



203 Landmark Drive, Suite B  
Normal, IL 61761  
(888) 454-1341 :: Phone  
(309) 454-3512 :: Fax  
[irc@illinoisreadingcouncil.org](mailto:irc@illinoisreadingcouncil.org)  
[www.illinoisreadingcouncil.org](http://www.illinoisreadingcouncil.org)

## Illinois Reading Council of Excellence Award 2017

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 by September 1, 2017. Councils meeting the following **ten (10) 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 annual IRC Conference.

### **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](http://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 all items must be postmarked by September 1, 2017, no exceptions.** 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 September 1 to:

April Flood  
ILA State Coordinator  
673 US Rte 40  
Montrose, IL 62445  
Phone: 217-621-1007  
Email: [adflood@eiu.edu](mailto:adflood@eiu.edu)

**Checklist for  
Illinois Reading Council of Excellence Award 2017  
Dates include July 1, 2016 to July 1, 2017**

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

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

**Required Qualifications:** All items below must be completed by September 1, 2017, 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**

- |  | <b>Due Date</b> | <b>Date Completed</b>                              |            |               |            |               |             |                |               |       |
|--|-----------------|--|------------|---------------|------------|---------------|-------------|----------------|---------------|-------|
| 1. Officer reports are submitted to the IRC office by April 15, 2017. Council Board Officers are verified by office as IRC and ILA members by September 1, 2017. Attach a list of officers with ILA and IRC numbers and expiration dates.  | Sept. 1, 2017   | _____  |            |               |            |               |             |                |               |       |
| 2. At least one council member attends Leadership Workshop on July 13 and 14, 2016. Please list all who attended from your council.<br><br>_____<br>_____<br>_____   | Sept. 1, 2017   | _____<br>_____<br>_____                            |            |               |            |               |             |                |               |       |
| 3. Council is represented at three of the following IRC Board of Directors Meetings.<br><br>_____<br>_____<br>_____<br>_____<br>_____<br>_____   | Sept. 1, 2017   | _____<br>_____<br>_____<br>_____<br>_____<br>_____ |            |               |            |               |             |                |               |       |
| <div style="display: flex; justify-content: space-between;"> <span>July 13, 2016</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between;"> <span>August 27, 2016</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between;"> <span>September 30, 2016</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between;"> <span>December 3, 2016</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between;"> <span>February 4, 2017</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between;"> <span>April 1, 2017</span> <span>_____</span> </div> | Sept. 1, 2017   | _____  |            |               |            |               |             |                |               |       |
| 4a. According to Membership Chair reports, Council membership increased from July 1, 2016 to July 1, 2017, according to the following scale:<br><div style="margin-left: 20px;"> <table style="border: none;"> <tr> <td style="padding-right: 20px;">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 _____<br>July 1 membership _____<br>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 | Sept. 1, 2017 | _____ |
| 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. | Sept. 1, 2017 | _____ |
|--|---------------|-------|

- |     |   |                     |
|-----|---|---------------------|
| 5.  | ILA membership is at least 10% of total membership.<br>(Attach council membership list.)<br>Council membership _____<br>ILA membership _____                                | Sept. 1, 2017 _____ |
| 6.  | Display of IRC/ILA materials at all Council Meetings.<br>Submit a detailed description of your display and a<br>photo. <b>Both description and photo must be submitted.</b> | Sept. 1, 2017 _____ |
| 7.  | At least three contacts with total membership:<br>Please attach announcements of meetings and<br>list the dates materials were mailed:                                      | Sept. 1, 2017 _____ |
| 8.  | Bylaws have been revised and approved by the bylaws<br>committee. Include date of most current revision and<br>approval.  | Sept. 1, 2017 _____ |
| 9.  | Attach dated and signed Council Audit Form for the<br>2015-2016 fiscal year that was due on November 15, 2016.  | Sept. 1, 2017 _____ |
| 10. | Plan, implement or carryout an ILLINOIS READS or a<br>R.E.A.D. event. Please attach documentation.  | Sept. 1, 2017 _____ |

**OPTIONAL ITEMS**

**Councils must complete eight (8) of the following items by September 1, 2017.** 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<br>Geographic boundaries. Identify and provide documentation.                       | _____   |
| B. Contact with public/non-public district superintendents<br>within geographic boundaries. Identify and provide documentation.          | _____   |
| C. Conduct and describe a community service project<br>or a non-submitted ILA Honor Council item. Identify and<br>provide documentation. | _____   |
| D. Contact with local media: television, radio, or newspapers.<br>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 the following IRC Committees: (Please list representatives below.) \_\_\_\_\_

- Advocacy** \_\_\_\_\_
- Educational Initiatives/PD** \_\_\_\_\_
- Educational Media** \_\_\_\_\_
- Family Literacy** \_\_\_\_\_
- Illinois Reads** \_\_\_\_\_
- International Projects** \_\_\_\_\_
- Membership** \_\_\_\_\_
- Publicity & Publications** \_\_\_\_\_
- Studies & Research** \_\_\_\_\_

- 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, Certificate of Recognition, Illinois Reading Educator. 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, 2016 and July 1, 2017. 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. \_\_\_\_\_

Mail and postmark items by September 1 to:

April Flood  
ILA State Coordinator  
673 US Rte 40  
Montrose, IL 62445  
Phone: 217-621-1007  
Email: [adflood@eiu.edu](mailto:adflood@eiu.edu)