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**Howard Mabe Literacy Fund Policies**

The Howard Mabe Children’s Book Fund is named for Howard Mabe, a former Stokes County Commissioner, who was an active board member of Stokes Partnership for Children (SPC) for many years, served as treasurer of the board and served on several SPC committees. He was well liked and respected by SPC staff and fellow members of the SPC Board of Directors. In order to honor his memory, SPC has established the Howard Mabe Children’s Book Fund. Donations to the fund will be used primarily to purchase new books for young children in Stokes County in order to encourage the love of reading beginning at an early age. Howard Mabe valued the well-being of young children and appreciated the importance of literacy as it relates to school readiness and future success. This ongoing initiative will be a way for the community to continue to give back to a cause that was so important to Howard Mabe and to help honor his memory.

Funds may be used based on the following criteria:

Priority One:

1. Children’s books may be purchased for Stokes County’s young children to promote and encourage early literacy skills. In some instances books may be purchased for school age children, but the primary focus is birth to age five.
2. Books may also be purchased for the KidSource Child Care Resource and Referral Resource Library to be checked out by the public.
3. Books, consumable and non-consumable materials and supplies, office equipment, furniture, computers or any item deemed appropriate by the Executive Director may be purchased to support evidence based or evidence informed literacy programs, such as but not limited to, the Reach Out and Read (ROR) program and the Dolly Parton Imagination Library. All other SPC policies and procedures will be followed, including bidding thresholds, etc.

Priority Two:

1. SPC recognizes that teacher education is the key to quality early childhood programs. Therefore, through collaboration with Forsyth Tech, a limited number of text books may be purchased for check-out for teachers furthering their education in the early childhood field.
2. SPC is aware that it can be very difficult for families and even professionals to be aware of the services available in Stokes County, therefore making access to the services a challenge. Because of this SPC created a free comprehensive resource guide titled, Stokes Family Resource Guide. If funds are available, the Howard Mabe Book Fund may help with the biennial printing of the Stokes Family Resource Guide.

Other:

1. If available and at the discretion of the SPC Executive Director, additional funds may be used to help cover expenses directly related to program staff as needed to implement an activity funded by the Howard Mabe Literacy Fund. This expense will be clearly documented and supported by SPC time allocation sheets.
2. No more than 8% of the total funds expended during a fiscal year may be used for general administrative expenses.