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## Illinois Reading Council of Excellence Award 2012

The Illinois Reading Council's Excellence Award Program recognizes local and special interest councils that organize and conduct well-rounded programs serving the council members, the community, and the state association. The majority of the requirements for this award are to be completed by February 29, 2012. Councils meeting the following eight **(8) Required Items** and any **eight (8) of the Optional Items** will be honored at the Presidents' Breakfast at the IRC Conference and will receive a **cash award of \$100** at the April Board Meeting.

### **Required Items**

Councils who participate in the council award program are required to complete the first eight (8) qualification items. Items one (1) through 4a, 5, and 8 are verified through the office. Simply contact the office at 888-454-1341 or by e-mail at [irc@illinoisreadingcouncil.org](mailto:irc@illinoisreadingcouncil.org) to obtain the necessary verification information. To verify these items, include date of phone contact or copy of email.

For items 4b, 6, and 7 submit the required documentation. Include a copy of the IRC Membership Grant to verify 4b; a photo or detailed description to verify item 6; and to verify item 7 include copies of newsletters or fliers if not sent to the state coordinator with membership mailings.

### **Optional Items**

To verify the eight (8) optional items that you choose, please include a short description and/or names of contacts/events on the application as requested. Additional paper may be needed to include this information.

**Please remember that all items must be postmarked by March 1, 2012, no exceptions.** If you have questions about the application, please contact Roberta before that date. (Phone: 630-971-1565 or e-mail: [rsejnost@comcast.net](mailto:rsejnost@comcast.net)) Council presidents will receive e-mail confirmation of received applications.

Submit applications by March 1 to:

Roberta Sejnost  
IRA State Coordinator  
1113 71<sup>st</sup> Street  
Darien, IL 60561

## Checklist for Illinois Reading Council of Excellence Award 2012

Dates include March 1, 2011 to February 29, 2012

Council Name \_\_\_\_\_

President \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Required Qualifications:** All items below must be completed by February 29, 2012, unless otherwise stated. Descriptions and/or copies of evidence required must be submitted with application to be considered for the award.

	Due Date	Date Completed
1. Officer reports are submitted to the IRC office by April 15, 2012. Council Board Officers are verified by office as IRC and IRA members by October 1, 2011. Attach a list of officers with IRA and IRC numbers and expiration dates.	Oct. 1, 2011	_____
2. At least one council member attends Leadership Workshop on July 6, 7, and 8, 2011. Please list all who attended from your council.	July 9, 2011	_____
3. Council is represented at three of the following IRC Board of Directors Meetings. _____ April 30, 2011 _____ September 17, 2011 _____ November 19, 2011 _____ January 28, 2012	Feb. 29, 2012	_____
4a. According to Membership Chair reports, Council membership increased from July 1, 2011 to Feb. 1, 2012, according to the following scale: 100 or less            5 new members 101 to 150            7 new members 151 to 200            9 new members 201 or more            10 new members  July 1 membership _____ Feb 1 membership _____	Feb. 29, 2012	_____
<b>**OR**</b>		
4b. Complete and attach copy of approved IRC Membership Grant.	Oct. 1, 2011	_____

- |    |  |                     |
|----|--|---------------------|
| 5. | IRA membership is at least 10% of total membership<br>Council membership _____<br>IRA membership _____                                 | Jan. 1, 2012 _____  |
| 6. | Display of IRC/IRA materials at all Council Meetings.<br>Submit a detailed description of your display and<br>include a photo          | Feb. 29, 2012 _____ |
| 7. | At least three contacts with total membership:<br>Please attach announcements of meetings and<br>list the dates materials were mailed: | Feb. 29, 2012 _____ |
| 8. | Bylaws have been revised and approved by the bylaws<br>committee. Include date of most current revision and<br>approval.               | Feb. 29, 2012 _____ |

**OPTIONAL ITEMS**

**Councils must complete eight (8) of the following items by Feb. 29, 2012.** Please identify types of contacts, names of contacts/events and requested procedures. In some cases an additional page of information may be needed.

- |   | <b>Date(s) of Contact(s)/Events(s)<br/>or when completed.</b> |
|---|---|
| A. Contact with Regional Offices of Education within Geographic boundaries. Identify.   | _____   |
| B. Contact with public/non-public district superintendents within geographic boundaries. Identify.                            | _____   |
| C. Conduct and describe a community service project or a non-submitted IRA Honor Council item.                                | _____   |
| D. Contact with local media: television, radio, or newspapers. Identify media selection and event.                            | _____   |
| E. Contact with local/state/federal legislators to inform them of the local council's existence. Identify by name and office. | _____   |

F. Design and submit a copy of your image brochure. \_\_\_\_\_

G. Sponsor or co-sponsor a professional growth activity, author visit, or speaker with another council, college, or university, local school district, ROE, or community agency. Identify with event name, co-sponsor, and brief description of event. \_\_\_\_\_

H. Apply for any IRC Grant by council or individual member. This does not include the Membership Grant. **(Please attach a copy of the grant.)** \_\_\_\_\_

I. Network and make contacts with other professional organizations within your geographic area. Identify. \_\_\_\_\_

J. Implement and submit a yearly budget for a long range financial planning. \_\_\_\_\_

K. Plan and conduct a special event or an advertising campaign to advertise IRC. Describe. \_\_\_\_\_

L. COUNCIL PRESIDENT attends all IRC Board of Directors Meetings. **(Verified by attendance sheets.)** \_\_\_\_\_

M. Host a local legislator at a council meeting. Identify by name and office. \_\_\_\_\_

N. Council has an appointed representative to the following IRC Committees: *Parents & Reading, Newspapers in Education, Governmental Relations, Publicity, Membership, Adult & Family Literacy, International Projects, and Technology.* (Please list representatives below.) \_\_\_\_\_

- Parents & Reading** \_\_\_\_\_
- Newspapers in Education** \_\_\_\_\_
- Governmental Relations** \_\_\_\_\_
- Publicity** \_\_\_\_\_
- Membership** \_\_\_\_\_
- Adult & Family Literacy** \_\_\_\_\_
- International Projects** \_\_\_\_\_
- Technology** \_\_\_\_\_

- O. Publicly recognize contributions made by council member(s) or community member(s). Describe. \_\_\_\_\_
  
- P. Nominate a council member for one or more IRC awards: Hall of Fame, Certificate of Recognition, Illinois Reading Educator. Identify by name of nominee and award. \_\_\_\_\_
  
- Q. Contribution to the *IRC Communicator*, *IRC Journal*, or IRA publication by council member. Identify by name(s) and date(s) of publication(s). Contributions must have been selected for publication. \_\_\_\_\_
  
- R. Council members present a program at local council meetings or IRC/IRA conferences. Submit copy of program. \_\_\_\_\_
  
- S. Participate in the **Hall of Councils** display at the March IRC Conference. Include a photo, illustration, or description of upcoming display. \_\_\_\_\_
  
- T. Provide IRA membership for executive officers of the Council board. \_\_\_\_\_
  
- U. Attach dated and signed cover sheet from audit. \_\_\_\_\_

Mail and postmark items by March 1 to:  
Roberta Sejnost  
IRA State Coordinator  
1113 71<sup>st</sup> Street  
Darien, IL 60561