

Template Email for Book Donations (to reach out to a library or school - revise/tailor to specific audience as needed):

Dear [insert name],

[Insert clinic name] participates in a program called Reach Out and Read Colorado. This program gives young children a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together.

Reach Out and Read Colorado's model is made up of three components: 1) a brand new, developmentally- and language-appropriate book, 2) anticipatory guidance discussed by a health care provider and 3) a literacy-rich clinic environment. This third component begins in the waiting room, where we have a supply of gently used books available for children to take home. Our clinic is looking for donations of new and gently used books to stock our waiting room. If you have any children's books you would like to donate, please contact us.

Gently used books should meet the following criteria:

- Be new or gently used (covers and pages intact, clean and unmarked pages)
- Age range includes infants through young adults
- No textbooks
- No used coloring or activity books
- No books with sensitive themes such as death, religion, divorce or abuse.

Please let me know if you have any questions. Thank you for supporting the Reach Out and Read Colorado program at [INSERT CLINIC NAME]!

Sincerely,