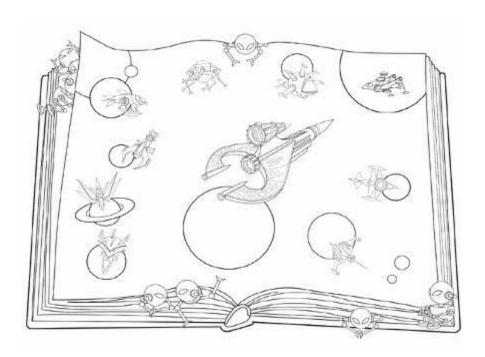




Staff Manual











TD Summer Reading Club 2005 Blast Off!

Staff Manual

Table of Contents

1.	Toronto Public Library Welcome Letter	2
2.	Welcome from the Librarian and Archivist of Canada	4
3.	Something about the Artist: Ange Zhang	5
4.	How to Run a Successful TD Summer Reading Club	7
\Diamond	Thank You Letters to TD Bank Financial Group Sponsor	13
5.	Program Ideas	15
♦ ♦	Programming Songs and Rhymes Useful Web Links and Books	16 61 69
6.	Forms, Templates and Clip Art	71
	 ♦ Oral Book Report Questions ♦ Reading Reports ♦ Picture Report ♦ Wall of Fame ♦ Registration Forms ♦ Online Statistics and Evaluation Forms ♦ Certificate ♦ Library Program Sheets ♦ Ange Zhang's Art ♦ Clip Art and Blast Off! Graphics 	72 74 76 78 80 82 87 91 129 135
7.	Booklists	150