



Book Bag/Bookcase Library Recipient Request Form

To be pre-qualified to receive a Book Bag/Bookcase Library, please complete this two page form and return by:

E-mail: pdirector@bringmeabook.org.hk or Fax: (852) 2167 7181

Date: / /20

Organization Information

Organization: _____

Site Name: _____

Address: _____

Phone: _____

Fax: _____

Contact Name: _____

Title: _____

Direct Phone: _____

Email: _____

Website: _____

Please ship to: Recipient (address above)
 Other

If "Other" is checked above, please complete the following otherwise leave the section empty (note items can not be shipped at a P.O. Box)

Site/Individual: _____

Address: _____

Contact Name: _____

Phone: _____

Shipping Instructions: _____

Site Information - Please check appropriate category and describe the site

<input type="checkbox"/> Educational/School Type: _____	<input type="checkbox"/> Community Center Type: _____	<input type="checkbox"/> Other Type: _____
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Library Selection Information – Please check appropriate category

Book Bag Library Bookcase Library
[Lending Library]

Book Selection Information

Please check the appropriate information in order for us to provide your site with the best selection of books

Ages		Nursery / Kindergarten			Grades						Chinese only <input type="checkbox"/>	English only <input type="checkbox"/>	Chinese ___% up to 50% only & English ___%
0-6	0-11	1 st	2 nd	3 rd	1 st	2 nd	3 rd	4 th	5 th	6 th			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Book Bag/Bookcase Library Pre-qualifying Survey

Please note the approximate numbers and answers to the following questions.

1. How many children are served per year at your site? ____ / year
2. How many families do you serve per year at your site? ____ / year
3. Please identify the percentage of the ages of children served at your site:
 - a) 0 - 2 ____ %
 - b) 3 - 5 ____ %
 - c) 6 - 11 ____ %
4. Please identify the percentage of each ethnicity using your services:
____ % Chinese ____ % Indian ____ % Nepalese ____ % Pakistani
____ % White/Caucasian ____ % Others (please specify) _____
5. What percentage of the children is Chinese language learning? ____ %
6. What languages that children speak at home?
____ % Cantonese ____ % Mandarin ____ % English
____ % Others (please specify) _____
7. What percentage of the children has any special needs? ____ %
8. What percentage of the families' incomes is less than or equal to half of the median income (qualify as low-income)? ____ %
9. a) Are you currently working with other literacy organizations/efforts? Yes No
b) If 'Yes', please list each one and explain how you are working with them.

10. Do you currently have access to books for the children at your site? Yes No
11. a) Do you bring the children to a public library? Yes No
b) If you answered 'Yes', how often do you take them?
 - More than once a week
 - About once a week
 - About once a month
 - Fewer than once a month
12. Do you have books on site for the children? Yes No
(If 'No', please skip the rest of the questionnaire)
13. Do you have a shelving unit for the books? Yes No
14. How many children books do you have? ____ (Please estimate to the best of your ability)
15. How many children have access to the books at one time? ____
16. What percentage of your books are hard-cover books? ____ %

**Thank you for taking the time to fill out the form.
Once Bring Me A Book Hong Kong identifies a donor for your site, we will contact you.**