

# Reach Out and Read Wisconsin

## APPLICATION PROCESS

Clinic responsibilities

### "APPLICATION IN PROCESS"

- Initiates application on [www.reachoutandread.org](http://www.reachoutandread.org)
- Designates medical champion & clinic coordinator
- Gathers well-child demographic & insurance data
- Secures first year book funds
- Submits "letter of support" from clinic leadership
- Uploads clinic's W9
- Emails ROR Wisconsin to review application prior to submission

### "APPROVED NEEDS TRAINING"

- Ensures 75% of providers (MD, DO, NP & PA), medical champion & clinic coordinator complete training for clinic to become "Active"
- Ensures all tax documentation is uploaded
- Establishes clinic flow for early literacy promotion & book distribution/tracking

### "ACTIVE"

- Receives book account numbers for ordering books at discounted literacy rates
- Schedules start-up conference call with ROR Wisconsin staff person
- Starts providing early literacy guidance & advice
- Begins distributing books

