Read-to-Me and Summer Reading Club Facilitator

2018 Agreement

The Community Facilitator will:

- **Host** a 2018 Read-to-Me Summer Reading Club for children three to thirteen years of age once a week for one hour for seven sessions during the summer at NO CHARGE to participants
- **Help** the Hazelton District Public Library [“the Library”] to **promote** the club through word of mouth and using the posters and handouts we [“the Library”] provide
- **Promote reading** for pleasure and information, reading at home, and families reading together
- Promote and represent the Hazelton District Public Library in a professional, **responsible** manner
- **Publicly acknowledge support** from Success By Six (including United Way; the Credit Unions of BC and the Province of British Columbia), BC Library Association, and the Libraries Branch, Ministry of Education
- **Arrange for the venue** for your club and provide us with the contact information and location and other details (eg the KEY!) as necessary. . . in case we need to cover you!
- **Provide a criminal record check** to the Library
- **Record the titles** of all books used - hand in by Sept 4, 2018
- **Keep track of and report participation** numbers to HDPL by Sept 4, 2018 using the attendance form we provide
- **Keep track of sessions delivered and report** them to HDPL by Sept 4
- **Record the crafts and activities** you did and hand in by Sept 4, 2018
- Contact the Library immediately to **arrange for coverage** if unavailable to run your club as per the advertised schedule
- **Participate in a debriefing** and evaluation session by September 4, 2018 specific date to be determined
- **Pick up supplies** and books each week for your club activities and craft supplies. (We cannot promise to deliver items to the community clubs)
- **Get permission** from legal guardians to **take photos** of children using Success By Six and Library permission forms
- **Take at least 3 good photos** of your club in session over the summer to submit to us for our records and for the Success by Six Calendar

*It is your responsibility, as a contractor, to provide your own insurance and to report your income. The Library will not make deductions or provide you with a T4.*
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The Library will:
- Contract you for $325 to run the club for a total of seven 1-hour club sessions over a 7-week period. Additional working hours will be volunteer unless preapproved by the Library.
- Provide you with a gas card to help defray transportation costs to attend the training session, June 25, 2018.
- Pay you within three weeks after all your paperwork has been received by the Library.
- Help you publicize your Summer Reading Club.
- Provide program ideas and supplies for the 7 sessions.
- Other support as requested.
- Be so grateful and thrilled to have you on our SRC Facilitator Team!

Facilitator contact information:
Name (please print)____________________________________________
Address  ______________________________________________
This is where your cheque will be mailed Postal code_____
Phone number ________________ email ______________________

Facilitator’s Signature  ______________________________________
Library rep Signature  ______________________________________

Your Library Contact is:
Ruth Cooper, Assistant Librarian
hdpl.ruth@citywest.ca
250-842-5961
(or in case of emergency, call me at home 250-842-0286)
If Ruth is not available, your contact is Brian Butler, Acting Head Librarian or Paolo Rubinato, our summer intern in charge of Summer Reading Clubs.

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