



## For Teachers: Instructions for Assigning and Submitting Letters

Read the **Official Rules** available at [libraries.ok.gov/my-favorite-book](http://libraries.ok.gov/my-favorite-book).

Have students select a **fiction or nonfiction book, short story, or essay** that they have read and about which they have **strong feelings**. Students should have access to the author's work for review or rereading in order to help them with the writing project.

Tell students to **imagine they are sitting down with the author of this work and sharing their personal thoughts**. Letters should be personal and sincere, more like a private conversation rather than book report or a fan letter.

**Keep in mind that this is a reflective writing contest.** Ask students to think about what they read and the meaning they gleaned from the author's words.

**Students should share specific details both about the work and about their reaction to the work.** They should write honestly and from their own perspective.

**Letters should be at least 400 words and no more than 800 words.** All letter elements (see below) are included in the total word count.

**Letters must include date, greeting, body, closing salutation, and the name and/or signature of the students.** Students should not include return addresses on their letters.

**Submitted letters must be typed.** No hand-written entries will be accepted.

**Teachers must submit each typed letter separately via the *My Favorite Book* online submission platform** at [libraries.ok.gov/contest-submission](http://libraries.ok.gov/contest-submission). Letters may be uploaded in doc, docx, pdf, jpg, and png formats. Although you can type a letter directly into the submission form, this should be your last option. The form does not save progress and must be completed in one sitting.

**Teachers with older students and access to a computer lab may have each student submit their entry themselves.** When completing the online entry form, these students should select the option "You are submitting this form for - Yourself with Teacher Assistance", and enter the teacher's email address.

**Students younger than the age of 13** (as of October 15, 2021) must obtain and complete a **permission form hand-signed by a parent or legal guardian** to be eligible for entry. The permission form is available at [libraries.ok.gov/my-favorite-book](http://libraries.ok.gov/my-favorite-book). Teachers should collect these prior to submission. The permission form must be submitted digitally. A scan or clear photo of the permission form will satisfy this requirement.

**Depending on the situation and student access to technology, teachers may also approve submission of letters from the students' homes.** All submissions ask for the name and contact information for the school (or homeschool). If they are submitting from home but attend a school, enter the name of school and school address.

**Entry submissions can be any combination of student-submitted and teacher-submitted.**

For further submission details or questions, please consult the FAQ available at [libraries.ok.gov/my-favorite-book](http://libraries.ok.gov/my-favorite-book) or email [info@libraries.ok.gov](mailto:info@libraries.ok.gov).

