

[Date – no later than April 14, 2008]

[STLP Coordinator Name]

[School Name]

[District]

[Street Address]

[City, State, Zip]

Dear Ms. Hughes:

[Name of School] hereby submits the enclosed entry for the “KYVL Create a Video” contest as described at <http://www.kyvl.org/html/about/committees/outreach.shtml>.

We have also submitted all planning materials – storyboard, script, drawings, etc. and we understand these materials, along with our entry, will become property of the Kentucky Virtual Library (KYVL). We understand that our entry and accompanying materials will not be returned to us and that they may be used in conjunction with other entries and materials for other promotions.

We have included with this letter the names of our participating STLP students, our principal and library media specialist. Our library media specialist (LMS) has served as our consultant on KYVL resources. We have received the criteria for judging and understand that the Kentucky Virtual Library Information Literacy and Outreach Workgroup will serve as judges for the contest and that their decisions are final.

Our enclosed video is in digital format on CD. Our CD is marked with our school name, district, and labeled: KYVL Video Contest. We also certify that all copyright laws have been followed when using someone else's materials, ideas, music, graphics and that any use of music more than 30 seconds in length OR materials by another person or agency are properly credited. Additionally, we assure that permissions have been granted by those filmed in the video, and that they will remain on file at our school.

We understand that the winners of this contest will be notified in April prior to the Kentucky STLP Conference. Awards and certificates of recognition will be given at the conference during the awards ceremony on May 7th. **Entries are due by April 14, 2008.**

Sincerely,

[STLP Coordinator / (email)]

Principal: [insert name here]

Library Media Specialist: [insert name here]

STLP Students Participating in Video Creation: [insert names here]