

Books for Peace Library Project Information

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This document includes extensive information on the Books for Peace Library Project, as created by Rose Zulliger between January and August 2008. The project was a partnership between a group of 18 Peace Corps Volunteers and the US-based, non-profit Books For Africa. The project cost a total of US\$15,200 to ship and distribute 29,000 books to 30 rural, South African schools. Anyone interested in replicating the project or getting further information should contact Zulliger directly at Zulli888@gmail.com

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1. Books for Peace Library Project Story

“Xiluva, I teach an after-school reading group, but we only have photocopied pages from text books to use. Do you think you could help me to find some books for the learners?”

I spend most of my time working at an NGO in a rural part of Mpumalanga Province, but a love of learning and my work as the orphans and vulnerable children coordinator led me to visit a local higher primary school. The simple request for books by a dedicated teacher served as the impetus to start the Books for Peace Library Project. One appeal blossomed into a project involving 20 Peace Corps Volunteers (PCVs) in 30 communities and 30 schools that brought 30,000 books into South Africa.

A quick web search for an organization that donates books in Africa led me to the aptly named, non-profit, Books For Africa (BFA). BFA is a fantastic organization that ships cargo containers of donated leisure and academic books throughout Africa, but the recipient is responsible for covering the shipping costs.

I created and distributed an application form to all of my local schools and to all South Africa PCVs. The application required each school to have a secure spot for the library to be created, book shelves, and a plan for how the books would be utilized. In addition, every selected school had to demonstrate its commitment to the project by fundraising R1500, approximately US\$200, in a variety of creative ways such as hosting carnivals or taking student photos. The purpose was to enhance community ownership in the project and to also raise a significant amount to help cover shipping. One innovative principal even used the fundraising project as a way to improve her school by issuing fines to teachers who were late and to classes that left messes in the classroom.

The remainder of the funds, US\$5000, was raised through the Peace Corps Partnership Program. The PCPP requires PCVs to complete an application and to have significant community support and contribution (a minimum of 25% of project cost), but it was a very simple process. The project was then posted on the Peace Corps website where friends and family were able to make contributions in support of the project. We raised all of the money within two months and the money was transferred to my account in South Africa.



I transferred the funds and book order to BFA and the books were in a cargo shipping container en route to South Africa within the month. The books arrived in Durban, South Africa on 30 July and were then trucked to Pretoria where they went through customs. 40,872 pounds of books arrived at the Peace Corps office in Pretoria on 14 August and that's when the fun started...

16 PCVs, including a few regional PCV medical evacuees, a number of Peace Corps drivers, and a few host country nationals rolled up their sleeves to unload the container and sort the books according to school orders. We were absolutely ecstatic with the high quality of books, most of which were brand-new and hardcover. The re-boxed books were then loaded onto trucks, combis, private cars, bakkies and just about every other imaginable form of transport and sent to the schools by the Departments of Education from the Northern Cape, Limpopo, Northwest and Mpumalanga.

Now, 20,000 students in 30 schools in 30 communities have access to books that will broaden individual horizons, enhance classrooms, and maybe significantly change a life or two.

2. Books for Peace Suggested Timeline

Tasks to be completed prior to establishment of project:

- Establish contact with Books For Africa
- Alert PC staff of planned activities and proposed timeline for project.
- Amend/ Write Peace Corps Partnership Program (PCPP) Proposal. I would encourage you do this as early as possible to ensure that it makes it onto the PCPP website before you start fundraising. It took us about 6 weeks for this to happen which meant our fundraising started later than we had hoped. The PCPP that I wrote was for \$5000, but I would recommend that you increase this amount to \$6000. We raised the \$5000 very quickly and I think it can be done equally quickly when more PCVs are included in the project. My PCPP is included in *Part 2*.
- Determine how many schools you want involved in the project. We received about 29,000 books which were distributed to 30 schools so each school received on average 965 books. I would recommend that you increase the number of schools involved in the project to 40. Each school would receive approximately 750 books which is still a very large start to a library, but a bit more manageable for a new teacher-librarian. It will also allow more communities and students to gain access to reading materials. ALTERNATIVELY, you may decide to include communities in the project as well. One idea would be to limit the number to 30 schools get about 800 books and pay R1500, and 5 communities get 1200 books and pay R2250 (it works out to be the same R1.88 per a book but that way the community libraries get 150% more books).
- Determine your planned budget, including how much each school will be expected to fundraise. My budget is *Part 3* and my 2009 Suggested Budget for you is *Part 4*. I had each school raise R1500 in exchange for about 1000 books. The schools seemed to not have much difficulty in raising this amount and I think that it is still a suitable amount even if 40 schools each receive 750 books since this will still be a very inexpensive R2 per a book (or about a quarter a book for American donors).
- Amend/Write School Application- I would suggest that you keep the application as simple as possible. Invite your local teachers or community members to look at the application and verify that it is clear.

Project Timeline:

January 10: Forward school application to PC Director and ask him/her to email it out to all PCVs along with a note describing the project. The school application that I created is *Appendix B*. The Call for Applications Email Text is included in *Part 5*.

I gave the schools one month to complete the application. I would recommend you encourage PCVs to have their teacher-librarian counterpart actively participate in filling out the application so they are involved from the very beginning.

February 10: Application deadline. I refused to accept any applications received after this deadline. I received most applications by fax or email with a few coming through the mail. Encourage PCVs to email in the application since it avoids your needing fax access and it is far easier both for you and for most applicants. I said it was acceptable for applicants to type their names to agree to the project.

One day between February 11-18: Coordinators meet and select the 40 schools or 30 schools/ 5 communities. I would suggest trying to select schools from as many communities and PCVs as possible and focus the most on schools with a concrete plan on how the books will be used and on PCV recommendation (include a part in the application where PCV is encouraged to honestly state school situation).

Open a bank account in the name of Books for Peace so that schools will not write the checks out directly to a PCV which would be problematic. I was able to open a business account linked to my personal FNB account in the name of Books for Peace (“Rose Ellen trading as Books for Peace”- I have no idea why the

teller insisted on using my middle name rather than my surname. He seemed to like the way it sounded more...)

February 20: Inform all schools whether or not their applications have been successful. For those schools which were not selected, write a letter detailing why this has occurred. For schools that have been selected, write a letter of congratulations and include a book request list to be completed within 2 weeks. I emailed these letters as an attachment to each PCV whose school was selected. I have included my letter of congratulations in *Part 6*. Also inform the schools that they are to begin their fundraising efforts to raise the R1500. You may want to give them 2 months.

Mass Email all PCVs whose schools were selected with a list of the schools and PCVs. Tell them to begin contacting family and friends back home to fill the PCPP. Mention that each PCV is expected to substantially contribute to the fund. You might mention that each PCV is to contribute at least the total amount of the PCPP total divided by the number of PCVs. e.g. PCPP= \$6,000, 30 PCVs, Each PCV is expected to fundraise \$200 (6000/30). Set an attainable goal for the completion of fundraising (maybe 2 months).

February 20- March 6: Contact the Department of Education regional contacts for each involved school and alert them of the schools acceptance. You may even want to alert them prior to sending out the application to keep them in the loop for the entire process. Tell them their assistance in transporting the books from Pretoria to the schools would be greatly appreciated.

March 6: School book order forms due. Compile these orders into one order.

April 13: Schools must deposit checks for R1500 into the Books for Peace Account. In a perfect world, I had 75% of schools deposit then, but it took a few more days to get the rest. Make sure you tell the schools to include the school name as the reference on the deposit slip. It is preferable that the schools deposit checks to avoid the fees for cash deposits.

April 20: Schools actually have all deposited checks. Ideally you will have also finished up PCPP fundraising. It will take about 2 weeks for this money to be transferred to your personal account here (unfortunately they cannot transfer it directly to BFA nor to the Books for Peace account).

May 4: PCPP money is transferred to your account and you are given a list of donors. Distribute this list to PCVs and have them let you know who their donors were. Ensure that everyone receives a “thank you” note.

May 5: Transfer money to Books For Africa to cover the cost of international transport and also Durban to Pretoria if you use their shipping company. Email in the book list request for the order to BFA.

June 14: Approximate date that books will be shipped out of the US. You may want to make this as early as possible to ensure that the books arrived during the dry season (winter) although our departure & arrival dates were perfect (departed 30 June, Arrived at PC Office 14 August).

July 14: Books arrive in Durban

July 21: Books arrive in Pretoria

Have all schools create thank you notes for Books For Africa which the PCV will bring to book sorting in Pretoria

July 28: Books clear customs in Pretoria

July 29: Books transported to the PC Office.

Wednesday, July 29- Sunday, August 3: Books sorted at the PC Office. Make sure to have about 15-20 PCVs to help with this entire process.

Monday, August 4- Thursday, August 7: Books collected by DoE and distributed to schools. Tell the DoE to collect them at scheduled times on Monday and Tuesday. i.e. Northern Cape: Monday morning, Northwest Monday afternoon. Assume that there will be problems and that a few PCVs will need to stay until about Thursday. The description of our sorting process has been included in *Part 7*.

Friday, August 8: CELEBRATE!

August 15: Mail “thank you” for Books For Africa along with pictures.

Email PCVs feedback form to fill out on how many books they received. The Feedback form I created is *Part 8*. Relay feedback to BFA.

3. Peace Corps Partnership Program

Project Proposal Cover Sheet

Community Name Acornhoek Country South Africa
 Community Population 55,000

PCV Name & Mailing Address	Community Leader Responsible for Project:
<u>Rose Zulliger</u>	Phineas Selowe, Acornhoek Municipality Manager
<u>PO Box 3092</u>	PCV's US Hometown: <u>Columbus, Ohio</u>
<u>Acornhoek 1360</u>	PCV's Primary Assignment: <u>CHOP</u>
<u>South Africa</u>	PCV's COS Date: <u>September 2009</u>
Type of Project: <u>Library Construction</u>	Project Request: US \$ <u>5000</u>
Total Project Cost: US \$ <u>11,000</u>	Exchange Rate Used: <u>7.5 Rand</u> to one US\$
Number of Beneficiaries: Direct: <u>30,000 students</u>	Indirect: <u>84,000 students within 10 years</u>

In the attached proposal please find:

Proposal Summary (200 words or less)

Verification of Partnership Guidelines

1. Project demonstrates a transfer of knowledge and skills at the community level;
2. Project meets a pressing community need;
3. Project is community-initiated;
4. Project is community-directed;
5. Project contains a well-developed timeline for project implementation;
6. Project contains a well-developed sustainability plan;
7. The community contributes at least a 25% of the total project cost;
8. Indicators of success have been outlined in the proposal;
9. A well-developed budget in local currency and US dollars detailing both the community contribution and requested funds;
10. The Proposal contains a statement to the effect that the community has been informed, understands and agrees that there will be no additional funding beyond the authorized amount on the proposal as submitted;
11. The Proposal contains a statement to the effect that the PCV and community agree to spend PCPP funds as outlined in the project budget.

Support Data

We verify that this project is needed by the community of Acornhoek, the intended beneficiaries, and that we fully understand and will fulfill the requirements of the Peace Corps Partnership Program, as stated in MS720, in implementing this project.

Partnership Project Coordinator _____
 (PCV's signature) (Date)

Partnership Community Leader _____
 (Name) (Date)

Partnership Community Leader _____
 (Signature) (Date)

I have reviewed this proposal and certify that it is well-planned, accurately budgeted, and that it will be successfully supervised through to its completion.

Peace Corps Country Director _____
 (Signature) (Date)

Peace Corps Partnership Program

Project Proposal Summary

Each child deserves the opportunity to develop a love of reading, yet many learners throughout South Africa do not have any access to books or libraries. With your support of the Books for Peace Library Project, this will change for 30 schools and over 30,000 students within South Africa through the creation of 30 libraries. All of the schools are located in rural, poor communities including Acornhoek, Mpumalanga where HIV rates are over 30% and orphans constitute over a quarter of some of the schools' student bodies. Books For Africa has generously donated 22,000 books to establish the libraries. Shipping to South Africa and transport of the books from the port to rural communities throughout the country will cost \$11,000.

Each recipient school has demonstrated its commitment to the libraries by raising \$200 within its impoverished community and by providing a secure room to house the books. This means that the libraries are so needed and desired that the community will be contributing \$6000 (over 54% of the project cost). Each school's nomination has been supported by a PCV who is committed to helping the schools make the libraries a much-used place where children can develop a passion for reading and learning that will last a lifetime.

Statement of Need

Project Meets a Pressing Community Need

Background information on Acornhoek, Mpumalanga

Acornhoek, Mpumalanga is the area where most of the libraries will be created, but the project is a partnership between Peace Corps volunteers who are in rural communities within the Mpumalanga, Limpopo, and Northwest provinces of South Africa. Approximately 55,000 people live within the 14 rural villages that comprise Acornhoek. This area in northeastern Mpumalanga near the Orpen Gate of Kruger was formerly a Bantu Homeland for both the Tsonga people and the Sothu. The area remains ethnically composed of the Tsonga-speaking Shangaans and the Sepedi-speaking Spulanis. The area has a very high unemployment rate and HIV prevalence is over 30%. Most community members survive on government Social Grants, subsistence farming and a few have employment at local stores or farms located near Hoedspreit. Despite the harsh conditions and lack of resources, the staff at each of the 22 schools within the Green Valley Circuit are dedicated to providing a positive learning environment for the learners. One of the material challenges faced by many of the schools is a lack of reading materials.

The recent transition of Acornhoek from Limpopo Province to Mpumalanga Province has resulted in the construction of many new administrative offices, classrooms, and libraries, yet the transition has not provided the books with which to fill these libraries. One teacher at Ndabeni Higher Primary School is so dedicated to cultivating a love of reading within learners that she leads an after school Reading Club two days a week for learners. The students read aloud from photocopied pages of very old sample

publications because there are no books. Her experience is not unique in the area and this dedication demonstrates just how much the community wants to impart a love of reading to the learners at the schools.

This teacher asked Peace Corps Volunteer, Rose Zulliger, if she could help her to find reading materials for the students. Zulliger contacted a number of different organizations that provide books for schools in Africa and received immediate response from the Minnesota-based, Non-Profit Organization, Books For Africa (further information about Books For Africa is included in Appendix A). Books For Africa has shipped over 17.5 million books to Africa including to PCVs in Uganda and Lesotho. They offered to send 22,000 books, provided that the \$9,000 shipping costs, internal transport costs, and logistical considerations at the port were covered. Given the generous offer, and Zulliger's experience in many other local schools without libraries, she decided to expand the initial project to assist 29 other schools who were very committed to creating libraries through networking with fellow PCVs, thus creating the Books for Peace Library Project. These other schools all have expressed a clear desire to have reading materials for their learners and they have demonstrated their commitment to the project through creating detailed applications and making a significant community monetary contribution to the project. Further details regarding the history of the project are provided under the section entitled, *Project is community initiated and directed*.

- *What indicates this project will meet a need community members consider important?*

The Acornhoek community and that of each beneficiary school truly values learning and wants to provide a library where its youth can develop a love of reading. Each school that will be selected to participate in the project will demonstrate the importance of the library project by going through a rigorous selection process. This selection process begins when schools fill out the attached Application (see Appendix B), which requires the school to designate a teacher responsible for the library, to provide a secure room to house the books and to create a plan for how the library will be used. The schools that are selected then each are committed to raising R1500 (~\$200) within their communities by a variety of fundraisers such as having uniform-free days in exchange for a rand per a learner, soliciting donations from local community members and selling crafts.

In exchange for the schools' hard work they each will receive 1,100 books that fill the schools' needs (the schools are able to designate which books they would like to receive through the Books For Africa book list which is provided in Appendix C). All schools which apply for the library project are supported by PCVs who serve as a network between the schools and the Partnership Project Coordinator, Rose Zulliger. The schools themselves are the ones responsible for filling out the application and for raising the funds. The PCVs will be responsible for raising the additional funds and for the logistics of the project (i.e. working with Books For Africa, getting the books cleared through Customs, sorted, and transported to a city near the schools). This involved application process and the community monetary contribution is included in order for communities to both demonstrate their commitment to the project and to ensure that there is community ownership and pride in the libraries. This community ownership and detailed plan of

library usage, along with the support of local PCVs, will ensure that the libraries are really used and protected.

- *Are there any benefits---including quantifiable ones---that might not be immediately apparent to a sponsor?*

The library project will result in 30 libraries that consist of 1100 books each. Each school serves between 800 and 1200 learners so roughly 30,000 students will immediately benefit from the libraries. The schools are all heavily invested in the libraries and committed to both utilizing them and maintaining them for a very long time. That means that each year an additional 150 to 250 learners will benefit from the library at each school (roughly 6,000 new beneficiaries each year) resulting in 84,000 student beneficiaries within 10 years (30,000 beneficiaries the first year and 6,000 per a year for the subsequent 9 years). Many of these learners will develop life-long passions for reading which will help them to succeed in school and to become more dedicated learners. Some of the schools have committed to starting after-school book clubs for students which will provide a very positive after-school activity. Success in school and alternative after-school activities can be instrumental in prevention of HIV/AIDS and adolescent pregnancy amongst these high-risk learners. It can also be a vital mechanism for creating an educated and skilled future workforce for South Africa.

The students are the most apparent beneficiaries of the library project, but they are not the only ones to benefit. The school staffs and community members will mobilize themselves for the creation of the libraries which will enhance community pride. It will strengthen community capacity to help itself and will generate more interest and commitment to the schools. The libraries are also a tremendous benefit to the teachers who will have more resources available to use with the learners.

- *What happens if the project is not implemented?*

I am very confident that the project can be implemented because the communities are incredibly excited and committed to raising over 54% of the project costs. The communities, as well as the involved PCVs, are incredibly dedicated and motivated to make the project a success. If, however, the PCPP is not approved then the PCVs will look for alternative funding opportunities to ensure that the libraries are filled with books.

Project Design and Action Plan

- *Who first proposed this project?*

The library project was initially proposed by a Life Orientation teacher at Ndabeni Higher Primary School. The Principals at other local schools expressed a similar need and PCV Rose Zulliger, decided to expand the project to encompass 30 schools, each of which possess the desire and commitment to gain books for their learners.

- *What are the roles and responsibilities of community members?*

Community members (primarily in the form of School Principals, Deputy Principals, and teachers) have the following responsibility for the creation of the libraries:

- Completely fill out Application for books;
- Develop and implement fundraising scheme to generate \$200;
- Identify and prepare a secure room with shelving to store donated books;
- Designate a teacher who will be responsible for fundraising efforts, library creation and library maintenance;

- Create implementation plan as to how books will be utilized (part of the Application);
- Identify and request books that will be useful for the school demographic (Book for Africa book list);
- Organize books in meaningful manner when the books arrive;
- Assist PCVs in Monitoring and Evaluation;
- Maintain the libraries post- PCV involvement.

- *If the project was proposed or is supported by a non-local, is it clear community members really want or need it, intend to participate, and would not rather use their resources in some other way?*

Please see the information provided under Project Meets A Pressing Community Need for information demonstrating the community commitment and support for the library project. It was entirely voluntary for schools to decide to apply for the books and those who applied understood that their participation required the contribution of resources so they clearly chose to spend their resources on the project.

- *How involved are the beneficiaries in the project's planning?*
The beneficiaries are the ones who are actively planning every step of the library from the fundraising mechanisms to the book selections and the plan for how the library will be utilized. The PCVs are only there to support the beneficiaries in the implementation of these plans if the schools request their assistance and to provide logistical support in fundraising and book transport. The schools have complete ownership of both the library plans and the books themselves.
- *How will the community oversee the project?*
Within the Application for books the schools each set forth plans on how they will utilize and oversee the libraries. One teacher will be designated at each school to have responsibility for the project and the PCVs will be there to support the teacher in the initial months of the project. Together the PCVs and schools will create book usage systems and develop the programs delineated in the initial Application plan. PCVs will be available to assist the communities in maintaining their libraries during the initial phases, but the communities will ultimately be entirely responsible for the project.

In-country means of support

- *Have all sources of financial, material, and technical support been explored that could bring the community more into the mainstream of local and national development efforts?*

The project is very in line with local and national efforts to improve the schools by providing reading resources for the learners and enhancing community involvement in the education of the youth.

Resources and time

- *Is there staff available to implement and continue the project? Can the services of a qualified builder, plumber, teacher, nurse, architect, electrician, or other necessary personnel be obtained (preferably locally)?*

The PCVs, particularly Rose Zulliger, will dedicate an enormous amount of time to planning the logistics of the library project, to sorting through the books and to supporting the schools, but they are very supported by the local Country Staff and will

have no trouble implementing this project before COS in 20 months. At the local level the qualified teachers and administrators of the schools will then be responsible for maintaining the libraries and ensuring that the project continues indefinitely.

Indicators of Success

The library project will serve the involved communities by providing a secure place where students can access books, where teachers can enhance their curriculum and where the next generation of learners can develop into more literate, skilled South African citizens.

- Books provided to form 30 libraries that each have at least 1100 books
- 30,000 learners gain access to the books in the libraries
- Books are used by at least 25% of teachers at each school on a regular basis to assist in lessons
- 6,000 learners gain access to the books each successive year and the libraries are maintained for at least 10 years totaling 84,000 students

Timeline for Implementation of Project

*Please note that the Partnership Project Coordinator has 20 months remaining until her COS as of the submission of this proposal. The following timeline demonstrates the goals for the projects, but there is sufficient time to accommodate any delays in the process that might arise. The ideal situation, however, will result in the libraries opening by 5 December 2008 so that the libraries are completed before the schools close for the year.

22 February 2008- Application forms distributed to schools via PCVs

22 February- 17 March 2008- Local PCV visits candidate schools to verify information

17 March 2008- Application deadline

28 March 2008- Schools notified of result of Application

20 March- 14 April 2008- School Vacation (See Appendix D for a School Schedule)

14 April- 2 May 2008- Schools fundraise R1500

12 June 2008- Goal for PCPP complete funding

13 June 2008- Deposit \$9000 into Books For Africa Bank Account to cover shipping cost

11 July 2008- Books shipped from USA to South Africa

12 September 2008- Books arrive in South Africa

13 September 2008- Books transported between Durban port and Peace Corps Office in Pretoria

13 September- 21 September 2008- PCVs sort books to fit requested material description for each school in Pretoria

21 September 2008- Books transported by school staff member transport from Pretoria to each school

21 September- 6 October 2008- Schools organize books into libraries; PCVs conduct visit to schools to monitor progress

3 October- 10 October 2008- Schools have Library Opening Ceremonies

10 October 2008- September 2009- PCVs support the schools, when requested, in creating systems to utilize the books

April 2008- PCVs visit libraries and conduct final analysis of library project success

September 2009- Schools are fully responsible for their own libraries

Cost Breakdown/ Budget

PCPP Project Request = \$5000

Items Requested for PCPP funding- All \$5000 will be transferred to Books For Africa to cover the cost of shipping the 22,000 donated books from the USA to South Africa.

Approximate Community Contribution Value= \$

Items Provided by Community-

- Secure, clean classroom to be used as a library
 - Shelving to house the books
 - Teacher to manage the library
 - Transport of 1100 books per a library from Pretoria to school- Approximate value is R750 (USD100) for the cost of petrol per a school X 30 schools= R22500 (US \$3000)
 - R1,500 (US \$200) per a school X 30 schools= R45,000 (US \$6000)
 - \$4000 of this community contribution will be used to cover the remaining cost of book shipment (Books For Africa estimates that it costs \$9,000 to ship 22,000 to South Africa)
 - \$2000 of this community contribution will be used to cover the cost of transporting the 22,000 books from Durban to Pretoria via Semi.
- Exchange Rate Used in Budget= R7.5: US \$1

Monitoring and Evaluation

Prior to being selected as a library project participant each school is visited by the PCV who supported the school's candidacy. The visit will serve to verify the school enrollment and to ensure that a secure room and teacher are arranged to accommodate the books. The PCV will then visit each school within 2 weeks of school receipt of books. On this visit the PCV will ensure that the books are well-organized in a clean, secure room and make note of any changes in school enrollment. The PCV will then provide a qualitative report on how the books are being utilized by the teachers and students and of progress on the School Utilization of Books Plan. These reports will then be compiled by PCV Rose Zulliger and available for funders. 6 months after the receipt of books the PCV will conduct a final visit to the schools to monitor book utilization in the schools and check school enrollment in the new academic year. PCV Rose Zulliger will then compile a final report evaluating the success of the library project and this report will be available to funders.

The program will be considered successful if:

- 30,000 students gain access to the books in libraries within the 30 beneficiary schools in the initial year (2008);
- All 30 schools open libraries with the donated books in clean, secure classrooms;
- Teachers in each of the 30 schools actively use the donated books with their classes and programs are in place to instill a love of reading within learners.

Appendix A- Books For Africa Information

*Adapted from the Books For Africa website: <http://www.booksforafrica.org>

Mission

Books For Africa. A simple name for a simple organization with a simple mission. We collect, sort, ship and distribute books to children in Africa. That's all we do. Our goal: to end the book famine in Africa.

Books donated by publishers, schools, libraries, individuals and organizations are sorted and packed by volunteers who carefully choose books that are age and subject appropriate. We send good books, enough books for a whole class to use.

They are shipped in containers paid for by contributions from people like you. It costs about 38 U.S. cents to send a book from the United States to Africa. Since 1988, Books For Africa has shipped more than 18 million books. They are on once-empty library shelves, in classrooms in rural schools, and in the hands of children who have never held a book before. Each book will be read over and over and over again. When the books arrive, they go to those who need them most: children who are hungry to read, hungry to learn, hungry to explore the world in ways that only books make possible.

Program

Books For Africa receives new and used book donations for primary through post-secondary levels from public and private schools, libraries, publishers and the general public. Donated books are sorted and processed for shipping by volunteers working at BFA's warehouse in St. Paul, Minnesota. Approximately 22,000 books are shipped in a 40-foot container. A 40-foot container sent to a sea port in Africa costs \$9,000. Inland rates vary depending on destination and are dependent on quotes from shippers. Shipping is Books For Africa's largest expense.



On the receiving end in Africa, BFA partners such as local YMCAs, Catholic and Protestant Church Dioceses, local member clubs of Rotary International and other non-government organizations take delivery of books. These indigenous organizations see that the books are delivered to the appropriate schools and libraries in their areas. Books For Africa generally requires the receiving organization to fund the shipping cost of a container, either on their own or with a financial sponsor.

Although Books For Africa has made tremendous progress in its mission, the book famine in Africa remains a reality. Empty library shelves are a constant reminder of Africa's desperate need for printed materials. If we are to see the day when African school children are to have the books they need to learn the skills necessary to provide for themselves and others, BFA must continue to send millions of books.



Appendix B- Books for Peace Library Project School Application



The Books for Peace Library Project is a partnership between United States Peace Corps Volunteers serving in South Africa and the nonprofit, Books For Africa. This project will distribute 22,000 books to 30 economically disadvantaged government schools throughout South Africa. Each school whose application is accepted and raises the necessary funds will receive 1100 books to enhance or start libraries within the school facilities. Successful applicants will completely fill out the Application and submit it to Peace Corps Volunteer, Rose Zulliger, by 17 March 2008. *Late applications will not be accepted.*

Candidates will be selected based on demonstrated need, strength of book utilization plan as detailed in Question 4, and in a manner that will assist as many communities as possible. All schools are expected to have a secure, clean room in which they will store the books and to have a teacher who will be responsible for the library. PCVs will handle the logistics of transporting the books from the United States of America to Pretoria, South Africa, will obtain additional funding to cover remaining costs and will assist the schools in the implementation of the book utilization plan.

Books for Peace Library Project Estimated Timeline

17 March 2008- Application deadline

28 March 2008- Schools notified of result of Application

14 April- 2 May 2008- Schools raise R1500 to cover partial cost of book shipment

July 2008- Books shipped from USA to South Africa

September 2008- Books arrive in South Africa and transported between Durban port and Peace Corps Office in Pretoria by PCVs

October 2008- Schools collect books from Pretoria and set up libraries in the schools

October- November 2008- Schools conduct Library Opening Ceremonies

School Applicant General Information

School Name: _____

School Principal Name: _____ School Contact #: _____

Community Name: _____ Province: _____

School Enrollment _____ Community Population: _____

Peace Corps Volunteer (PCV) Name: _____

PCV Contact #: _____ PCV E-mail Address: _____

Application Questions

1. Do you have a secure, clean room in which to store the books? [] Yes [] No
Please describe the size and location of the room that will serve as the library. Please note whether you have bookshelves to store the books.

2. Has someone been volunteered who will be responsible for the organization and maintenance of the library? [] Yes [] No

What is the name of this person? _____

What is the position of the person in the school? _____

3. If the school's Library Project School Application is accepted, do you agree to raise R1500 to cover part of the cost of book shipment by 2 May 2008? [] Yes [] No

Who will be responsible for raising the R1500? _____

What is the contact number for this Fundraiser? _____

How do you plan to raise the R1500?

4. How will the 1100 books benefit your school? Please describe how the books will be incorporated into classes and any other program you plan to implement using the books (Book Utilization Plan).

I certify that the information provided in this application is accurate. I understand that this is an application and that not all schools will be able to benefit from the Books for Peace Library Project. If, however, my school is selected to participate in the Project I guarantee that the R1500 will be transferred no later than 2 May 2008.

Signature of School Principal: _____ Date: _____

Signature of PCV: _____ Date: _____

Please contact PCV Rose Zulliger of Acornhoek, Mpumalanga with any questions or concerns at 082 706 0854 or Zulli888@gmail.com

Appendix C- Books for Peace Library Project Book List

School: _____

Community: _____

PCV: _____

Books for Peace will make every attempt to provide schools with the requested assortment of books. Please indicate which category of books your school would like and how many of each category. Your total request should equal no more than 1100 books. Do not forget that we are unable to guarantee that the exact amounts of each book category will be provided, but will make every attempt to do so.

PRIMARY

Category	Check if Wanted	How many?
General Library		
Reading		
Social Studies		
English Language Skills		
Science		
Math		
Health		
Art (limited quantity)		
Dictionaries (Limit 10)		
TOTAL		

SECONDARY

Category	Check if Wanted	How Many?
General Library		
American Government/History		
Social Studies		
Science		
Math		
English Literature		
Health		
Sports/Vocational/Hobbies (limited quantity)		
TOTAL		

POST SECONDARY

Category	Check if Wanted	How Many?
General Library		
Business and Economics		
Computer Science		
Medical and Health		
Science and Engineering		
Education Theory (limited quantity)		
Math		
Social Science		
History and Political Science		
English Communications		
Arts and Humanities (limited quantity)		
Soft and Hard Cover Fiction		
TOTAL		

GENERAL AND OTHER

Category	Check if Wanted	How Many?
French (dependent on supply)		
Reference (limited to 10 dictionaries)		
Religion		
Law (dependent on supply)		
Encyclopedias (limited to 1 set which will equal 30 books)		
TOTAL		

Appendix D- South Africa 2008 School Schedule

Free State, Gauteng, Limpopo, Mpumalanga & North West

First Term:

9 January- 20 March

Second Term:

14 April- 20 June

Third Term:

14 July- 26 September

Fourth Term:

6 October- 5 December

4. Books for Peace 2008 Financial Information

Funds Raised+

TOTAL- R115,213 (US \$15,200)

PCPP Funds- R37, 935 (US\$5,000)

School R1500- R45,000 (US\$5,936)

BFA Website- R32,278.48 (US\$4,264)

Budget Breakdown

Shipping/ Customs= R111,806.94 (US\$14,769.64)

Amount Owed to BFA for transport of container US- Pretoria: \$11,595 (~R87,774.15)

Transport US- Durban- \$9,000

Transport Durban- Pretoria- \$2,595

Amount Owed to Glens Care for Customs, Handling, etc...: 24,032.79 (~US\$3,174.64)

Customs VAT- R3, 973.20- try to avoid

Cargo Dues- R3,592.13

FCL Charges- R6539.00

Bill of Lading Release- R330.00

VAT Admin Fee- R100.00- try to avoid

Documentation Imports- R750.00

Agency (Shipping Company and Glens Care)- R3,700.00

Post & Petties- R85

Destination Service- R2,500

VAT 14%- 2,463.46

Extraneous= R2,948 (~US\$389.43)

Forex Commission Zero Rate (Bank Charge for Transfer to BFA Account): R274

Coordinator Phone Charges (1 Data Bundle, 1 SMS Bundle, Calls): R439

Coordinator PTA Accommodation for Sorting (8 nights): R600

Siyancoba Transport: R500

Box Tape, Permanent Markers- R150

Tarps- R185

PCV Sorting Snacks- R300

Bank Charges- About R500

+ = Exchange Rate was approximately US\$1.00: R7.57

5. Books for Peace 2009 Suggested Budget

Funds Raised+

If you decide to allow communities to apply, you may want to limit the number to 30 schools get about 800 books and pay R1500, and 5 communities get 1200 books and pay R2250.

If you decide to limit the project to schools then you may want to include 40 schools, each of which will pay R1500

PCPP Funds- R45,420 (US\$6,000)

30 Schools (R1500 each)- R45,000 (US\$5,936)

5 Communities (R2250 each)- R11250 (US\$1,486)

BFA Website- R17,140 (US\$2000) Use to raise additional funds, as necessary

Budget Breakdown

TOTAL= R116,750 (~US\$15,422)

Shipping/ Customs= R111,840 (US\$14,774)

Amount Owed to BFA for transport of container US- Pretoria: \$12,000 (~R90,840)

Amount Owed to Glens Care for Customs, Handling, etc...: 21,000 (~US\$2,774)

Cargo Dues- R3,592.13

FCL Charges- R6539.00

Bill of Lading Release- R330.00

Documentation Imports- R750.00

Agency (Shipping Company and Glens Care)- R3,700.00

Post & Petties- R85

Destination Service- R2,500

VAT 14%- 2,463.46

Less than 2008 the amount for VAT

Extraneous= R2,850 (~US\$376)

Forex Commission Zero Rate (Bank Charge for Transfer to BFA Account): R300

Coordinator Phone Charges (1 Data Bundle, 1 SMS Bundle, Calls): R500

Coordinator PTA Accommodation for Sorting: R900

Box Tape, Permanent Markers- R150

Tarps- R200

PCV Sorting Snacks- R300

Bank Charges- About R500

Sundries (Emergency Money)= R2,060 (~US\$272)

+ Exchange Rate was approximately US\$1.00: R7.57

6. Call for Applications Email Text

Hey guys,

I would like to invite you all to participate in a project that I have developed called the Books for Peace Library Project. This project will distribute 22,000 books within 30 economically disadvantaged government schools throughout South Africa. You can assist your school or a nearby school to ensure that it is one of the 30 schools selected to benefit from the Project. The books have been donated by a US-based, Non-Profit Organization, Books For Africa, but the catch is that we must cover the cost of shipping which will be approximately \$11,000.

In order to do so, I have completed a Peace Corps Private Partnership proposal for \$5000 where people back home can make donations to support this worthy project. Even if you don't decide to become directly involved with the project, you can really help by mentioning this project in your next email or blog to home (the project will hopefully be in the website <https://www.peacecorps.gov/resources/donors/contribute/regioncontrib.cfm?region=africa&> within 2 weeks). The remaining \$6,000 will be raised by the schools in order to enhance community ownership in the project and to ensure that the books actually end up being used! It sounds like a lot, but I have been assured by principals of many impoverished schools near me that they are very excited to raise R1500 in exchange for 1100 books (that's less than R1.4 per a book).

I encourage each of you to pass along the attached application to your local schools, to assist them in the completion of the application and to guide them in the process of developing a library. Don't worry if you don't know much about fundraising or libraries, we will work on this as a partnership of PCVs! Helping your school to open a library will be an incredible legacy for your community and we can definitely do it together. The application deadline is on Monday, 17 March 2008, but it is a very simple application. The project timeline is included in the Application, but it's important to note that the books WILL receive the books by the end of this school year.

For those of you who are very interested in the project, I have detailed the roles and responsibilities of the schools, of PCVs who support a school's application, and of myself, below. Please note that you are encouraged to assist your school to apply even if you will be COS-ing before the books will be delivered.

Please contact me with any questions, ideas, or if you plan to become involved in the project. I look forward to hearing from many of you!



7. School Acceptance Letter Peace Corps South Africa/ Books For Africa



Dear M.R. Phala,

I am pleased to inform you that your school has been selected to participate in the Books for Peace Library Project. I was impressed with your application and am confident that you will make your library a true asset to the school and greater community. Congratulations!

Please proceed with your fundraising activities as outlined in your Application. If you have any challenges please feel free to contact me and we can work out a way for your school to raise the R1500 by 2 May 2008.

I have attached below the Books for Peace Library Project Book List. Please complete it and email it to me at Zulli888@gmail.com by 2 May 2008. I will be in regular contact through your Peace Corps Volunteer, Alex Marlin, throughout the next months to ensure that the books arrive as soon as possible!

Thank you for taking advantage of this opportunity and for demonstrating your commitment to literacy.

All the best,

Rose Xiluva Zulliger
Peace Corps South Africa, CHOP 16
82 6 0854

8. Sorting Process

Thursday, 14 August

11h00- PCVs meet to discuss schedule for the weekend and potential challenges

14h00- Books clear customs at Pretoria Customs Terminal and are transported to PC Office

15h30- Books arrive at PC office; truck is too large to enter the PC premise so the trailer is parked in PC parking spot outside gate and detached. Wire cutters are used to break the cargo seal. 2 Peace Corps trucks are used to transport the boxes from the truck into the PC premise and under the awning between the Medical office and Training office. 2 PCVs stand in the truck passing down the boxes to 2 other PCVs who are standing in the truck bed. Once full, the truck is driven near the awning where other PCVs unload the boxes and sort them into piles according to level and subject.

16h30- 3 workers come from Glens Care Agency and assist in the unloading of the trucks.

18h15- Finish up unloading and cover the boxes outside the awning with tarps.

PCVs- John, Christine, Art, Sandy, Rose, AJ, Phil, Adam, Laura, Robi

Other- 2 PC drivers, 3 Glens Care staff

Supplies- tarps, tape, 40 empty boxes, 2 dollies (PC provided), 2 trucks (PC provided), pallet jack (Glens Care provided)

PCV Hours (10 x 2.75)= 27.5 hours

Other Hours (5 x 2.25)= 11.25 hours

Total Hours= 38.75 hours

Friday, 15 August

10h00- PCVs meet to discuss sorting plans

10h15-12h30- Sort Gen library books onto the tarps dividing between primary and secondary. Some PCVs move boxes to and from the tarps, others unload the boxes and the remainder begin to fill school orders. I wrote each school's name and province on the boxes with the total Gen Library order. We filled all orders by province and each school was given a space on a pallet (pallets should be used for any schools not under the awning). There were a number of excess gen library books which were distributed evenly amongst the schools of that level (e.g. extra primary went to primary schools).

13h15-17h45- Continue sorting, take group photo, cover boxes with tarps at the end of the day.

PCVs- John, Christine, Art, Sandy, Rose, Phil, Adam, Robi, Malawi PCV; half day= Will, Laura, AJ, Guinea PCV

Supplies- Pallets, printed book lists, permanent markers, tarps

PCV Hours (11 x 6.75)=74.25 hours

Saturday, 16 August

9h00- PCVs meet and briefly discuss plan for the day

9h15-13h30- PCVs finish sorting Gen Library. We were short on reading books by a few, but did our best to fill these orders. We had many excess Social Studies books which were fantastic resources. We had to unload all of the boxes onto tarps since many boxes contained all the same book. An assorted box was compiled for every school with

an additional box going to all schools which has large S.S. orders. This was all done by half the volunteers while the other half sorted English and Science. We also sorted science out on the tarps. Snacks of chips and cold drinks were bought for the volunteers. 14h15-17h45- There was a surplus of religion and law books. Orders were met and the remainder of the boxes was left in the IRC to be given to local seminaries or law schools. No school was given religion books that did specifically request them. The law books included a large quantity regarding American Law. We finished the day by sorting through the huge quantity of math boxes. Each school received 2 boxes of assorted math books with additional boxes going to any PCV willing to take them.

PCVs- John, Christine, Art, Sandy, Rose, Phil, Adam, Robi, Malawi PCV, Will, Laura;
half day= Jesse, Nick

Other- 1 Host Country National

Supplies- Pallets, printed book lists, permanent markers, tarps

PCV Hours- $(12 \times 7.75) = 93$ hours

Other Hours- $(1 \times 7.75) = 7.75$ hours

Total Hours- $(93 + 7.75) = 100.75$ hours

Sunday, 17 August

9h30- 15h00- PCVs arrive and finish sorting Math texts. We then sort through Art, the tertiary mix and the tertiary gen library. Each tertiary level order is filled by sorting through 10 boxes on the tarp. There was a surplus so each school received a mixed box and the remainder of the boxes were picked through by PCVs. All leftover boxes were given to the IRC and for local libraries to pick through. Each school received one tertiary gen library box. We only received 4 sets of encyclopedias so priority was given to secondary schools in a diversity of areas. Dictionaries were distributed evenly amongst the schools. The day concluded by consolidating as many provinces as possible under the awning before tarping the remainder. Pictures were uploaded onto the PC computers for everyone to share and we had a last meeting before leaving.

15h00- Thembalihle principal arrives to collect the boxes for school in back of bakkie.

PCVs- John, Christine, Art, Sandy, Rose, Phil, Adam, Robi, Will, Laura, Jaceson,
Virginia

PCV hours- $(12 \times 5.5) = 66$ hours

Monday, 18 August

8h00-10h30 PCVs arrive to assist with loading of boxes onto provincial DoE transport. North West arrives in 2 bakkies to collect for 5 schools which was a tight fit, particularly in terms of weight. Siyancoba boxes are transported in a private car which is a good fit. Northern Cape uses a large semi to transport the books for 7 schools which is more than enough space.

PCVs- Rose, Sandy, Art, Jaceson, Virginia

PCV hours- $(5 \times 2.5) = 12.5$ hours

Tuesday, 19 August

13h30-14h00 Limpopo arrives in one covered bakkie to collect the books for four schools. We are only able to fit the boxes for two of the schools so they agree to return the following day.

14h00-14h30- Siyaphombili arrives to collect its boxes in the back of a bakkie which fill two layers on the bakkie, just above the top of the sides of the truck bed.

16h00-16h30- Courier service used by Vukubone school arrives and collects the books.

PCVs- Rose, Sandy, Art, Jaceson, Virginia, Robi

PCV hours- $(6 \times 1.5) = 9$ hours

Wednesday, 20 August

11h30-12h00- Limpopo returns and collects the boxes for the remaining two schools

13h00- Mpumalanga arrives with a combi (including the seats) to collect the books for 8 schools. Phone calls are made establishing that the combi is not sufficient transport for 160 boxes of books and plans are made to rent a semi. The combi driver naps in the back of the combi for two hours until it is determined that transport will come the following day.

PCVs- Rose, Art, Jaceson, Virginia, Robi

PCV hours- $(5 \times 0.5) = 2.5$ hours

TOTAL TIME REQUIRED

Unloading Total Hours= 38.75 hours

Sorting Total Hours $(66 + 74.25 + 100.75) = 241$ hours

Loading Total Hours $(12.5 + 9 + 2.5) = 24$ hours

TOTAL= 303.75 hours



9. Books for Peace Library Project Feedback Form

School: _____

PCV: _____

How pleased are you with the Books for Peace Library Project?

Not happy Moderately Happy Happy Very Happy

Please comment on how you feel about the library project process:

What did you like about the library project?

What would you change about the library project?

How has this project impacted your school?

How will the books be used by learners at your school?

What books do you like the most amongst those you received? _____

What books do you not like amongst those you received? _____

Please tell us the total number of books your school received for each subject so we know how closely our order was met.

PRIMARY	Check if Received	How many?
General Library		
Reading		
Social Studies		
Science		
Math		
Art & Music		

SECONDARY

General Library		
Social Studies		
Science		
Math		
English Literature		

POST SECONDARY

General Library		
Business and Economics		
Computer Science		
Medical and Health		
Science and Engineering		
Education Theory		
Math		
Social Science		
History and Political Science		
English Communications		
Arts and Humanities		
Soft and Hard Cover Fiction		

Dictionaries		
Religion		
Law		
Encyclopedias		
TOTAL NUMBER OF BOOKS RECEIVED		

Thank you for your involvement in the Books for Peace Library Project. We hope that your libraries will be a place where learners will become better readers and students. Please email this form back to Rose Zulliger at Zulli888@gmail.com.

10. Contact Information

Books For Africa

Website: <http://www.booksforafrica.org/>

Address: Books For Africa
253 East 4th Street, Suite 200
Saint Paul, MN 55101 USA

Phone: 651-602-9844

Fax: 651-602-9848

General E-mail: bfa@booksforafrica.org

Personal Contacts:

Main contact and general assistance: Carole Patrikakos, Development Associate
Carole@booksforafrica.org

Detailed financial and shipping information: Deb McDonald, Assistant Director
deb@booksforafrica.org

Website: Andrea Neff, Projects and Development Specialist Andrea@booksforafrica.org

Glens Care

South Africa Shipping Agent (Helped clear books through customs)

Contact: Mr. Henry Meed (email: henry@glenscare.co.za)

Address: **Glens Care** (Pty) Ltd

P.O Box 9618

Brentwood Park

Johannesburg, South Africa 1505

Phone: 27 11 8262534

Fax: 27 11 826 2536

SA Fax: 0866570234

Departments of Education

Limpopo- Dr Sambo 0795104031 SamboRP@edu.norprov.gov.za

Mpumalanga- Mr. N Sithole- Bushbuckridge Coordinator, Tel : 013 708 5044, Cell: 076 647 9000

North West- Lilorne Share 0825546967 lshare@nwpg.gov.za

Northern Cape