

Local Council Community Service Award

Guidelines and Application Form

Dear Council Colleague:

Each year, a number of International Reading Association councils participate in the Local Council Community Service Award, a program conceived in 1988 that recognizes a local council or national affiliate for outstanding service to its community and to literacy.

Many unique ideas have been realized through such community projects. Some examples include information packets for the parents of newborns, programs and materials for children and adults living in shelters, reading promotion activities for the local library, and parent book-selection tips printed on shopping bags. These projects reach beyond their immediate community and become models that other councils can adapt to meet the literacy needs outside the classroom.

Your council is invited to participate in this award program. A winner and up to four finalists will be honored at the annual convention of the International Reading Association.

To apply for this award, please read carefully the enclosed guidelines and complete the application form as directed. Should you have questions, please contact the Division of Council and Affiliate Services at IRA Headquarters.

We look forward to your council's participation!

Local Council Community Service Award

Guidelines

PURPOSE: To recognize a local council 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 council/national affiliate 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 council/national affiliate.
3. Involvement of council members—The local council/national affiliate must state whether the project was a council-wide project, indicate the number of council 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. All projects must be completed by August 31 of the current year to be considered.** The application should be filled out in its entirety.
6. Preparation of materials—Ten (10) complete copies 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.

DEADLINE: **Entries must be postmarked by October 31 and must arrive at IRA Headquarters by November 7.**

IMPORTANT NOTES:

1. Only local councils/national affiliates in good standing with the International Reading Association are eligible to apply for this award (see Association Bylaws).
2. Entries that do not meet eligibility requirements will automatically be disqualified.
3. Winning councils cannot submit the same projects again.
4. Winners will be notified by mail.
5. We regret that materials included with your application cannot be returned.

DR – Date Received
 CS – Council Status (good standing)
 SPC – State, Province, or Country
 PN – Project Number (by order of receipt)

Do not write in this section			
DR	CS	SPC	PN

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Directions

A. PLEASE COMPLETE THE FOLLOWING INFORMATION ON A SEPARATE SHEET OF PAPER

1. Name of local council/national affiliate
2. Area served by council
3. Number of members in council
4. Date submitted
5. Council president's name, address, business phone number, home phone number, fax number, and e-mail
6. Project chair's name, address, business phone number, home phone number, fax number, and e-mail
7. Project title
8. Number of council 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, council realized
13. Evidence of impact on community (number of people served or affected by project)
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 council's/national affiliate's community outreach effort. These items may include the following:

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| Audiotape (10 minutes or less) | Newspaper/Magazine articles |
| Brochures | Pictures/Slides |
| Correspondence/Communications | Videotape (10 minutes or less) |
| Handouts | Other items of similar nature |

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

C. Send ten (10) copies of the application information and ten (10) sets of your supporting items to the address below. Be certain that all items are complete and collated.

Local Council Community Service Award
 International Reading Association
 800 Barksdale Road, PO Box 8139
 Newark, DE 19714-8139, USA

