

HONOR COUNCIL AWARD 2017–2018

Guidelines and Application

Updates/Reminders for 2017–2018

- Award applications are due by **December 15, 2017**. Only electronic submissions will be accepted. Please contact councils@reading.org for assistance with your award submission.
- Councils are being recognized for accomplishments of the previous year (July 1, 2016–June 30, 2017).
- Attach one document for each part (I–IV) that summarizes the essential elements of each activity.
- Increase Council membership (I) has changed from required criteria to optional criteria.

PART I: SERVICE TO COUNCIL MEMBERS

Required Criteria (ALL, A–B)

A. Long Range Plan

Provide a written plan for council work. Include the mission, goals, strategies, and activities for the next one, two, or three years.

B. Three Council Meetings

Plan and facilitate at least three council meetings during the year. Attach a summary that includes meeting dates, location, number of attendees, and topics addressed.

Optional Criteria (CHOOSE 2, C–I)

C. Increase Council Membership

Confirm increase in council membership, by comparing roster submitted with most recent Annual Officer Report and roster submitted in June of previous year. Attach June 2016 council membership list (names and email addresses) and report the level of increase from the previous year (number of members from June 2015).

D. Image Brochure

Develop an image brochure that reflects the council mission, benefits of membership, and highlights affiliation with ILA and the state/provincial council.

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HONOR COUNCIL AWARD GUIDELINES (CONTINUED)

E. Video/Slideshow

Develop a video/slideshow that highlights the council's history and accomplishments. Explain how the video/slideshow is used to promote the council.

F. Website/Social Networking

Maintain a website or social networking site that is current, relevant, and contains up-to-date information about activities, opportunities to expand member involvement, and gives potential members access to join.

G. Newsletter

Create a newsletter or similar communication piece containing information about council activities, highlighting professional resources, and promoting membership.

H. Supporting Future/New Educators

Document council support for the professional growth of future/new educators

Examples include: college scholarships, conference registration, complimentary/discounted memberships, providing teacher resources/instructional materials, offering meetings, workshops, webinars, institutes, etc. designed to serve future/new teachers.

I. Professional Development for Council Members

Document support for the professional development of council members. Examples include: college scholarships, conference registration, offering meetings, workshops, webinars, institutes, etc. based on the current needs of council members.

PART II: SERVICE TO LOCAL COMMUNITY

Optional Criteria (CHOOSE 2, A–G)

A. Celebrate Literacy

Recognize an organization, institution or individual that has made significant literacy contributions at the local, state or provincial level with a Celebrate Literacy Award. Information regarding this award can be found on the ILA website. Accomplishments may include 1) direct teaching at any level, 2) organizing local literacy programs, 3) promoting public support relative to enhancing literacy, 4) producing teaching materials or special media for literacy programs, 5) conducting research in literacy, 6) conducting special surveys for literacy planning, 7) providing young people opportunities to help with literacy activities, and 8) conducting informal educational activities of a social, cultural, economic or political nature in which literacy activities are included. Each council should develop specific selection guidelines for the award. Recognition certificates may be requested from ILA.

B. Community Literacy Project

Organize and implement a community literacy project. Examples include: Read Across America events, reading at the mall, summer reading incentive programs, read-a-thons, etc.

C. Advocacy

Participate in advocating for significant literacy issues. Council members may be active in educating legislators or provincial officials about literacy issues pertinent to local council members. In the US local/student/special interest council members may be involved in the ILA Legislative Action Team (LAT).

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HONOR COUNCIL AWARD GUIDELINES (CONTINUED)

D. Family Literacy

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

E. Young Authors

Sponsor or cosponsor an activity that encourages, supports, and recognizes student writers in the council's geographic area. Examples include: young authors' contests, writing workshops, authors' tea, writing celebrations, etc.

F. Community Service

Perform a service project that brings literacy benefits to community members. Examples include: reading in nursing homes or daycare centers, providing reading materials for use in homeless shelters, collecting magazines/books for hospital waiting rooms, assisting with adult literacy programs, etc.

G. Media Outlets in Education

Promote the use of print media for instructional purposes in the classroom and at home. Examples include: invite MOIE to a council meeting to share instructional strategies, include MOIE activities in newsletters or on council website, provide MOIE resources to schools, etc.

PART III: PARTNERSHIP WITH STATE/PROVINCIAL COUNCIL AND ILA

Required Criteria (ALL, A–C)

A. Officer Report Form

The online Officer Report Form must be submitted to ILA Headquarters between April 15 and June 30, in order for council to remain in good standing and be eligible to earn Honor Council. All officers must maintain ILA membership throughout their term. The Officer Report Form is located on the ILA website.

B. 10 ILA Members

Include the names and membership numbers of 10 ILA members who are also members of the local, student, or special interest council. Council officers may be counted in the 10 ILA member requirement. All 10 members must be in good standing with ILA throughout the entire term.

C. Membership Campaign

Launch and sustain a membership campaign that promotes and increases local/student/special interest council membership, as well as state/provincial and ILA memberships.

Optional Criteria (CHOOSE 2, D–H)

D. New ILA Members

Increase ILA membership by at least 1 new member, from July 1, 2015 to June 30, 2016. Council leaders have access to the ILA membership database by logging in to the ILA website using their member number and password.

E. Support State/Provincial Goals

Summarize how the council supports programs and projects that reflect the strategic plan of the state/provincial council.

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HONOR COUNCIL AWARD GUIDELINES (CONTINUED)

F. Officer Attends Local Meeting

A state/provincial board member attends a council meeting or event during the year. Any member of the state/provincial council board can make a council visit (virtual or in-person), including executive officers, coordinator, membership director, committee chairs, etc. Please include date of visit, type of meeting, and board representative in the summary.

G. Support ILA Goals

Describe how the council supports the goals of ILA. The ILA strategic statements are located on the ILA website.

H. Financial Support

Provide financial support for a council member to attend a convention, conference, leadership workshop, or other professional event sponsored by the state/provincial council or the International Literacy Association. Attach a description of the support provided, including to whom, for what, and how much.

PART IV: SERVICE TO INTERNATIONAL COMMUNITY

Optional Criteria (CHOOSE 2, A–E)

A. International Literacy Day

Participate in an International Literacy Day celebration.

B. Help Support the Global Fund

As a member of the ILA global network, your council has the opportunity to support educators in developing countries. ILA's global fund helps to promote literacy activities around the world. Your contribution of \$100 or more can help to support future projects such as establishing libraries in Tanzania, after-school young writers clubs in Sierra Leone, reading contests in rural Bangladesh, and reading kits in Bolivia.

*If choosing this option, please make your check payable to ILA and indicate "Honor Council – Part IV B" in the memo section.

C. Worldwide Literacy

Contribute to worldwide literacy effort by providing materials, funds to purchase school supplies, or assist with costs related to the professional growth of teachers. Form 4C can be found below.

D. International Literacy

Conduct a project that will promote literacy in another country. This project may involve a partnership with other agencies, such as Peace Corps, Red Cross, Rotary, etc.

E. International Partnership

Establish a partnership with an international council. Examples include: sharing professional information, providing teaching resources, communicating virtually, etc.

Literacy Project Outside Your Home Continent

Council Name _____

State/Province/Country _____

TARGET AUDIENCE:

OBJECTIVES:

DESCRIPTION OF PROJECT:

OUTCOME:

Please return this completed form by **December 15, 2017.**

As e-mail attachment to councils@reading.org

By fax to 302.737.0878

By post to

**Honor Council Program
International Literacy Association
PO Box 8139
Newark, DE 19714-8139 USA**