

**LIBRARY MANAGEMENT TRAINING WORKSHOP REPORT FOR GIANT
GROUP TWIGA & VANIK VAISHNAV MAHJAN NETWORK OF SCHOOLS**

DATE: 9th OF SEPTEMBER 2022

VENUE: START A LIBRARY OFFICES

FACILITATORS:

ERIC OBAR

FREDA MBURUNGA

REUBEN MBUVE

DAFROSE AMBANI

EVELYNE MWANDIA

Introduction.

On the 9th of August 2022, Start a library Trust, in partnership with the Giant Group Twiga & Vanik Vaishnav Mahajan, conducted a training on Library management and bringing books to life.

The workshop Objectives:

1. To equip the school administrators with skills to manage the library collection and run fun reading activities towards improving literacy skills for the learners.



The Sessions:

At the beginning of the training workshop, the teachers introduced themselves together with the number of years they have been in the profession. The primary purpose for this exercise was to remind the teachers of the vast experience they carried and how they can channel it into bettering learning outcomes for the learners. The teachers were then taken through a variety of Library management topics that entailed discussions on what a model library looked like. Teachers gave out various suggestions on various components of a model library space.

Among the informative topics that were discussed was how to run a vibrant school library, creation of child friendly library spaces and bringing books to life in the library. There was a final display of reading activities from one of the storybooks, ‘kokoriko who woke me up’. This activity was demonstrated to the teachers so that they could learn how to actively involve learners in role playing and dramatization for better understanding and memorization of the story themes.



The final part of the program entailed ribbon cutting and formal handover of the Library to the teachers. Other partners: the BAPS team shared their library experiences while the World Reader sensitized teachers on the value of incorporating digital literacy in their learning.

Training Methods

The training embraced various training methods to ensure that it's exciting and memorable.

- Individual thinking
- Brainstorms and
- Practical's

At the end of the training, the teachers were asked to share feedback on different training components. The evaluation tool measured;

- i. Teacher's understanding of basic library management and book handling practice.
- ii. Teacher's ability to utilize storybooks to teach literacy and life skills through incorporating various reading promotion methods

Teacher feedback Summary

- Teachers were equipped on library management and teaching literacy and life skills through active reading activities.
- Teachers were equipped with skills on how to range and manage book borrowing, record keeping and vibrant children library spaces.
- Teachers were trained on how to carry out library/maktaba lessons



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The training in pictorials:





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APPENDICES:

I. Teacher feedback form Sample.


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Post-Training Evaluation and Learning Self Assessment

1. Please rate this training in terms of **Trainer's Expertise, Clarity, Cultural Appropriateness, Time Management, and Responsiveness** to your educational needs. Provide any additional feedback in the **Comments** section. Circle the appropriate numbers.

RATING SCALE: 1 = LOW 3 = MEDIUM 5 = HIGH

Trainer Name(s)	Expertise	Clarity	Culturally Appropriate	Time Management	Responsiveness
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

Comments:
The training was educative and very informative

Please take a moment to answer the following questions. Your comments are an **important contribution** as we design learning experiences to meet your professional needs.


1. What are the three most important **things [or topics]** you learned during this training?
 - Setting d Model Library
 - Child Development Stages
 - Factors to Consider when Collecting Library books.


2. To what extent do you expect this meeting will make a **difference** in the way you do your job? (Please tick where appropriate)


Training Evaluation and Learning Self Assessment 1 of 2 August 2004


2 3 4 5 ✓


No Difference Tremendous Difference

a. What will you do **differently** in your practice/service setting as a result of this training?
 Conduct library lessons in a child friendly way.

b. What do you feel were the **strengths** of this training?
 The facilitators were well informed

c. What do you feel were the **weaknesses** of this training?
 Time was not enough

d. How can we **improve** this training?
 Add more time

e. What **additional** training-development education do you require?
 Collecting Library books.

2. Please rate the following statements using a 1 through 5 scale where:
1 = Disagree Strongly **5 = Agree Strongly**

←-----→

5 I can **apply the information** in my practice/service setting.

5 The presentation met my professional **educational needs**.

5 The trainer **actively involved** me in the learning process.

5 As a result of this training, I feel **more confident** in my capacity as a teacher


2 of 2



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2. Teacher attendance list Sample


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REGISTRATION FORM
9/8/2022
GIANT GROUP TWIGA & VANIK VAISHNAV MAHAJAN SCHOOLS

No	NAME	NUMBER	EMAIL	SCHOOL	SIGNATURE
1	SUSAN KAGIRI	0722908558	Kagirisusan2@gmail.com	KARUNGA	
2	MASELLE MBARE	0721953860	madelinembare@gmail.com	KIAHGHUHU	
3	DMULO ABEDYEGO OKEYO	0726150150	abedyego@gmail.com	WANGUNU	
4	PAULINE MBUKAI	0720820837	gumepaul2@gmail.com	NIENGA KARUNGU	
5	DAVID K. KIBINI	0722269319	David.kibini15@gmail.com	KANIGA KINARA	
6	DAVID MATNA KAMAU	0722458275	David.matna.043@gmail.com	KATATA	
7	MARGARET LATHIN	072463423	Margaret.lathin@gmail.com	MAYU	
8	JANE W. WAWERU	0727940446	Kamajayne@gmail.com	MUONGOTA	
9	JOHN S. NWACHI	072275206	john@wordreader.org	WORDREADER	



3. Teacher Wall clock List

Wall clocks 176


	Name of school / Headteacher	PHONE	Sign.
1.	MUTHURWA PRY. Rose Wati tu	0720614772	
2.	NJESCA KARUMU P. DIANNE MURRAY	0720820837	
3.	MUYA PRIMARY ELIZABETH MUTHEMBA	0720281347	
4.	KING'SHUA PRI OMONDI STEPHEN	0722382309	
5.	KARUNGA PRY SUSAN KARIKI	0722505558	
6.	MARUYO PRI MARGARET GATHU	0724657123	
7.	KARURA PRY SAMUEL KINJUA	0723823888	
8.	GATATHA PRIMARY DAVID MAINA	0722458275	
9.	MIMI-AVEDUK PRISON DAVID KATHUKA	0723376644	
10.	MUONGOYA JANE W. WAWERU	0727940445	
11.	MUCHATTA PRI ESTHER M. KAMAU	0725323051	
12.	Mungai chengele Penina Wanjira	0723461400	
13.	Kihara Priy Sch Asenathi Mwangi	072926225	
14.	MOONICOPRI PERIS GITARI	071180160	
15.	GACHADAGE ANTHON KITHUKU	0722883891	
16.	LORETO DOMINIC MWANGI	0722589114	
17.	WANGUKU YU Madeline Mbatia	0721953860	



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4. School commitment forms from all teachers


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SCHOOL COMMITMENT FORM

I (Name) Madeline Mbaire Mota (Title/Position) Senior teacher of
(Name of Institution) Mtongonyu Primary hereby voluntarily join the Start a
Library reading revolution. I share in the vision of getting a book in every hand and believe that;
Storybooks are language text books and that students who Read more, Know more have
unlimited potential to be more.

As a reading ambassador in my school, I commit to:

1. Provide an adequate room which is conducive and accessible to serve as the library
2. Actively participate and rally teachers and students to attend Start a Library capacity building sessions
3. Deliberately create weekly library lesson for all classes
4. Ensure that pupils utilize books in the library
5. Ensure that all teachers understand and appreciate the value of the library books
6. Ensure parental involvement in reading activities and continuous sustenance of the library.
7. Appoint/assign a dedicated teacher librarian to manage the day to day operations of the library
8. Prioritize library development as a key agenda in school management meetings

I understand that the books will be withdrawn from my school if:

1. We don't adhere to weekly library lessons for all classes
2. We use the library room for other purposes other than the library lesson (i.e. converting the library into a classroom or staffroom)
3. We lock the books in boxes (office) making it difficult for children to access and read

Name: Madeline Mbaire Mota Signature: Mbaire

Designation: Senior teacher Date: 9/9/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: Eric Obwe Signature: Eric



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SCHOOL COMMITMENT FORM

I (Name) DOMINIC MWANGI (Title/Position) D/HT of
(Name of Institution) LORETO PRIMARY hereby voluntarily join the Start a
Library reading revolution. I share in the vision of getting a book in every hand and believe that
Storybooks are language text books and that students who Read more, Know more have
unlimited potential to be more.

As a reading ambassador in my school, I commit to:

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Name: DOMINIC MWANGI Signature: [Signature]

Designation: D/HT Date: 09/09/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBAR Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) ANDREW M. KIMUYU (Title/Position) HTR of
(Name of Institution) GACHINAGE PS CH hereby voluntarily join the Start a
Library reading revolution. I share in the vision of getting a book in every hand and believe that
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Name: ANDREW M. KIMUYU Signature: [Signature]

Designation: HTR Date: 9/9/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: Fred Ogaro Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) MARGARET LATHAN (Title/Position) HT of
(Name of Institution) MADHU PRI hereby voluntarily join the Start a
Library reading revolution. I share in the vision of getting a book in every hand and believe that;
Storybooks are language text books and that students who Read more, Know more have
unlimited potential to be more.

As a reading ambassador in my school, I commit to:

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Name: MARGARET LATHAN Signature: [Signature]

Designation: HT Date: 9/9/22

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBAR Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) ROSE NJERI WATITU (Title/Position) DEPUTY HT of
(Name of Institution) MUTHURWA P.P. hereby voluntarily join the Start a
Library reading revolution. I share in the vision of getting a book in every hand and believe that;
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Name: ROSE N. WATITU Signature: [Signature]

Designation: D/HT Date: 9/09/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBARA Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) DAVID KASHUKWA (Title/Position) Deputy head teacher of
(Name of Institution) ATHI-RIVER CK PRSON hereby voluntarily join the Start a
Library reading revolution. I share in the vision of getting a book in every hand and believe that;
Storybooks are language text books and that students who Read more, Know more have
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Name: DAVID KASHUKWA Signature: [Signature]

Designation: DEPUTY HEAD TEACHER Date: 9/9/22

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBAR Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) ELIZABETH MUTHEMBA (Title/Position) HEAD TEACHER of
(Name of Institution) MUYA PRIMARY hereby voluntarily join the Start a
Library reading revolution. I share in the vision of getting a book in every hand and believe that;
Storybooks are language text books and that students who Read more, Know more have
unlimited potential to be more.

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Name: MUTHEMBA ELIZABETH Signature: [Signature]

Designation: HEADTEACHER Date: 9th Sept 2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBAR Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) DAVID MAINA IKAMAU (Title/Position) HEADTEACHER of
(Name of Institution) GATUKA PRIMARY hereby voluntarily join the Start a
Library reading revolution. I share in the vision of getting a book in every hand and believe that;
Storybooks are language text books and that students who Read more, Know more have
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Name: DAVID MAINA IKAMAU Signature: [Signature]

Designation: HEADTEACHER Date: 9/09/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBARA Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) ASENATH MWUNGERA (Title/Position) TEACHER of
(Name of Institution) KIHARA PRY. SCH. hereby voluntarily join the Start a
Library reading revolution. I share in the vision of getting a book in every hand and believe that;
Storybooks are language text books and that students who Read more, Know more have
unlimited potential to be more.

As a reading ambassador in my school, I commit to:

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Name: ASENATH MWUNGERA Signature: [Signature]

Designation: TEACHER Date: 9/9/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OUMA Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) Penna Nduta Njenga (Title/Position) HEADTEACHER of
(Name of Institution) Mungai Chogoda hereby voluntarily join the Start a
Library reading revolution. I share in the vision of getting a book in every hand and believe that
Storybooks are language text books and that students who Read more, Know more have
unlimited potential to be more.

As a reading ambassador in my school, I commit to:

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I understand that the books will be withdrawn from my school if:

1. We don't adhere to weekly library lessons for all classes
2. We use the library room for other purposes other than the library lesson (i.e. converting the library into a classroom or staffroom) N/A
3. We lock the books in boxes (office) making it difficult for children to access and read

Name: Penna Nduta Njenga Signature: [Signature]

Designation: HEADTEACHER Date: 9/9/2022

Signed in the witness of
HEADTEACHER
WANGI CHENGECHA PRIMARY SCH.
P.O. Box 20000 NAIROBI
Date: _____

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBAR Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) JANE W WAWERU (Title/Position) SNR TR of (Name of Institution) MUONGOYA hereby voluntarily join the Start a Library reading revolution. I share in the vision of getting a book in every hand and believe that; Storybooks are language text books and that students who Read more, Know more have unlimited potential to be more.

As a reading ambassador in my school, I commit to:

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Name: JANE W WAWERU

Signature: [Signature]

HEADTEACHER
MUONGOYA PRIMARY SCH
P. O. Box 15, KARUA
DATE: <u>9/9/22</u>

Designation: SNR TR

Date: 9/9/22

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBAR Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) ESTHER MBAIRE KAMAU (Title/Position) DEPUTY HEAD of
(Name of Institution) _____ hereby voluntarily join the Start a
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Name: ESTHER MBAIRE KAMAU Signature: [Signature]
DEPUTY HEAD TEACHER
MUCHATHA PRIMARY SCHOOL
P. O. Box 62-00219,
KARURI

Designation: DEPUTY HEADTEACHER Date: 9/9/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBARA Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) SUSAN KAGIRI (Title/Position) HEADTEACHER
(Name of Institution) KARUNGA hereby voluntarily join the Start a Library reading revolution. I share in the vision of getting a book in every hand and believe that; Storybooks are language text books and that students who Read more, Know more have unlimited potential to be more.

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Name: SUSAN KAGIRI Signature: [Signature]

Designation: HEADTEACHER Date: 9/9/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBM Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) PAULINE MURWANJ (Title/Position) HEADTEACHER of
(Name of Institution) SRJCA KARUME hereby voluntarily join the Start a
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7. Appoint/assign a dedicated teacher librarian to manage the day to day operations of the library
8. Prioritize library development as a key agenda in school management meetings

I understand that the books will be withdrawn from my school if:

1. We don't adhere to weekly library lessons for all classes
2. We use the library room for other purposes other than the library lesson (i.e. converting the library into a classroom or staffroom)
3. We lock the books in boxes (office) making it difficult for children to access and read

Name: PAULINE C. MURWANJ Signature: [Signature]

Designation: HEADTEACHER Date: 9/9/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: [Signature]

Start a library Rep.: ERIC OBAR Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) PERIS GITARI (Title/Position) HEADTEACHER of
(Name of Institution) HOUMKOPUR TOWNSHIP hereby voluntarily join the Start a
Library reading revolution. I share in the vision of getting a book in every hand and believe that;
Storybooks are language text books and that students who Read more, Know more have
unlimited potential to be more.

As a reading ambassador in my school, I commit to:

1. Provide an adequate room which is conducive and accessible to serve as the library
2. Actively participate and rally teachers and students to attend Start a Library capacity building sessions
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Name: PERIS GITARI Signature: [Signature]

Designation: HT Date: 9-9-2021

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBAR Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) DMONDI STEPHEN (Title/Position) Head teacher of
(Name of Institution) Kinglows Primary hereby voluntarily join the Start a
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Name: Stephen Dmondi Signature: [Signature]

Designation: Head teacher Date: 09/09/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: Eric Oame Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) Daniel Kingua (Title/Position) Head Teacher of
(Name of Institution) KARUKA PRY SCH hereby voluntarily join the Start a
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Name: Daniel Kingua Signature: [Signature]

Designation: Head Teacher Date: 09/09/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: Fred Obwe Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) RHEDA H MUNGSI (Title/Position) HEADSTAFF of
(Name of Institution) SATH PRAYAG hereby voluntarily join the Start a
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Name: RHEDA H MUNGSI Signature: [Signature]

Designation: H/TEACHER Date: 9/9/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep: [Signature] Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) LIKHAN OWEKA (Title/Position) Senior teacher of
(Name of Institution) Niderok primary hereby voluntarily join the Start a
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Name: Likhian Oweka Signature: [Signature]

Designation: for Head teacher Date: 9/9/22

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBAR Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) DAVID K. KIBUJI (Title/Position) BT/TA of
(Name of Institution) LOWER KIHARA hereby voluntarily join the Start a
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Name: DAVID K. KIBUJI Signature: [Signature]

Designation: Deputy Hk Date: 9/9/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: Eric Oame Signature: [Signature]



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SCHOOL COMMITMENT FORM

I (Name) LEAH NAIKOLIKED MARIAS (Title/Position) DEPUTY HEAD of
(Name of Institution) UTUMUSHI SACCO PR hereby voluntarily join the Start a
Library reading revolution. I share in the vision of getting a book in every hand and believe that;
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Name: Leah N Marias Signature: [Signature]

Designation: DEPUTY HEADTEACHER Date: 8/8/2022

Signed in the witness of:

Giants Group Twiga & Vanik Vaishnav Mahajan _____ Signature: _____

Start a library Rep.: ERIC OBAR Signature: [Signature]



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