



**Cover Sheet and Instructions for Requesting
IBM Reading Companion Software for Adult Learning**

The organization requesting IBM Reading Companion Software understands it must:

- a) Download a small piece of audio software on each computer that will be used by learners to access IBM Reading Companion.
- b) Acquire headsets to enable two-way audio communication between learners and the software. Information on which headsets will be needed, how many, and suggested retailers, will be provided by Mayor's Commission staff.
- c) Attach a copy of the organization's letter from the IRS granting 501(c)3 tax exemption.
- d) Attach a copy of the Affirmation letter, filled in by hand, and signed by an authorized officer of the organization as defined in the first paragraph. Information provided in the Affirmation must match the organization name, address, and Federal I.D. number **exactly** as they are in the 501(c)3 letter. Please enter the information as legibly as possible.

Please fill out the following information, giving the name of the administrator or lead teacher who will be the main contact person for the Mayor's Commission for the installation and use of IBM Reading Companion for the remainder of this calendar year.

Organization Name:

Staff contact name for the Reading Companion project:

Title:

Address:

Phone (O)

Phone (Cell)

Email:

Copy of IRS Document Proving 501c3 Tax Status and Federal Tax ID is attached?

IBM Certificate of Compliance Signed by Nonprofit Executive as Specified is attached?

Deliver this cover sheet and the two attachments in hard copy to: Mayor's Commission on Literacy, Room 26, Free Library of Philadelphia, 1901 Vine Street, Philadelphia, PA 19103. For questions, please call 215 686 5250.

