

**TERMS OF AGREEMENT FOR PRINCIPALS,  
DIRECTORS AND LIAISONS  
READING IS FUNDAMENTAL OF NORTHERN VIRGINIA**

1. Attends mandatory Liaison Workshop in the fall and Book Ordering Day in April
2. Holds three book distributions spread throughout the year
3. Submits all forms and reports to Area Chairperson in a timely manner
  - \*Dates and themes of three distributions by **November 1st**
  - \*Distribution reports following each distribution
  - \*Ethnic population report by **November 1st**
  - \*Contract signed by principal/director and liaison returned to President of RIF in **April** (Contracts are mailed in **March** to schools)
  - \*Receives book bills in March and sends in payment by **April 15th**
  - \*Returns book orders to Book Chair by **June 1st**
4. Assures that children are free to choose a book and are not restricted by teachers, parents, or volunteers
5. Plans motivational activities for each distribution
6. Makes sure that RIF books are not associated with discipline, such as denying attendance at a distribution as punishment
7. Assures that if children are absent, no teacher, parent, or volunteer chooses a book for them (The children must be allowed to choose a book at a later date)
8. Assumes responsibility for following all RIF of NOVA Guidelines

Sign and return to: **Your Respective Area Chairperson**

RIF Program Name: \_\_\_\_\_

Principal/Director: \_\_\_\_\_

Principal/Director Signature: \_\_\_\_\_

Liaison(s) Name(s) \_\_\_\_\_

Liaison Signature(s) \_\_\_\_\_

