

**Requirements for Participation in the
36th Annual Massachusetts Children's Book Award Program
Sponsored by Salem State University**

2011-2012

1. The school principal should support the children, teachers, and librarians in their participation in the Massachusetts Children's Book Award Program. Participating teachers and librarians should devote a reasonable amount of time to activities that will promote the Award Program.
2. The school or its library should have available for circulation as many of the titles on the nominated list as possible.
3. Children in grades 4, 5, and 6 are eligible to vote if they have read, or have heard read aloud, at least five of the books from the 2012 Master List.
4. Participating teachers will encourage every eligible child to vote for his or her favorite book and will tally the class votes and submit them to the coordinator, who may be the librarian, the reading specialist, or another person delegated to assume this responsibility. **Note: Only final votes for a favorite, one per child, are sent to Salem State University (no rankings).**
5. The coordinator will submit the Official **On-line** Ballot to Salem State University via the link on the website: www.salemstate.edu/mcba. (If only one classroom teacher in a school participates, the teacher will register and submit his or her own tally to SSU.) **Note: If the coordinator is working with multiple schools or libraries, s/he should submit an Official Ballot for each location; this will ensure that a certificate is sent for each participating school or library.**
6. Coordinators should register on-line at www.salemstate.edu/mcba/ **Registration must be submitted each year, and the registration period for this year is June 1, 2011- January 31, 2012.** If you are unable to register on-line, please email mcba@salemstate.edu to request a hard copy.
7. The **link to the Official Ballot** and the **printable School Ballot** will be **posted on the website by February 1, 2012.** Google Docs will close the Official Ballot link at **12 midnight at the end of March 16, 2012.** If you are unable to access the ballot, please email mcba@salemstate.edu.
8. The **2012 MCBA winners will be announced on the website on April 2, 2012.**
9. Each participating school will receive a certificate of participation with the name of the winning book selected by the children as the winner of the 2012 Massachusetts Children's Book Award.
10. Public librarians may facilitate the MCBA program for home-schooled children and for children whose schools do not participate in MCBA. Branch libraries within one city or town should appoint one person to be program coordinator, receive the information from SSU, and to share the information with librarians at other branches who wish to participate.

For further information about the Massachusetts Children's Book Award, please contact Dr. Michelle Pierce at Salem State University at 978-542-7903 (fax: 978-542-7023) or e-mail mcba@salemstate.edu