**EMAIL TO TEACHERS OUTSIDE OF THE GRANT AREA WANTING TO USE TLP READS**

Dear XXX,

We are excited to hear that you are interested in partnering with us and our TLP Reads program. Due to the grant that Timber Lake Playhouse has received from the Freeport Community Foundation, we are able to offer this program to you and your students free of charge. We ask, however, that you send us an official request to partner with us (text is attached) and at the end of our grant period, you provide us with numbers that we can report to our funders.

TLP Reads is a series of books read by Timber Lake Playhouse Teaching Artists for partner teachers to use as a part of their reading curriculum. These books are targeted for the primary and elementary levels and chosen by area teachers. Although we can’t guarantee that we’ll have time to do custom recordings for your class, we would love to have you suggest books for our TLP Reads library. When you make a request, please add the reading and interest levels of the requested title.

It's easy to get started. Just email us the official partnership request and agree to the reporting requirements and we’ll send you a link to the readings. That’s all there is to it. There is no commitment to use a minimum number of books, or to use them at all. Each week from now until the end of November, TLP will add new recordings to the library.  
  
If you are interested in partnering with TLP Reads, or would like more information about Timber Lake Playhouse’s Education Program, you can visit our website at [www.timberlakeplayhouse.org](about:blank) or email us and we’ll give you a call.

Again, because of this grant, we can offer this program to your students at no cost to you. We look forward to hearing from you.

Sincerely,

Dan Danielowski Robert McFletcher-Jones

Executive Director Education Director

[dan@timberlakeplayhouse.org](about:blank) [robert@timberlakeplayhouse.org](about:blank)

**TIMBER LAKE PLAYHOUSE**

**TLP READS PARTNERSHIP AGREEMENT**

I would like to partner with Timber Lake Playhouse and your TLP Reads program. I understand that due to the grant that Timber Lake Playhouse has received from the Freeport Community Foundation, we are able to use this program’s reading videos with my students free of charge. I also understand that, at the end of the grant period, I will provide you with the following answers to our survey questions and numbers that will be reported in the grant’s final report.

1. We're the TLP Reads videos a worthwhile activity for your students?
2. What could we do to make the videos more useful to your students?
3. How many TLP Reads videos did you use?
4. How many TLP Reads views did your students have? (number of video plays X number of students participating - these will be duplicated numbers)
5. How many students participated in TLP Reads? (unduplicated numbers)
6. Do you have any other titles you would like us to consider?

TEACHER’S NAME:

GRADE LEVEL: NUMBER OF STUDENT:

SCHOOL DISTRICT:

SCHOOL BUILDING:

ADDRESS:

PHONE NUMBER: EMAIL ADDRESS:

TEACHER’S SIGNATURE:

Although you may continue to use these videos throughout the school year, we would like these survey questions answered to reflect numbers through December 4, 2020.

Return this Partnership Agreement and the survey answers to:

Robert McFletcher Jones

TLP Education Director

Robert@timberlakeplayhouse.org