

Template Email for Hosting a Book Drive (revise/tailor to specific audience as needed):

Thank you for hosting a children's book drive on behalf of the Reach Out and Read Colorado program at [INSERT CLINIC NAME]. We are always in need of donated books for our clinic. Your effort will be a huge help, and we are so appreciative!

As you may know, 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. The proceeds from your book drive will allow more of our patients to leave the clinic with a book.

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

Once your book drive is complete, please let me know, and we can arrange a time for you to deliver the books directly to our clinic.

Thank you again for supporting the Reach Out and Read Colorado program at [INSERT CLINIC NAME]!

Sincerely,