

Revised 6/2020

LOCAL CHAPTER COMMUNITY SERVICE AWARD

Guidelines and Application

Purpose

To recognize a local chapter or national affiliate for outstanding service to its community and to literacy.

Criteria

Your project will be judged by evidence found within this application on a five-point scale in six categories:

1. Uniqueness and creativity—The project should be innovative, unusual, and show evidence of local chapter creativity.
2. Effective literacy impact on the community—The application must explain the number of persons served by the activity, the target audience reached by the project, the level of the community served—parents, children, teachers, etc.—and the product delivered to the community by the local chapter.
3. Involvement of chapters members—The local chapter must state whether the project was a chapter-wide project, indicate the number of chapter members who participated in the community service project, and describe their participation.
4. Ease of replication—The expense and time needed to duplicate the project must be explained to meet this criterion.
5. Clarity of application—When submitting the application, specific project details should be given, **including the project starting and ending dates**. The application should be filled out in its entirety.
6. Preparation of materials—A complete copy of the application and any supporting items must be submitted. A complete copy of all items received will be given to each committee member for project review purposes.

Entries dues at ILA Headquarters by December 15.

This information may also be sent via e-mail to chapters@reading.org.

Important Notes

1. Only local chapters in good standing with the International Literacy Association are eligible to apply for this award.
2. Entries that do not meet eligibility requirements will automatically be disqualified.
3. Winning chapters cannot submit the same projects again.

(Continued)

LOCAL CHAPTER COMMUNITY SERVICE AWARD APPLICATION

A. Please complete the following information on a separate sheet of paper or complete by entering the information on this form.

1. Name of local chapter _____

2. Area served by chapter _____

3. Number of members in chapter _____

4. Date submitted _____

5. Chapter president

Name

E-mail

6. Project chair

Name

E-mail

7. Project title _____

8. Number of chapter members involved in project _____

9. Description of project: (50 words or less)

10. Target audience of project _____

11. Description of involvement in the project of other groups, agencies, or associations involved in the project
(one letter of support or endorsement per group may also be included)

12. Costs associated with project including cost to complete, funds obtained through sponsor or other sources,
and proceeds, if any, chapter realized

13. Evidence of impact on community (number of people served or affected by project)

(Continued)

LOCAL CHAPTER COMMUNITY SERVICE AWARD APPLICATION (CONTINUED)

14. Will this project be continued? Why or why not?

15. Additional comments or information about the project

B. List and describe two to six items that provide the best evidence of your local chapter community outreach effort. These items may include the following and may be sent as attachments or links to location where posted, where possible:

- Audio/Video venue (10 minutes or less)
- Brochures
- Correspondence/Communications
- Handouts
- Newspaper/Magazine articles
- Pictures/Slides
- Other items of similar nature

Label each item with the project title and an item description.

C. Please send the application information and any supporting items to the address below. Be certain that all items are complete and collated.

Send materials to

Local Chapter Community Service Award
International Literacy Association
PO Box 8139
Newark, DE 19714-8139 USA

If submitting electronically, send to

chapters@reading.org