

MISSISSIPPI HUMANITIES COUNCIL
Site Application for Prime Time Family Reading Time®

*Please return this completed form to
Mississippi Humanities Council, 3825 Ridgewood Road Rm. 311, Jackson, MS 39211*

Please attach one copy of an agency newsletter, brochure, newspaper clipping, etc. On one separate sheet, describe (1) your programs for low income families (2) how Prime Time Family Reading Time® would fit into your current operations and (3) your past and current collaborations with other community agencies, including libraries.

Agency name _____

Director's name _____

Mailing address _____

E-mail address _____

Phone # _____ E-mail _____

Number of staff available for this project _____ Number of available volunteers _____

Program Coordinator / Staff contact designee for this project _____

Below are the components and tasks required of the local host site in implementing a Prime Time Family Reading Time® program

- Conduct the six-week program between the dates of _____ and _____, 201__.
- Maintain weekly contact with the MHC regarding program status.
- Recruit a maximum of 25 families, register participants (parents and their children ages 6 -10-years-old), and maintain a record of attendance.
- Administer participant entry, completion, and follow-up survey (forms provided) within 3 months.
- Identify and recruit community volunteers to assist.
- Provide separate activities (e.g. a story time, arts and crafts) for children under age 6 during each session. Appoint a childcare attendant (a volunteer or a staff member).
- Provide nutritious snacks or meal before or after each session (through volunteers, local business support, and/or your own agency funds).
- Obtain door prizes and develop a plan for distributing them.
- Develop method for distribution and return of books each week.
- Discuss scope of project with staff and clarify their responsibilities.
- Program coordinator will attend a day-long training in New Orleans prior to the program start date.
- Call participants each week to remind them to attend the program.
- Store books prior to program.
- Inventory books before and after implementation of program.
- Pay replacement cost (\$10 each) for any unreturned books in excess of ten books.
- Complete written evaluation and attendance reports within 30 days of program completion.

Signatures

Agency Director _____ Date _____

Site Coordinator _____ Date _____

Prime Time Family Reading Time Program
a six week program sponsored by the Mississippi Humanities Council

Funds through Prime Time programs will cover costs for:

1 discussion leader (humanities scholar)

\$150 per session for a total of \$900 and mileage reimbursement of 35 cents per mile up to \$200

1 storyteller

\$150 per session for a total of \$900 and mileage reimbursement of 35 cents per mile up to \$200

1 childcare attendant

\$175 total for six sessions

Books for the program*

28 sets of reusable books (25 sets for the families plus 1 each for the storyteller, discussion leader and childcare assistant) will be supplied for the program)

Gift Books

1 per family at the close of the program

Award Certificates

A certificate of achievement to every family member participating in the program

*It is realized that some books will inevitably be lost, misplaced, and/or not returned by program participants. The MHC will cover the cost of replacing up to 10 books. It will be the responsibility of the host site to replace any books beyond this number.