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Illinois Reading Council of Excellence Award 2021

The Illinois Reading Council of 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. All requirements for this award are to be completed from July 1, 2020 to July 1, 2021. Councils meeting the following **ten (10) Required Items** and any **eight (8) of the Optional Items** will be honored at the next IRC Board of Director Meeting and will receive a **cash award of \$100**.

Required Items:

Councils who participate in the council award program are required to complete the first ten (10) qualification items. Items one (1) through 5, and 8 can be verified on the locked board page at www.illinoisreadingcouncil.org and by using the monthly membership report. Otherwise, further verification can be received by contacting the ILA State Coordinator.

For items 4a, 4b, 6, 7, 9, and 10 submit the required documentation. Include a copy of the latest Council Membership Trend Chart to verify 4a; a copy of the IRC Membership Grant to verify 4b; a photo or detailed description to verify item 6; copies of newsletters or fliers, if not sent to the ILA State Coordinator with membership mailings, to verify item 7; a copy of the council audit form to verify item 9; and a flier, newsletter, or photo to verify item 10.

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 the award application must be emailed as one PDF document and received by midnight on October 1. If you have questions about the application, please contact the ILA State Coordinator. Council presidents will receive e-mail confirmation of received applications.

Submit applications by October 1 to:

Cindi Koudelka
Email: koudelka21@gmail.com

**Checklist for
Illinois Reading Council of Excellence Award 2021
Dates include July 1, 2020 to July 1, 2021**

Council Name _____

President _____ **Phone** _____ **Email** _____

Required Qualifications: All items below must be completed by October 1, 2021, unless otherwise stated. Descriptions and/or copies of evidence required must be submitted with application to be considered for the award.

NOTE: ALL COUNCILS MUST COMPLETE THE FOLLOWING REQUIREMENTS

	Due Date	Date Completed								
1. Officer reports are submitted to the IRC office by April 15, 2021. Council Board Officers are verified by office as IRC and ILA members by October 1, 2021. Attach a list of officers with ILA and IRC numbers and expiration dates.	Oct. 1, 2021	_____								
2. At least one council member attends the Virtual Leadership Workshop on July 8, 2020. Please list all who attended from your council. _____ _____ _____	Oct. 1, 2021	_____								
3. Council is represented at four of the following IRC Board of Directors Meetings. _____ _____ _____ _____ _____	Oct. 1, 2021	_____								
<div style="display: flex; justify-content: space-between;"> _____ July 8, 2020 </div> <div style="display: flex; justify-content: space-between;"> _____ August 29, 2020 </div> <div style="display: flex; justify-content: space-between;"> _____ November 14, 2020 </div> <div style="display: flex; justify-content: space-between;"> _____ January 30, 2021 </div> <div style="display: flex; justify-content: space-between;"> _____ April 17, 2021 </div>										
4a. According to Membership Chair reports, Council membership increased from July 1, 2020 to July 1, 2021, according to the following scale: <div style="margin-left: 40px;"> <table border="0"> <tr> <td>100 or less</td> <td>5 new members</td> </tr> <tr> <td>101 to 150</td> <td>7 new members</td> </tr> <tr> <td>151 to 200</td> <td>9 new members</td> </tr> <tr> <td>201 or more</td> <td>10 new members</td> </tr> </table> </div> July 1 membership _____ July 1 membership _____ Attach copy of latest Council Membership Trends Chart.	100 or less	5 new members	101 to 150	7 new members	151 to 200	9 new members	201 or more	10 new members	Oct. 1, 2021	_____
100 or less	5 new members									
101 to 150	7 new members									
151 to 200	9 new members									
201 or more	10 new members									

****OR****

4b. Complete and attach copy of approved IRC Membership Grant that was due on September 1, 2020.	Oct. 1, 2021	_____
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- | | | |
|-----|---|--------------------|
| 5. | ILA membership is at least 10% of total membership.
(Attach council membership list.)
Council membership _____
ILA membership _____ | Oct. 1, 2021 _____ |
| 6. | Display of IRC/ILA materials at all Council Meetings.
Submit a detailed description of your display and a
photo. Both description and photo must be submitted. | Oct. 1, 2021 _____ |
| 7. | At least three contacts with total membership:
Please attach announcements of meetings and
list the dates materials were mailed: | Oct. 1, 2021 _____ |
| 8. | Bylaws have been revised and approved by the bylaws
committee. Include date of most current revision and
approval. | Oct. 1, 2021 _____ |
| 9. | Attach dated and signed Council Audit Form for the
2019-2020 fiscal year that was due on November 15, 2020. | Oct. 1, 2021 _____ |
| 10. | Plan, implement or carryout an ILLINOIS READS,
R.E.A.D., or Family Literacy event. Please attach
documentation. A member of your council may also
volunteer to assist with the Illinois Reads Book Festival
or make a monetary donation to the event. | Oct. 1, 2021 _____ |

OPTIONAL ITEMS

Councils must complete eight (8) of the following items by October 1, 2021. Please identify types of contacts, names of contacts/events and requested procedures. In some cases an additional page of information may be needed.

- | | Date(s) of Contact(s)/Events(s)
or when completed. |
|--|---|
| A. Contact with Regional Offices of Education within
Geographic boundaries. Identify and provide documentation. | _____ |
| B. Contact with public/non-public district superintendents
within geographic boundaries. Identify and provide documentation. | _____ |
| C. Conduct and describe a community service project
or a non-submitted ILA Honor Council item. Identify and
provide documentation. | _____ |
| D. Contact with local media: television, radio, or newspapers.
Identify and provide documentation of 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 and provide documentation. _____

- 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 all IRC Committees listed on the Report of Local Council Officers and Committee Representatives. Submit a copy of your list of all officers and committee representatives. _____

- O. Publicly recognize contributions made by council member(s) or community member(s). Describe and provide documentation. _____

- P. Nominate a council member for one or more IRC awards: Hall of Fame, Service Award, Jerry Johns Reading Educator of the Year. Identify by name of nominee and award. _____
- Q. Contribution to the *IRC Communicator*, *IRC Journal*, or ILA 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/ILA conferences held between July 1, 2020 and July 1, 2021. Submit copy of program. _____
- S. Participate in the **Hall of Councils** display at the annual IRC Conference. Include a photo, illustration, or description of Hall of Council display. _____
- T. Provide ILA membership for executive officer(s) of the Council board and provide documentation. _____

Please remember that the award application must be emailed as one PDF document and received by midnight on October 1, 2021 to:

Cindi Koudelka

Email: koudelka21@gmail.com