



# Center for Teaching through Children's Books

National Louis University

## Donation Station

### BACKGROUND

Every year the Center for Teaching through Children's Books receives multiple copies of books by children's and young adult authors and illustrators. In accordance to our mission of promoting issues of social justice and the desire to foster an early and sustained love of reading, the Donation Station wishes to encourage "book ownership" by partnering with organizations to bring books into the hands of children. The Donation Station is an opportunity for your organization to receive high-quality reading materials to distribute to children and young adults within your community. All recipients of Donation Station materials will receive enough books to guarantee that each child served will have a choice of the books offered.

### CRITERIA

Applicants for the Donation Station must demonstrate:

**Why the books are needed for the children served by your institution or organization**

**How the materials will be used to promote book ownership within your community and/or institution**

Applications will be judged based on:

**Degree of need in the community**

**Clarity of book selection criteria to meet the needs of a specific population**

**Effectiveness of plan to make the materials available to the children served by your organization**

### GUIDELINES

- Books received through the Donation Station must be given to children and young adults to build their personal book collections. Books may not be placed in libraries or reading centers.
- Any agency that serves children or youth can apply for this donation. This includes but is not limited to schools, libraries, social service agencies, and faith-based organizations.
- Any shipping and handling charges are the responsibility of the institution selected to receive the materials.
- A member of your organization must be available to make the selection of books according to the specific needs of the children served by your institution or organization.
- **One month after books are selected, your agency must submit a post-selection report to CTCB on organizational letterhead detailing how materials were used. Criteria for the report will be sent once your application has been accepted.**

Mail completed applications to

**Center for Teaching through Children's Books  
Attn: Donation Station  
National Louis University  
5202 Old Orchard Rd, Suite 300  
Skokie, IL 60077-4409**

or email completed electronic versions of the application to: [ctcb@nl.edu](mailto:ctcb@nl.edu)

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## Donation Station Application

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Number of children served: \_\_\_\_\_ Grade level(s) of children served: \_\_\_\_\_

Please detail:

- The primary focus of your program/organization
- Your distribution plan for the books

(attach additional sheet if necessary – also indicate if you need help in the selection process)

### Statement of Commitment

I understand the criteria for the CTCB Donation Station and verify the accuracy of all information provided. I certify that any materials received will be used to promote book ownership amongst children and youth and that books cannot be used for resale or fundraising purposes.

I also understand that recipients of CTCB Donation Station awards are responsible for any shipping and handling charges incurred. **One month after books are selected my organization will submit a post-selection report to CTCB on organizational letterhead detailing how the materials received from Donation Station were used.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_