
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 Acknowledgment Letter" indicating your acceptance of this donation. *This is needed for tax purposes and should be mailed to me 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. For your convenience I went to the Free-To-Read website, printed these forms, and have enclosed them with this letter. 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 substantially 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: _____

Free-To-Read

Donation Acknowledgment Letter

Giving directly to your community's classrooms without overhead costs



Donor Name _____

Address _____

City, State, Zip _____

Date _____

Dear Donor:

I received your letter dated _____ and donation check for the amount of _____ dollars. I have given the check to my Principal and the funds are now ready for my use. The next discounted book sale begins on _____ and I expect to make the first children's literature book purchase at that time. I have told my students about your donation and that it means they will be able to have new books to read. The students are excited and we are making a list of new books they want to read.

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

Just as soon as I make the first book purchase, I will mail you a *Purchase Notification Form Letter* and a *Money Monitoring Sheet*, reporting the progress I have made. On behalf of my students, I want to thank you for your donation to the Free-To-Read program. You may use this letter as evidence of your tax-deductible contribution.

Sincerely,

Teacher's Name: _____

School Name: _____

School Street Address: _____

City, State, Zip: _____

Free-To-Read

Purchase Notification Letter

Giving directly to your community's classrooms without overhead costs



Donor Name _____

Address _____

City, State, Zip _____

Date _____

Dear Donor:

Using your donated money, I have made a Free-To-Read book purchase. I have attached a copy of the Free-To-Read *Money Monitoring Sheet* that includes the details of this purchase, as well as updates of the total number of books purchased to date, the average cost per book, and the total amount of your donated funds remaining for future purchases. I have also attached a photocopy of the sales receipt from the current purchase.

Sincerely,

Teacher's Name: _____

School Name: _____

School Street Address: _____

City, State, Zip: _____

Free-To-Read
MONEY MONITORING SHEET

Date	Location of Purchase	Number of Books Purchased	Cost of Books	Cumulative # of Books Purchased	Cumulative Average cost Per Book	Funds Remaining
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Instructions for use: Each purchase of books you make should be recorded on a separate row. With each consecutive row entry, the last three columns must be updated, based on the addition of the new purchase. As described in the Teacher’s Section of the FreeToRead website, copies of this *Money Monitoring Sheet* must be sent to both the Donor and your Principal after each purchase of books.