

Community Service Award

Guidelines:

Many unique ideas have been realized through community service projects. Some examples include information packets for 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. Projects should reach beyond the immediate community and become models that other councils may adapt to meet the literacy needs outside the classroom.

Criteria:

Projects will be judged by evidence found with the application on a five-point scale in five categories:

1. Uniqueness and creativity – The project should be innovative, unusual, and show evidence of local council creativity. It must be a “first time” project for the council.
2. 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 council.
3. Involvement of council members – The council must state whether the project is a council-wide project, indicate the number of council members who participated, 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. The application should be filled out in its entirety.

APPLICATION – Directions:

A. Please complete the following information on a separate sheet of paper:

1. Name of local council
2. Area served by council
3. Number of members in council
4. Date submitted
5. Council president’s name, address, business phone, home phone, and fax number
6. Project chair’s name, address, business phone, home phone, and fax number
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, that the council realized
13. Evidence of impact on community (number of people served or affected by the 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 council’s community project. Label each item with the project title and an item description. These items may include, but are not limited to, the following:

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

Submit to State Committee Chair:

Linda McGlothlin
980 Huntington Drive
Troy, MO 63379-2257

DEADLINE FOR SUBMITTING PROJECT:
***** JUNE 30th *****

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, that the council realized _____

13. Evidence of impact on community (number of people served or affected by the project) _____

14. Will this project be continued? Why or why not? _____

15. Additional comments or information about the project _____

Submit to: L. McGlothlin, 980 Huntington Drive, Troy, MO 63379-2257