



## Creating your own Library with Chispa Project

Creating your own school library is an exciting prospect, but it also involves hard work and dedication from everyone involved. If your school or institution is selected to work with Chispa Project, please be sure to read the following document so you feel prepared to get to work on your library, and so all parties begin the project with reasonable expectations. Here, we explain the application process and the basics for creating a library with Chispa Project.

### Step 1: Application Process

After deciding to work together, the first step is that the school complete the following application requirements:

- ♥ **Application Form:** Be sure to fill out *all* the spaces with the required information.
- ♥ **Letter of Request:** Along with your application, please attach a letter written on behalf of your organization that details the need, importance, and benefit that your school or institution will receive through a collaboration with Chispa Project. This letter will help us to more effectively communicate your vision to our donors and receive more support for the project (can be written by hand or electronically.)
- ♥ **Calculate the one-time community fundraising goal:** As a way to promote ownership and community engagement in the library projects, Chispa Project asks that the school community participate as peers in the fundraising process in a symbolic way, instead of solely as recipients of aid. The school's fundraising commitment is calculated as a total based on the school's size. The school can do fundraising activities or apply to their local government or other alliances for assistance.
  - 20 Lempiras for each student (approx. \$0.83 per the total number of students)
  - 50 Lempiras for each teacher (approx. \$2.00 per the total number of teachers)
- ♥ **Contract:** Once your application is approved, we will create and sign a contract outlining the commitments of the beneficiary institution and Chispa Project in completing the library.

### Step 2: Library Board of Directors

As soon as the school application is approved, your school or institution should begin to create your own local library committee. The committee will have a technical-administrative base, meaning that the committee will organize, plan, and monitor the development of the library from start to inauguration and beyond. We suggest that the committee members should be drawn from diverse areas of the community in order to provide inclusive and representative perspectives. Chispa Project will provide training for the library committee over the first couple months throughout the library process to support the committee with their primary responsibilities as listed here:

- ♥ Create library mission and policies
- ♥ Plan your library space
- ♥ Introduce the school community to the library project
- ♥ Gather and organize community volunteers for the installation and inauguration of the library
- ♥ Fundraise for the one-time community contribution

Once the library has been inaugurated, the committee will be charged with the sustainability of the library, with responsibilities such as:

- ♥ Promoting reading, circulation, and borrowing of books in the school community.
- ♥ Maintaining and updating the library inventory as appropriate
- ♥ Fundraising, managing donations, and holding fundraising events and activities.

### **Step 3: Installing the Library**

Once the one-time symbolic community financial contribution has been made, Chispa Project will deliver all materials, books, and decorations to the school or institution as outlined in the contract which can include paint for murals, bookshelves, straw mats, cushions, and posters. Chispa Project, together with volunteers from the school community and committee, will organize the library space, including categorizing and inventorying the books, integrating the new books with existing collections, and setting up bookshelves, and painting small murals within the library.

### **Step 4: Educational Workshops**

Chispa Project will provide three trainings for the teachers, parents, and students and other community members who will be using the library space. The library committee and the Chispa Project will work together to agree on workshop dates.

**Workshop 1:** Teachers will learn creative approaches to using books in their classrooms and will gain confidence in important literacy strategies such as reading out loud and classroom management in a day-long workshop.

**Workshop 2:** Parents and guardians will learn about how they can contribute to their children's reading ability, and creative ways to use the resources available in the home and from the library.

**Workshop 3:** Students will learn all about how to take care of books, and the process of borrowing them from the library during the library inauguration.

### **Step 5: Library Inauguration!**

The library committee and Chispa Project will work together to plan for the library inauguration, including: schedule, activities, and materials, etc. that will be needed to make the day a success. During the event, Chispa Project will give a talk for students on the proper care of books and use of the library space. Following the talk, students will participate in activities designed to promote literacy and excitement for their new library. The purpose of the inauguration is to promote literacy and the love of books in the community, and to commemorate the great achievement of the school and the library committee in completing the library.

### **Step 6: Project Sustainability**

A month or two after the library installation and inauguration, Chispa Project will check to make sure the library is running as outlined in the policies originally created by the library committee. Chispa will help walk through any problems, and help the committee revise any policies that need to be updated. Finally, a final report will be signed to show completion of the project by both sides. Chispa Project will continue to be available to the school community as needed.