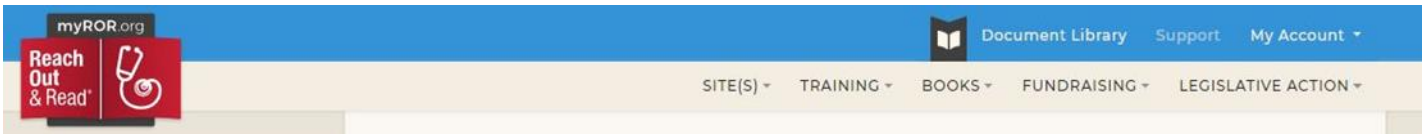


Reach Out and Read New Site Start-Up Process

Create a New Site Application

If you are new to Reach Out and Read:

1. Navigate to reachoutandread.org and choose "**JOIN US**" – "**Start a Program**"
2. On the "**Start a Program**" page, read through the Processes for Starting a new Reach Out and Read Program Site, Application Timeline, and FAQs.
3. Navigate to the "online application" link, at which time you will be redirected to myROR.org.
4. Proceed through application requirements (qualifying questions, clinic address, etc.)

If you already have a Reach Out and Read account:

1. Go to myROR.org and login with your account – if you have forgotten your password please click the forgot password link, if you have forgotten or do not have access to the email account associated with your account please you can call 617-455-0600 for assistance.
2. Once logged in, click on the "Start a New Site" link on the top right-hand corner of the page.
3. Proceed through application requirements (qualifying questions, clinic address, etc.)

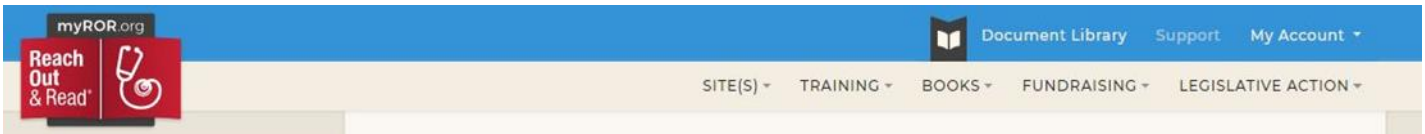
Complete Site Application

Please be prepared to submit information including:

1. The number of Primary Care Providers at your clinic
2. Demographic Information for your clinic population*, including:
    a. Insurance Coverage
    b. Income Level
    c. Race and Ethnicity
    d. Languages
3. A Letter of Support stating your practice's commitment to ongoing participation in the Reach Out and Read program. This is to be signed by the Departmental Head, Clinical Medical Director, or the Executive Director.
4. Fundraising Strategy for sustaining your clinic's Reach Out and Read program**
5. Information on any existing waiting room volunteer programs at your clinic
6. Federal Tax ID Number/W-9 and your organization's IRS 501c3 Determination Letter (if applicable)

**If your clinic does not currently track this information, we will accept reasonable estimates based on your general knowledge of the patient population and the geography surrounding your clinic.*

***Please note that Reach Out and Read cannot guarantee the provision of books/funding for books. Please reach out to your local Reach Out and Read **Affiliate leader** to see whether any funding opportunities exist for your clinic. If you do not fall within the geographic boundaries of an affiliate, please note that the National Office is unable to provide sustainable book support to program sites. See p. 2 for information on estimating your anticipated annual book budget.*



Annual Book Budget

When completing your Site Application, you will be able to obtain an estimate for your site's annual projected book budget. Please note that sites are responsible for sustaining their own Reach Out and Read program and must have secured funding for *at least one year* to be approved.

New Site Application Timeline

Reach Out and Read site applications are reviewed monthly. New site "Start-Up Week" begins the *second Monday of each month*. After this time, sites should expect to receive notification and procedures for next steps in accordance with the following timeline:

- The second Wednesday of each month - Notification of **Approved – Needs Training** or **Approved – Waitlisted** status
  - Approved Needs Training status indicates that you have met all requirements for becoming a Reach Out and Read program site. During this time, your providers will need to complete the online Core Provider training (1.0 CMEs) to move forward.
  - Approved – Waitlisted status indicates that you have met all requirements but have not yet demonstrated that you have a year's worth of funding available to fund your site's Reach Out and Read program.
- The third Monday of the month – Notification of **Active** status
  - Sites are moved from Approved – Needs Training to Active status once at least 75% of providers have completed their online Core Provider training (1.0 CMEs).

If required steps are incomplete on the second Monday of the month, you will not be eligible to progress forward until the following month's Start-Up Week.

Post-Approval

When you receive notification regarding your site's Active status, you will be provided with the account numbers for your site's account numbers with All About Books and Scholastic. Please note that you are **unable to order books** until you have received notification that you have become Active. Once Active, you will also:

- Have full access to the services available on ***myROR.org***
- Be sent *free Starter Collections* from our approved vendors (All About Books & Scholastic)

If you have any questions regarding the Start-Up process, please contact your local **Affiliate leader or the Reach Out and Read National Office at **startup@reachoutandread.org** or 617-455-0614.*