

Revised 6/2020

## UPDATES/REMINDERS FOR 2020–2021

- Award applications are due by **December 15, 2020**, and must be submitted electronically. Please contact **chapters@reading.org** for assistance with your award submission.
- Chapters are recognized for their accomplishments during the previous year (July 1, 2019–June 30, 2020).
- Attach one document for each part (I–III) that summarizes the essential elements of each activity.
- Criteria can be met through virtual or in-person activities.

## Part I: Service to Chapter and Members

### Required Criteria (ALL, A–G)

#### A. Leadership Workshop

Conduct a leadership workshop for local, student, and special interest chapter officers and committee chairs. The leadership workshop should be designed to explore ILA resources, expand understanding of officer expectations, promote networking among leaders, encourage membership promotion, and support strategic planning.

#### B. Visitation

Support all local, student, and special interest chapters by attending at least one meeting, event, or activity annually. Any member of the state/provincial chapter board, including executive officers, coordinators, membership directors, committee chairs, etc. can visit a chapter in-person or virtually. Please include the chapter name, date of visit, type of meeting, and board representative in the summary.

#### C. Communication

Create a newsletter or similar communication piece containing information about ILA and the state/provincial chapter, as well as highlights from local, student, and special interest chapters.

#### D. Honor Award

Provide assistance to local, student, and special interest chapters striving for Honor Award status. Examples include: modeling strategic planning, organizing programs and projects, monitoring membership development, and maintaining web presence.

#### E. Membership Promotion

Support the membership efforts of local, student, and special interest chapters by providing membership promotion strategies, offering combined membership pricing, providing ILA membership materials, highlighting membership benefits in newsletters/website, etc.

#### F. Coordinator Support

Support the work of the state/provincial ILA Coordinator in maintaining a strong connection with ILA and local, student, and special interest chapters. Assist the ILA Coordinator in chartering new chapters, sustaining active chapters, and reviving inactive chapters.

## ILA AWARD OF EXCELLENCE GUIDELINES (CONTINUED)

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### **G. Strategic Planning**

Develop a written plan for chapter work, including the mission, goals, strategies, and activities for the next one, two, or three years.

### **Optional Criteria (CHOOSE 2, H–P)**

#### **H. Celebrate Literacy Award**

Host a Celebrate Literacy Award program. Guidelines, including steps for implementation and reporting requirements are available on the ILA website. Award certificates are available to Chapter Presidents via the Chapter Leader page on our website or from ILA Headquarters. **Please allow 3–4 weeks for processing.**

#### **I. Reading and the Arts**

Sponsor or cosponsor a program to support reading and the arts (language, performing, visual, etc.).

#### **J. Young Authors**

Implement a program that encourages, supports, and recognizes student writers in the state or province. Examples include: young authors' contests, writing workshops, authors' teas, writing celebrations, etc.

#### **K. Future/New Teachers**

Document chapter support for the professional growth of future/new educators. Examples of initiatives designed to serve future/new teachers include: college scholarships; conference registration; complimentary/discounted memberships; providing teachers with resources/instructional materials; and offering meetings, workshops, webinars, institutes, etc. designed to serve future/new teachers.

#### **L. Partnerships**

Develop a partnership with the Department of Education, educational agencies, school districts, or other organizations to enhance professional development, promote community involvement, and improve reading instruction in the state/province.

#### **M. Family Literacy**

Conduct a program or project that focuses on the important role families play in children's literacy development.

#### **N. Adult Literacy**

Promote adult literacy initiatives throughout the state/province. Any program, project, or service related to adult literacy is acceptable. Examples include: journal/newsletter articles, community service, tutoring, awards, etc.

#### **O. Website/Social Networking**

Maintain a website or social networking site that highlights ILA affiliation. Site should be a relevant, up-to-date vehicle for chapter networking and communication, and feature information related to upcoming events, opportunities to get involved, and membership.

#### **P. Other**

Any program that supports the members and is unique to the state/provincial chapter may be included as an optional item.

## **Part II: Service to State/Provincial Education**

### **Required Criteria (ALL, A–B)**

#### **A. State/Provincial Conference**

Conduct a state/provincial conference or other literacy professional development opportunity that is responsive to the needs of literacy educators. Publicize conference through ILA’s website and/or the chapter network to reach a broad audience.

#### **B. Special Project**

Implement a special project to promote literacy within the state or province. Projects may be in any related category such as advocacy, public information, educational research, curriculum, etc.

### **Optional Criteria (CHOOSE 2, C–G)**

#### **C. Recognize Chapters**

Recognize outstanding contributions of local, student, and special interest chapters. Highlight programs and projects that influence the field of literacy or have an impact on the community.

#### **D. Chapter Awards**

Institute an awards program for local, student, and special interest chapters to recognize accomplishments in membership growth, innovative programs/projects, participation in state/provincial chapter leadership, or support of ILA (similar to Honor Award).

#### **E. Additional Leadership Support**

In addition to the required leadership workshop, offer follow-up support, ongoing communication, and/or additional resources for local, student, and special interest chapter leaders.

#### **F. Archive Library**

Maintain an accessible archive library (hard copy or digital) of chapter journals, newsletters, meeting minutes, membership records, conference programs, projects, speakers, legislative reports, etc.

#### **G. Scholarships**

Provide a state/provincial chapter scholarship for a student entering the teaching profession or for a chapter member pursuing an advanced degree in literacy education.

## **Part III: Service to ILA**

### **Required Criteria (ALL, A–E)**

#### **A. Officer Report Form**

Submit the online Officer Report Form to ILA Headquarters between April 15 and June 30, in order for the chapter to remain in good standing and be eligible to earn the Award of Excellence. All officers must maintain ILA membership throughout their terms. The Officer Report Form is available on the ILA website in the Chapter Leaders section under Management.

## **ILA AWARD OF EXCELLENCE GUIDELINES (CONTINUED)**

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### **B. Committees**

Establish committees and appoint committee chairs to support ILA's mission, goals, and strategic plan, as well as those of the state/provincial chapter. Committees should have clear charges, meet in-person or virtually, and report their progress to the board regularly.

### **C. Promote ILA**

Promote ILA during the annual state/provincial conference, and at board meetings, leadership workshops, or chapter events. Examples include: ILA membership booth, or greetings from an ILA representative at general session, ILA keynote, banquet, etc.

### **D. International Project**

Conduct an international project that promotes literacy worldwide. Examples include: providing teaching materials, funding the purchase of school supplies, assisting with the cost of professional development for teachers, etc.

### **E. ILA Membership Campaign**

Launch and sustain an effective membership campaign that promotes ILA and increases ILA memberships within the state/province.