



First Book Registration – Step-by-Step Instructions

We're excited that you want to join the First Book Network to access free and reduced cost books and educational resources for the kids you serve! Follow these simple steps to get connected today!

To register online or on your smart phone, go to www.firstbook.org/AFT

Registration Welcome Screen

WELCOME TO FIRST BOOK

Sign up to get new books for the kids you serve.

First Book is a nonprofit that provides new books and educational resources - for free and at low cost - to schools and programs serving children in need, from birth to age 18.

Why Do I Need To Register?

First Book is able to make new, high-quality books available to schools and programs like yours thanks to our partners in the publishing industry, who want to be sure the books are going to organizations serving children from low-income families. We take that promise to our partners very seriously, so by registering, you're giving us the information we need to ensure that the books are reaching the children in greatest need.

First Book's [privacy policy](#) prevents us from sharing personal information with any outside party without prior consent.

[Next](#)

Click Next to advance in the process.

STEP 1: Indicate the option that best describes your program/classroom/organization.

Before you begin, you will need to know the following:

- > The approximate percentage of children you serve who come from low-income families, and the basis for this estimate (free and reduced lunch, census data or similar information)
- > The breakdown of students you serve by grade level (i.e., 20 3rd graders, 100 4th 5th and 5th graders, etc.)

STEP 1 OF 4 SIMPLE STEPS:

Please select the **one** option that best describes your classroom, school or program:

- At least 70% of the children come from low-income families
- 69% or less of the children come from low-income families
- I am a teacher, school employee or representative of a Title I or Title I eligible school
- I work with a program primarily serving children of military families
- I work with a program primarily serving children with disabilities

[Continue](#)

Select "I am a teacher, school employee or representative of a Title I or Title I eligible school"

Click Continue to advance in the process.

For assistance or questions, contact the First Book Help Team at 866-READ-NOW or help@firstbook.org.



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STEP 2: Tell us about you and your program, classroom or organization.

STEP 2 OF 4.

About You

Name:* Prefix First* Middle Last* Suffix

Email Address:* Your email address will become your username.

Personal Phone:* - - - EXT:

Position/Title:*

Create Password:* (Enter a password that is between 6 and 12 characters long)
 Re-enter Password:*

Your email and password that you enter will become your First Book account log-in information.

About Your School or Program

Your school or program's name:*

Web Site: http://

How would you describe the primary purpose or mission of your organization?:* (Example: "I teach children in a Title I elementary school," "I run an afterschool program for ELL students to get extra help" or "My program's mission is to provide wellness doctor appointments to kids from low-income families")

Address:*

City:*

Country* ZIP / Postal* Please Select a State

Program Phone Number:* - - EXT:

[Save and Continue](#)

Tell us the name of your school.

Share your school's address. This is where you would receive delivery of books.

Click Save and Continue to advance in the process.



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STEP 3: Tell us about you and your classroom or school.

STEP 3 OF 4.

Additional School / Program Information

Which of the following two options best describes your school / program: *

Non-Profit For-Profit Public School Private School

What is the focus of your program:*

Select all that apply.

- School - Non Title 1
- School - Title 1 or Title 1 Eligible School
- Afterschool
- Arts

(Hold CTRL key while clicking the mouse button for multiple selections)

Are you affiliated with any of the following organizations:*

Select all that apply.

- Afterschool Alliance
- America's Promise Alliance
- American Federation of Teachers (AFT)
- American Federation of Teachers Community Partner

(Hold CTRL key while clicking the mouse button for multiple selections)

How did you hear about us:*

- AFT Representative
- Build-A-Bear Workshop
- C&S Wholesale Grocers / Food for the Mind
- Conference

(Hold CTRL key while clicking the mouse button for multiple selections)

Select "Public School"

Select "School – Title I or Title I Eligible School"

Select "American Federation of Teachers (AFT)"

Select "AFT Representative"

Why do we ask for this information? We want to know how we can best serve you, so understanding your areas of focus helps us do that. In addition, we work with hundreds of nonprofit partners, and it's helpful to understand how our network is connected to those partners. Finally, we periodically receive special funding opportunities for books that are for groups affiliated with specific organizations.

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STEP 3 (continued)

Eligibility Specifics

Approximately what percentage of children served by your school / program are from low-income families?:* %

What criteria did you use as the basis for this estimate?:*

Please estimate how many children do you serve, broken down by grade-level:*

Birth - Age 3
 Pre K - Kindergarten
 1st - 3rd Grade
 4th - 5th Grade
 Middle School
 High School

What is the primary (and secondary) language(s) spoken by the children in your classroom, school or program?*

(Hold CTRL key while clicking the mouse button for multiple selections)

Arabic
Chinese
English
French

What percent of the kids in your school come from low-income families? Your best estimate is fine.

Select "Title I School Eligibility"

Estimate the number of kids in each age range that you personally serve. If you are not serving kids in that age group, indicate 0.

Click Save and Continue to advance in the process.

Tell us the language spoken by the kids you serve. Hold the CTRL key down to click and select multiple



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STEP 4: Verify that the information you shared is accurate.

STEP 4 OF 4.

Please Confirm

First Book TEST serves children from low-income families in DC. We estimate that 75% of the children we serve come from low-income families. This estimate is based on Census Poverty / Low-income data.

By clicking the agree button below I certify that all the information included in this registration is legal, true, and accurate. I understand that offering false information will immediately invalidate my registration.

My organization does not discriminate against individuals based on race, gender, sexual orientation, national origin, religion or physical or mental disability.

If you have any questions about my registration please contact me at sburkekrantzberg@firstbook.org.

I have read the statements above and certify the accuracy of the information provided.

Signed,
Shannon Burke-Kranzberg
First Book TEST

I Agree and Submit

This statement pulls in information based on your responses to previous questions and allows you to verify that your program is serving kids in need.

Check this box to certify the accuracy of the statement.

Click I Agree and Submit to finish your registration.

Once you've submitted your registration, you will receive email confirmation of your approved First Book registration. The email will contain your user name and password. Once you're a member of the First Book Network, you can immediately begin using the [First Book Marketplace](#) or the [First Book National Book Bank](#). You'll also begin receiving emails from First Book about upcoming distributions, offers and other ways you can get books for the kids you serve!

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