Dear [Insert Kiwanis Club Name],

Giving students access to good books—both fiction and non-fiction—increases time spent reading by up to 60 percent and improves reading performance. That is why the [Insert School Name] K-Kids Club is reaching out to you and our community to help our teachers build classroom libraries.

We’ve created a Kiwanis K-Kids Club Classroom Wish List that you can view online. We would love for each of your members to commit to purchasing at least one book for our teachers. The average cost of a book is $5, with some costing less and some a little more. We also ask that you share the link to our Wish List with your friends so we can reach our goals of providing [Insert number of books] books and fulfilling all of our teachers’ wishes.

Here’s how you can help:

1. Find Your School at www.scholastic.com/fair. Then click on the Shop Now cart to visit your school’s Online Book Fair.

2. Locate the K-Kids Wish List: Click on the Classroom Wish Lists tab on the top navigation bar. Select the “Other” category to view the Kiwanis K-Kids Wish List.

3. Place Books in Your Cart: To purchase a book from this Wish List, click the Add to Cart button for any book shown on the Wish List. The book will be added to your cart.

4. Checkout: When you’re done shopping, click on the Cart button in the top right corner. On the shopping cart page, you can choose Continue Shopping to add additional items to your cart, or Proceed to Checkout to complete the checkout process. You will be asked to log-in with your Scholastic account. If you don’t already have an account, you will need to click on Sign Up Now to create one. Then, click on the Register Now button under the Parents and Families section.

At the conclusion of the online Book Fair, all of the Wish List books that were ordered will be shipped to the attention of the Book Fair Chairperson, who will partner with the Kiwanis advisor to distribute the books. Your name will appear in the order details as the purchaser of the item(s).

Thank you for helping our school gain access to the books we need to support independent reading.

[Insert K-Kids advisor’s name]