

Northern Waters Library Network Passport

Program dates: April 8 - August 31, 2024



How the Passport program works

Visit libraries in the Northern Waters Library Network (NWLN) and you could win fabulous prizes!

- Pick up a passport at a participating library or print one out from www.northernwaters.org/passport.
- Visit an NWLN library. Ask the library staff to stamp and date your passport.
 - Please note: Many of our libraries are located in remote areas. We recommend downloading directions before you leave or bringing a map. It's always a good idea to call the library to verify their hours before you make a trip!
- You may also include up to four library visits outside of NWLN in your passport. Just fill out their information in the blank spaces on the final page of the passport. Draw in your own stamp design if you wish, or ask the library you're visiting if they have a stamp they could use to stamp your passport.
- Once you've visited ten libraries, ask an NWLN library for a prize entry slip. The library staff will mark off ten visits in your passport and give you an entry form.
- **Fill out the prize entry form and return it to the library staff to enter the prize drawing.**
- Continue visiting libraries for more chances to win!
You can receive one entry for each 10 libraries you visit and mark in your passport.
- The program begins on Monday, April 24, 2023. All prize entries must be received by August 31, 2023.

2024 Prizes

- A total of \$500 in Kwik Trip gift cards will be awarded to the prize drawing winners in 2024!

Instructions for Library Staff

NWLN Library Passport program: April 8 - August 31, 2024

Passports will be distributed to libraries before April 8, 2024. Patrons can get a free passport from their library or by downloading one at [northernwaters.org/passport](https://www.northernwaters.org/passport). Patrons can choose whether they would like one passport per family, or if individual family members each want their own passport.

Passport Stamps

1. When a passport visitor arrives, grab your stamp, stamp pad, and tally sheet.
2. Stamp the patron's passport and write the date of their visit on it.
3. Stamp your library's tally sheet **once per passport visitor**. The tally sheet helps us keep track of how many patrons participated in the program.
4. *Optional:* If you're choosing to do any local promotions or add-ons, now is the time to give those to the patron, too.

Prize entries

1. When a passport shows ten libraries visited, "validate" the ten visits by drawing a diagonal line across ten (10) stamps in the passport and writing your initials or library code on them.
2. Give the patron a prize entry slip, ask them to fill it out, and have them return it to you. **Place the prize entry slip in the envelope provided and keep it until the program has ended.**

Ending the program

1. After August 31, write down the number of passports you have remaining on your tally sheet. Return your envelope of prize entries AND your tally sheet to the **Superior Public Library, attn: Leslie Mehle**.
2. Prize winners will be determined through a random drawing of all entries returned. We will wait to determine a winner until all prize entries and tally sheets have been received from all participating libraries, so please return your materials promptly!

Optional extras

Feel free to plan additional incentives or add-ons for passport holders that visit your library! You could consider giving visitors a swag bag, a handout/brochure highlighting local attractions, incentives like discount coupons to local businesses, or any other things you'd like to reward your passport visitors with.

You can help promote the passport program by including it in your normal marketing and promotion activities: share information on your website, distribute posters, distribute press releases to your local media, include information in your library newsletter, include a passport flyer with your summer reading registration materials, etc.