



The
Children's
Reading
Foundation

How to Start a Chapter of The Children's Reading Foundation

- Get Inspired.**

You're probably already inspired and well-aware of the importance of children's literacy. Take a moment to reflect on why this has a special place in your heart. Why do you want to put your time and energy behind this cause?
- Clarify your vision.**

Starting a new chapter of The Children's Reading Foundation may or may not be the best way to fulfill your purpose and goals. To see how the Reading Foundation fits with your vision for the children in your community, check out the helpful tools at www.readingfoundation.org under "Join Us." Send a message requesting a complimentary packet of introductory materials to info@readingfoundation.org.
- Find like-minded people.**

Starting and operating a Children's Reading Foundation cannot be done alone. In order to be successful, gather a group of three to six people who share your passion and vision for children's literacy.
- Define the service area.**

Decide the geographical region your Reading Foundation will serve. This is usually determined by organizational resources, population, media market and school/city/county boundaries. Your service area is a distinguishing part of your Chapter's name. It also determines other folks you will likely involve in the start-up process.
- Contact us.**

Submit our simple *Notice of Interest* form and let us know what ideas you have in mind for your future chapter. We'll be happy to help you every step of the way as you and your "organizing committee" move forward. And, we'll send you a resource guide for creating a Children's Reading Foundation Chapter. This is not a final commitment; just a request for additional information.
- Create community awareness.**

Which community stakeholders should be involved? What roles will they fulfill? Host a few informational meetings to facilitate input and support. School districts are typically eager advocates for local Reading Foundations, as are libraries, child care agencies and newspapers.
- Organize a Board of Directors.**

Invite between five and 20 individuals to be charter board members. Tap leaders who represent the strengths and diversity of your region. Ask those who are activists for children and education, and those who have expertise in media, business and finance. Include a respected superintendent and school board member.
- Involve local school districts.**

Ask the superintendent and/or school board member from your Board to do presentations about the new Reading Foundation in neighboring districts. Intentionally build partnerships and good-will with educators.

Prepare legal documents.

For a one-time fee of \$200 we will add your Children's Reading Foundation to our 501(c)(3) list of subordinates, provide templates for essential legal documents and offer guidance through your organizing journey. This assistance will save countless hours, thousands of dollars and at least 10 months in time. State legalities and applying for a federal Employer Identification Number (EIN) are the responsibility of each chapter.

Hold the first board meeting.

The big day has arrived! At the first meeting, board members elect officers, and then vote to approve the *Articles of Incorporation, By-laws and Affiliation Agreement*. Once these actions are recorded in official minutes you can apply to us for non-profit status (as a subordinate) and receive our IRS Group Number. Other board business may include passing a resolution to open a bank account and creating a budget and strategic plan.

Begin fundraising.

With your non-profit status you'll be ready to accept tax-deductible charitable donations. Reading Foundation Chapters are typically public-private partnerships funded by grants, dues and contributions from local service groups, businesses, individuals, etc. Plus, they host fundraising events as determined by the Board.

Hire or appoint an Executive Director.

The Executive Director will run the day-to-day operations of the foundation. Ideally, this person has valuable expertise in media and marketing, outstanding communication and people skills, excels in building community partnerships and is qualified to run a small non-profit business. Energetic, motivated, dependable and ethical are hallmarks of a great director.

Hold on to your hats!

Once organized, your Reading Foundation will quickly gain momentum! You will be astonished at the number of people and organizations who are eager to get involved. The reading message can be incorporated into nearly every activity in town. Countless children and families will benefit, thanks to your new chapter of The Children's Reading Foundation!



Please contact us for informational materials and personal assistance:

The Children's Reading Foundation International Offices

Pacific Standard Time: (509) 735-9405

info@readingfoundation.org or www.readingfoundation.org