



## How-to's for Staff

1. Sign each child up by adding them to the spreadsheet.  
FPLD cardholders only.  
Same spreadsheet as 1KBK. Click on the second tab.
2. Give each child who signs up a folder with tally sheets to take home.
3. Give each child a car and have them write their name on it.  
They can write or you can. First name, last initial.
4. Put cars with names in envelope to be hung up on banners.  
Each banner represents a 20-book journey.  
I will move their car to a new banner every 20 books as shown on the spreadsheet.  
The last banner is across the finish line in the winner's circle, where their photos will go.
5. When they read 20 books and fill in two tally sheets, they receive a free book.  
They must bring in the sheets to be signed off by us in the corner (at 20, 40, 60, 80, 100).
6. Mark "X" on the spreadsheet when a free book is given.  
They get a free book at: 20, 40, 60, 80, and 100 books.  
Books will be at the desk in the basket.
7. When they read all 100 books, take a picture for the Winner's Wall.