



For Teachers: Instructions for Assigning and Submitting Letters

Read the **Official Rules** available at oklahoma.gov/libraries/my-fav-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 (links found at oklahoma.gov/libraries/my-fav-book.) Letters must be uploaded in doc, docx, pdf, jpg, and png formats.

Students younger than the age of 18 (as of October 10, 2022) 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 oklahoma.gov/libraries/my-fav-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.

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.

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 oklahoma.gov/libraries/my-fav-book or email info@libraries.ok.gov.

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