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Intel Online Learning Initiative: Creating Connections First Book Award Notification



Ms. Eileen Goggin-Miller
Developer, Grants
Jefferson County Public Schools
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Dear Ms. Goggin-Miller,

First Book is delighted to inform you that you have been selected to receive an award of laptops, LEGO Education Solutions and an internet stipend through the *Intel Online Learning Initiative: Creating Connections*.

In response to your application outlining how you will use these resources to support **children in need in grades 6 to 12** in your district, you will be receiving:

- **350 fully configured Chromebooks**
- **202 LEGO Education SPIKE Prime Sets for grades 6-8**
- **A \$4,000 stipend to help subsidize the cost of internet** for the families you serve

This letter confirms your award, outlines your responsibilities as a recipient of this generous gift made possible by **Intel Corporation®**, **CDW**, and the **LEGO Foundation**, and provides you with critical information on next steps and the timeline.

Please note that this gift has not yet been announced publicly, and First Book has not yet notified all applicants of their final status. Therefore, you are **required to keep this news confidential** until a larger announcement is made by Intel, CDW and the LEGO Group. First Book will provide you with additional information on the release date and media support tools by July 22, 2020.

As a recipient of this gift, you must **agree to the following six requirements**:

- 1) Attend a webinar next week that outlines the gift, process and timeline
- 2) Fill out an [online form](#) to provide information that will facilitate the configuration, shipping and logistics process
- 3) Encourage all the eligible educators and providers in your district to sign up with First Book for free at www.firstbook.org/CC.
- 4) Distribute these devices to children in need in your district, in accordance with your proposal included in the *Intel Online Learning Initiative: Creating Connections* application
- 5) Collect feedback and testimonials from the families and educators who will benefit from this gift
- 6) Complete a district representative survey in late November 2020

Requirement 1: You or your district representative should plan to attend one of the following two webinars scheduled for next week:

- Wednesday, July 15th at 4:00pm EST – You can RSVP for this webinar time [here](#).
- Thursday, July 16th at 4:30pm EST – You can RSVP for this webinar time [here](#).

CONFIDENTIAL

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During this 45-minute meeting, First Book will review the value and purpose of this generous gift, review device configuration information, review the awardee requirements, and provide critical information on the process and timeline for the device distribution. If you choose to send a district representative to this call, that individual must be authorized by you to represent your district in this process.

Requirement 2: Complete and submit [this online form](#) AFTER attending the webinar and prior to July 20, 2020. This form confirms your agreement with the requirements and terms set forth in this award letter, and collects valuable information to facilitate the device configuration, and device and stipend distribution. If you choose to have a district representative complete and submit this form, that individual must have also attended the webinar and be authorized by you to represent your district in this process. If your district representative is not your technology expert, you will need to provide his/her contact information so that a representative from CDW can connect directly to finalize the configuration. However, please note that in the form, you will be required to provide G Suite Configuration information for your Chromebook order, if applicable.

Requirement 3: Registration with First Book. Facilitate all eligible educators, administrators, and providers in your district to sign up with First Book through the online form at www.firstbook.org/cc. As part of this requirement, you will need to **send a minimum of three communications to the staff at your four Title I schools**, providing them with information about First Book and encouraging them to sign up. In your application, you have indicated that you will make all efforts to **register Greater than 250 practitioners** within your district with First Book. **All sign-ups should be completed no later than September 30, 2020.** If it is helpful, your First Book partner manager will be able to track and share the number of registrations from each of your four Title I schools to support you in this process.

Requirement 4: Distribute and Manage Resources. **These devices must be distributed only to children and families in need within your district** with the intention of helping them to overcome the impact of the COVID-19 pandemic and summer learning loss in the 2020-2021 school year. These devices **will be the property of your district**, and your district must agree to take on the full responsibility for their use, care and management. Your district must also agree to **ensure that the families who benefit from these devices have internet access.**

Requirement 5: Collect feedback from the families who benefit from this gift and submit to your First Book partner manager no later than November 30, 2020. **As a recipient of this tremendous gift, you are required to collect and submit documented feedback from at least 75 families.** This feedback can be in the form of testimonials, videos, notes of thanks, survey results or other illustrations of the impact of this incredible gift. This feedback will be used to thank our funders and to publicly elevate the impact of their generous contributions. Your partner manager will provide you with the details of the submission process for this feedback as the time approaches.

Requirement 6: Complete the post-survey in late November 2020. You or your district representative should plan to complete a survey you will receive in late November regarding your district's experience with this initiative. **Your participation in this survey, combined with the submission of the raw feedback and testimonials that you collected from the families who benefited from this gift will serve as your final grant report.**

CONFIDENTIAL

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Your First Book partner manager will be Candace Radoski. Candace is cc'd on this award letter, and can be reached at cradoski@firstbook.org or by phone at (202) 499-5937. Candace will be reaching out after July 22nd to schedule an introductory conversation and answer any questions you may have about the timing, process, impact reporting and First Book registration. Your device order may already be in process at the time you connect, so let Candace know in advance if you have any questions that require more immediate assistance. At the time of your introductory conversation, Candace will also be able to provide you with:

- First Book registration information and sample communication that can be customized for your use
- A "media kit" to provide you with guidance and more detail on how to celebrate this gift in your social media and other communication channels (should you choose to do so), including a media release form you will need to have signed by the families whose testimonials, pictures or videos you wish to highlight

During that conversation, Candace will also discuss your impact reporting plan to see if First Book can be of additional assistance as you move forward. It is our intention to fully support you in this process to set up this initiative for maximum success.

Please let us know if Candace should reach out to you directly, or if there is a better district contact with whom First Book should connect. Also, please let us know immediately if you do not believe you can meet any of the requirements outlined in this award letter to avoid forfeiting your gift.

About First Book

First Book is a non-profit organization focused on ensuring that children in need, ages 0-18, have equitable access to the books, educational resources, digital learning tools and basic needs items required to thrive in school and beyond. First Book provides free and low-cost access to these educational resources for educators and practitioners serving children in need through our non-profit eCommerce site, the First Book Marketplace (www.fbmarketplace.org), which showcases the resources we curate to address a lack of diversity and increase relevancy. Individual educators utilize the First Book Marketplace to select those resources they know will best support the education of their students. By joining the First Book Network, they also add their voice to a community of educators specifically serving children in need -- 475,000 members strong nationwide and growing, thanks to you!

At the district level, First Book provides a partner manager to support your procurement efforts, and our Special Orders team has the children's literature expertise to ensure you are maximizing your district funding from both a content and price perspective. First Book's team of children's book experts can help to curate and ship age-appropriate collections to meet large-scale distributions of thousands of books and resources.

Congratulations again! We hope these resources will be helpful to you as you support your students throughout the COVID-19 pandemic and beyond and we look forward to a continued partnership with your district. Welcome to the First Book family.

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Warm regards,
Becki Last

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