamped with the RIF logo and the child's name is written in the book.
3. Each distribution *must* include a motivational activity.
4. RIF books *must not* be associated with discipline, such as denying attendance at a distribution as punishment.
5. Individual children of lower economic or lower reading levels *should not* be singled out to receive the free books.
6. A sufficient number of books per child *must* be offered at each distribution so that the last few children have a real choice.
7. Books distributed should reflect a *wide range of interest* with varied subject matter, genre and reading levels.
8. Books should *not* be displayed according to reading level. There should be a good mix of titles and reading levels on each table so that poorer readers are not discouraged.
9. If children are absent, teachers or volunteers *must not* choose books for them. These children must have the opportunity to choose from a varied selection of books at a later date.