PARP Checklist

- Decide how long your PARP program will last
- Block out dates on school/library/community calendar early
- Decide on money to be budgeted for PARP
- Form a PARP committee(s) e.g. registration, incentives, publicity, decorations, programs/activities, record keeping, etc.
- Choose a PARP theme
- Arrange for PARP publicity
- Decide on PARP decorations
- Gather reading materials for PARP packets
- Order/collect incentives
- Send parents/teachers letters
- Schedule PARP programs/activities
- Plan for a closing celebration
- Give out incentives
- Send thank you notes
- Have a follow-up meeting
- Review evaluations
- Choose a meeting date to plan for next year
- Write and submit your PARP program for the PARP Award (deadline June 15)