

My School: _____ Date/Time: _____

**Bozeman Sunrise Rotary Annual Book Giveaway
Team Captain Guidelines**

- Please pick up your assigned school's books in advance of your scheduled giveaway. They are stored at Opportunity Bank (1455 W Oak). Debbie Miller is usually at the front desk and can direct you.
- Before leaving the bank, please confirm you have the boxes for the your school and that they contain the correct number of books. There should be a packing list associated with each school to double check along with a copy of this guidance. Please also confirm you also have sufficient Country Shelf and Rotary kids' fishing day bookmarks.
- Once at the school, please share a little information with the students and teachers about all the good work our club does for the community (e.g. Kids Fishing Day, Glen Lake support, Fix-Up-Festival, homeless high school student support, book giveaway, etc)
- Please make sure ***IT IS FAIR TO ALL CONCERNED*** by distributing the books in an equitable manner. Your school contact may have ideas about how to do that which is fine. But, at a minimum, please be sure each kid has the chance to look over all the books before any selections are made.
- Make sure that no one kid gets to pick his or her second book before all kids have their first book. It is also helpful to reverse the order of selection (i.e., the last kid to pick the first book is the first kid to pick the second).
- Some schools will have all the kids there at once while others will do consecutive groups. In the latter situation, please hold back some titles so that all the selections of any one group of books are not depleted before the later classes can make any selections.
- Historically, Rotarians have written the kids' names on the Rotary sticker. But it is also perfectly fine to have the kids write their own names instead.
- Please be sure to return your leftover books back to the same office at Opportunity Bank as soon as possible after your distribution date.
- Finally, be sure to follow Sunrise Rotary's fifth commandant and ***HAVE FUN!***

If you have any questions, please don't hesitate to call Robb Miller (312-919-7781).