# POL Participation List

As you begin to collect information on your participating schools, organizations, and students, we wanted to share the POL Participation List. Please download this form, read the two READ ME tabs, fill out the DATA Schools and Orgs tab and DATA Individual Students tab (if applicable), save the form as "[Your state abbreviation] POL Participation List 2021-2022" and submit this information to poetryoutloud@arts.gov by **Month Day, 2022**. A few notes about the template:

- Please download and fill out this form: POL Participation List. We cannot participation data in any other format (i.e. Numbers/Pages or other Apple applications).
- Once the form is downloaded, open it, and read the READ ME tab for schools and orgs and individual students.
- When entering information into the DATA tabs, do not adjust any of the fields in the spreadsheet. Simply enter your data and leave fields blank should the field not apply (i.e. School/Organization Street Address Line 2).
- To the best of your ability, please make sure that all data fields are filled out for each school/organization.
- For numerical responses, please enter whole numbers. Do not enter numerical ranges.
- If you had participating individual students who were unaffiliated with a school or organization listed in the DATA Schools and Orgs tab, please include the information requested in the DATA Individual Students tab.

Many thanks for collecting this information! We realize data collecting may be a bit different this year with some states recruiting either organizations or individual students to participate in POL. If you have any questions regarding the POL Participation List, please email poetryoutloud@arts.gov.