

Summer Reading Headquarters  
Cheat Sheet

# REGISTRATION

1. ONLY KIDS SIGN UP IN THE SRC HQ!

- Tweens & Teens (grades 6+) sign up at Children's Room Desk.
- Adults sign up at the Reference Desk ["Ask a Librarian"].

2. We need ONE registration form per kid.

(Grade = the grade the kid will enter this fall)

3. Completed forms go into the labeled box.

4. Each kid gets to decorate a shape!

(They write their name & tape it up in the Children's Room)

5. Each KID gets a Reading Record for the Kids' Summer Reading Challenge (SRC).

6. Each FAMILY gets a Kid's SRC schedule of events and a FREE book.

(Send people to the YS Librarians if they have questions about registering for events!)

7. Remind the kids to check Sully clues on their way out!

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## SRC CHECK-IN

1. Kid/parent signs in on the clipboard.
2. Check the reading record to see how many weeks you're checking in.  
(Each week is worth 1 prize.)
3. Stamp the completed week(s) and return the reading record if they have more levels to complete.  
(See the "DONE WITH SRC?" cheat sheet if they are finished.)
4. Kids pick a prize for each stamp received.
5. Remind the kids to check Sully clues on their way out!

**NOTE:** Sully Tickets go into the Sully raffle.

(They DO NOT go into the end of summer raffles!)

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## DONE WITH SRC?

1. Kid/parent signs in on the clipboard.
2. Check the reading record to see how many weeks you're checking in.  
(Each week is worth 1 prize.)
3. Stamp the completed week(s) and put the completed reading record into the collection box.
4. Kids pick a prize for each stamp received.
5. Each kid receives a grand prize raffle ticket, a free book, and a certificate of completion for the SRC.
6. If there is still time, offer the SRC Bonus Level sheet.
7. Remind the kids to check Sully clues on their way out!

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**SRC BONUS LEVELS!**

1. Kid/parent signs in on the clipboard.
2. Check the Bonus reading record to see how many weeks you're checking in.  
(Each week is worth 1 prize AND 1 grand prize raffle ticket.)
3. Stamp the completed week(s) and return the Bonus reading record if they have more levels to complete.  
(If they're finished, put the Bonus reading record in the collection box.)
4. Kids pick a prize for each stamp received.
5. Kids receive a grand prize raffle ticket for each stamp received.
6. Remind the kids to check Sully clues on their way out!

**NOTE: Sully Tickets go into the Sully raffle.**  
(They DO NOT go into the end of summer raffles!)