



HAZELTON *District Public* LIBRARY

Read-to-Me and Summer Reading Club Facilitator 2022 Agreement

The Community Facilitator will:

- **Host** a 2022 Read-to-Me Summer Reading Club for children three to thirteen years of age for one hour for seven sessions, preferably once a week, during the summer at NO CHARGE to participants
- **Distribute weekly packages to participating children and families** who are participating but not attending in person
- **Help** the Hazelton District Public Library [“the Library”] to **promote the club** through word of mouth and using the posters and handouts that we (the Library) provide and by other appropriate means such as community newsletters, Facebook, etc.
- **Promote reading** for pleasure and information, reading at home, families reading together and storytelling
- **Promote and represent** the Hazelton District Public Library in a responsible manner
- **Publicly acknowledge support** from BC Library Association, and the Libraries Branch, Ministry of Municipal Affairs; The Northwest Child Development Centre; the Hazelton District Public Library and any additional community support you may have for your particular club
- **Arrange for a venue** for your club, preferably outdoors, and provide us with the contact information and location
 - **And / Or provide a pick-up location** for families to get their packages each week for the club, if you do not hold actual meetings
- **Provide a criminal record check** to the Library within a week of accepting the Community Facilitator position
- **Record the titles** of all books used and give list to the Library by August 24, 2022
- **Return all borrowed books** and left-over supplies to the Library by August 24, 2021
- **Keep track of and report participation** numbers to the Library by August 24, 2021 using the attendance form we provide
- **Encourage on-line registration** of any children who want to read this summer, whether or not they can attend the club in person

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.

- **Record participation for the crafts and activities** (how many packages went to how many families; how many children participated, and the children's ages) and provide the information to the Library by August 24, 2022
- **Contact the Library immediately** to make alternate plans if unavailable to run your club as per the advertised schedule
- **Participate in a debriefing** and evaluation session, possibly by Zoom or Survey Monkey by August 27, 2022, specific date to be determined in consultation with other facilitators.
- **Receive or pick-up bins of SRC materials**, supplies and books each week for your club activities and crafts or arrange a drop off schedule with the library.
- **Get permission** from legal guardians to take photos of children using Library permission forms
- **Take at least 3 good photos** of your club in session over the summer to submit to us, along with the signed photo releases, by August 24, 2022 for our records, for SRC promotion, and for reporting to funders

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The Library will:

- **Contract you for \$375 to support 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
- **Reimburse you** for mileage, according to our distance charts
- **Pay you within three weeks** from the date all your paperwork has been received by the Library
- **Help you publicize** your Summer Reading Club
- **Provide some program ideas and supplies** for the 7 sessions
- **Offer other support** as requested, when possible
- **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, Library Director
or the SRC Youth Co-ordinator

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