

NDRA MERIT AWARD PROGRAM REQUIREMENTS 2016 – 2017

This form is to be used by local councils for keeping records of items submitted.
Send the required information to:

Julie Frank
1208 Eagle Crest Loop
Bismarck, ND 58503

or

email: NDRAMeritAward@gmail.com

Participating Council: _____

President's Name: _____

Email: _____

REQUIRED ITEMS (ALL TWELVE items are required for the 2015-2016 Merit Award)		Date Due	Date Completed
Item # 1	Submit the names and addresses of council officers for 2016-17 to the state and IRA coordinator by April 1, 2016 or within 7 days of the local council elections.	04/01/2017	
Item # 2	Submit the names of two local council leaders in attendance at the NDRA Summer Leadership Conference or Meeting (June or August, 2015) NAMES SUBMITTED: 1. _____ 2. _____	10/01/2016	
Item # 3	Submit a copy of local council's brochure.	10/01/2016	
Item # 4	Assist with membership sign up via website. Membership chair can facilitate guidance to building representatives and/or potential members. Submit ease of use survey at fall NDRA board meeting.	Survey completed by 11/30/16	
Item # 5	Submit a written description of local council's membership promotion program.	11/01/2016	
Item # 6	Submit at least one research, teacher education, or "best practice" article to the Prairie Reader	03/15/2017	
Item # 7	Review Council bylaws and review council handbooks. Members present _____ _____ _____	04/01/2017	
Item # 8	Submit a copy of your local council budget.	01/01/2017	
Item # 9	Submit proof that your local council treasurer has filed a 990 for the current council year.	01/01/2017	
Item #10	Submit proof of a webpage or social media 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.	11/15/2016	
Item #11	Fulfill council requirements for posting literacy activities to state website. (see sign up spreadsheet for your selected dates)	Ongoing	
Item #12	Submit name and summary of Celebrate Literacy Award winner AND submit copy including any pictures to dlaskows@uj.edu to be included in state Celebrate Literacy Award finalists.	03/01/2017	

Total Optional Items Completed by April 1, 2017
 _____ (Met Requirements) _____ (Did NOT Meet Requirements)

Optional Items (Complete any THREE of the following 2015-2016 Merit Award)		Date Due	Date Completed
Item # 1	Submit a list of Building Representatives responsible for promotion of membership and dissemination of local and state information	10/30/2016	
Item # 2	Submit calendar of local council program and events.	11/30/2015	
Item # 3	Increase membership of the previous year. 2014-15 Membership _____ 2015-16 Membership _____	03/15/2017	
Item # 4	Submit evidence that the local council had a minimum of 3 meetings or activities during the 2015-16 year.	03/15/2017	
Item # 5	Send a copy of at least one article concerning local council activities submitted to the NDRA Prairie Reader.	03/15/2017	
Item # 6	Submit 5 names of presidors and/or presenters for ILA, NDRA, local council events, or other state events.	03/15/2017	
Item # 7	Submit to the NDRA Prairie Reader an article describing a local council project for promoting reading.	03/15/2017	
Item # 8	Submit to the NDRA Prairie Reader an article of a local council project to promote adult literacy.	03/15/2017	
Item # 9	Submit to the NDRA Prairie Reader an article description of a community service project completed during the 2015-2016 year.	03/15/2017	
Item #10	Submit a written description on how your council promotes ILA.	Ongoing	
Item #11	Have in attendance a state officer at one of the local council meetings. NAME SUBMITTED: 1. _____	03/01/2017	
Item #12	Submit a written description of local council participation plans for a "Newspaper in Education Week" project.	03/01/2016	

Total Optional Items Completed by April 1, 2017
 _____ (Met Requirements) _____ (Did Not Meet Requirements)

Council Name: _____
 ____ (is) awarded the 2016 Merit Award ____ (is not) awarded the 2016 Merit Award