



Every 1 Reads Community Engagement Community Partner Application Checklist

- Sign the Every1Reads Declaration of Support

- Complete the Application forms for:
 - Organization Information
 - Program Information
 - Site Information

- Sign and return to those forms to: Rebecca DeJarnatt
Office of Youth Development/OYES
810 Barret Avenue, Room 332
Louisville, KY 40204

- Sign the JCPS Confidentiality Agreement and return it to: Larry Hamfeldt
Department of Resource Development
Jefferson County Public Schools
Mary Grace Jaeger Education Center
502 Wood Road
Louisville, KY 40222

- Have appropriate staff members sign the Staff Confidentiality Agreement and keep them in a secure file in your organization

- Request parents/guardians permission for Information Release by having them sign the JCPS form and keep those originals on file in your organization.

- Attend, or have staff members attend, two Every1Reads training sessions. The schedule for these trainings is available at the Every1Reads website, every1reads.com

- Have Background checks run on volunteers annually. Keep copies of their letters of approval on file in your organization. The JCPS contact person for these background checks is: Peggy Campbell, 485-3995

- Provide appropriate training to volunteers who are working with participants in your organization. The JCPS Volunteer Talent Center can provide free training in the Guided Reading method that is required for Every1Reads programs. Contact them at 485-3710.