**To: LRA Board of Directors**

**From: Bernie Hambrice, Chairperson**

 **Awards & Citations Committee**

**Re: Awards and Procedures**

 Below is a list of awards sponsored by the Louisiana Reading Association. Members of the LRA Board of Directors or the LRA Leadership Team (state committee chairs and local council presidents) can nominate. Nominations must be received by the Chairperson of this committee by **April 1**.

 The list of awards, guidelines, and application will also appear on the LRA website, **www.lareading.org**.

Please review the attached list of awards and all guidelines. Remember to use the original nomination form. Also, note that letters of nomination must accompany each entry and that the original application must be used.

**A SPECIAL NOTE FOR NOMINATIONS SUBMITTED BY LOCAL COUNCIL PRESIDENTS ON BEHALF OF THEIR RESPECTIVE COUNCILS: Local council presidents should nominate with the consent of the members of their local councils. Please be mindful of the LRA submission of nominations deadline when scheduling your local council nominations and award selections. You are welcome to use the enclosed nomination form, or formulate your own for your local council competitions. Once award winners from each category have been selected at the local level, please submit them to be considered for the corresponding state awards**.

**AWARDS PRESENTED BY THE AWARDS AND CITATIONS COMMITTEE OF LRA:**

MEDIA AWARD: Outstanding articles/broadcasts/shows promoting reading activities in Louisiana.

EDUCATOR OF THE YEAR: Individuals who have fostered the goals of LRA and made a major impact on the profession. This is an individual who has implemented literacy programs, beyond the scope of one classroom. This category addresses an educator, other than a teacher, librarian, or administrator. These categories are addressed in the next section.

TEACHER /EDUCATIONAL ADMINISTRATOR /LIBRARIAN/ PRINCIPALOF THE YEAR: Members who have developed and successfully implemented reading techniques, programs, and materials for a classroom, school, or library instruction. **These are 4 separate awards**. LRA will present one award each to a teacher, an educational administrator, a principal, and a librarian.

LRA SERVICE AWARD: Contribution and outstanding service given to LRA (the state association) which exceeds the responsibility assumed by any office or position of leadership. “Beyond the call of duty."

CERTIFICATE OF COMMENDATION: Members who are retiring and have promoted the goals of the Louisiana Reading Association

**LRA AWARDS AND CITATIONS GUIDELINES**

**1. Members of the Board of Directors submitting nominations will document information on the APPROPRIATE FORM for recognition as state winners.**

**Failure to use appropriate form and complete the form in full will result in disqualification.**

**2. Retirees for commendation should be submitted using the same nomination form with a brief description of the retiree's contribution. This is not a category for competition. You may submit more than one LRA member who is retiring.**

**3. Each member of the Board of Directors may nominate only one nominee in each category, (with the exception of the retirees’ category). If any one individual member of the LRA Board of Directors submits more than one nominee for a particular category, those nominations will be disqualified.**

**4. Board of Directors members submitting nominations must follow BOTH of the following procedures:**

**a.) Mail the supplied nomination form with his/her original signature to the chairperson of this committee, postmarked no later than April 1.**

**b) E-mail as a Word document the justification supporting the nominee’s accomplishments to the chairperson of this committee at bhambrice@aol.com It must be sent no later than April 1.**

**5. At the discretion of the Awards and Citations Committee, multiple awards or no award may be given, depending on the degree of merit in each category.**

**6. ALL NOMINEES must be a member of LRA and a Local Council for at least 2 years. The nominee may also be a member of a special interest council. It is the responsibility of the member of the Board of Directors submitting the nomination(s) to verify years of membership with the nominee(s). Failure to include the numbers and years of membership WILL result in disqualification without exception. (The requirement for LRA membership does not apply to nominees for the Media Award, Service Support Award and Legislator of the Year Award.)**

**7. Winners will be notified by the committee. Awards will be presented at the Leadership Training or Annual Conference.**

**8. No scrapbooks, videos, or lengthy letters of recommendation will be accepted for any award. Letters of recommendation are limited to one typed page.**

**LOUISIANA READING ASSOCIATION AWARDS AND CITATIONS GUIDELINES**

LRA MEDIA AWARD

1. Plaque given recognizing a newspaper, radio station, or television station for outstanding support of and promoting the good things that are happening in reading and literacy in Louisiana; The justification (narrative) must be accompanied by news articles and/or descriptions of the nominee’s media presentation.

LRA EDUCATOR OF THE YEAR

1. Must be a member of LRA, and a local Reading Council for at least 2 years; Member may also be a member of a special interest council.
2. Plaque given in recognition of the successful development and implementation of reading techniques, programs, and/or materials for a school or school system—**this is an individual who does not fall into the category of classroom teacher, librarian, or educational administrator.**

LRA TEACHER OF THE YEAR

1. Must be a member of LRA and a local Reading Council for at least 2 years; Member may also be a member of a special interest council.
2. Plaque given to a teacher in recognition of a contribution to reading techniques, programs, and/or materials utilized in classroom instruction

LRA EDUCATIONAL ADMINISTRATOR OF THE YEAR

1. Must be a member of LRA and a local Reading Council for a least 2 years; Member may also be a member of a special interest council. **Note-this is an individual who is employed as an administrator and does not fall into the category of educator, classroom teacher, or librarian. School systems (public and private­) describe the role of an administrator in various ways, thus the need for clarification.**
2. Plaque given to a member who is officially employed in an administrative position in recognition of the successful development and implementation of reading techniques, programs, and/or materials for a school or school system

LRA PRINCIPAL OF THE YEAR

1. Must be a member of LRA and a local Reading Council for a least 2 years; Member may also be a member of a special interest council.
2. Plaque given to a member who is officially employed in an administrative position as School Principal in recognition of the successful development and implementation of reading/literacy techniques, programs, and/or materials for a school.

LRA LIBRARIAN OF THE YEAR

1. Must be a member of LRA and a local Reading Council for a least 2 years; Member may also be a member of a special interest council.
2. Plaque given in recognition of the successful development and implementation of library techniques, program, and/or materials for library instruction

LRA SERVICE AWARD

1. Must be a member of LRA and a local Reading Council for a least 2 years; Member may also be a member of a special interest council.
2. Plaque given in recognition of outstanding contribution to the state association; Accomplishments must go "beyond the call of duty" and exceed the responsibilities normally assumed in any office or position of leadership.

LRA CERTIFICATE OF COMMENDATION: for retirees (not a category for competition)

1. Must be a member of LRA and a local Reading Council; Member may be a member of a special interest council.
2. Certificate given to retirees who have faithfully carried out their duties and promoted the goals of the Louisiana Reading Association.

LRA LEGISLATOR OF THE YEAR AWARD:

1. Plaque given for contribution and outstanding service to Education in our state by this legislator. The support exceeds the standard level and could be classified as exceeding “Beyond the call of duty." The support may be in exemplary work support provided in sponsoring or promoting Bills on behalf of Louisiana educators, students or overall Education and educational issues in the state that will benefit the Mission of our organization, educators or students, or the LRA directly. Additional support may include participation in our meetings or conferences.

LRA SUPPORT SERVICE (Friend of LRA) AWARD:

1. Plaque given in recognition of outstanding contribution to the LRA, education in Louisiana, educators, or students. Accomplishments must go "beyond the call of duty" and exceed the responsibilities normally assumed by a vendor in his job.
2. The recipient is not required to be a member of the LRA.

Awards will be presented at the Leadership Training or Annual Conference.

**No scrapbooks, videos, or lengthy letters of recommendation will be accepted for any award.**

**LRA AWARDS AND CITATIONS NOMINATION FORM**

**Nominee’s Information:**

Name:

Award for Consideration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title or Name of Recipient that should appear on Plaque or Certificate:

\_\_ \_\_\_\_

*Contact Person, if this is a group, being nominated as may be the case for the Media Award: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone – Home: (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_Business( \_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: if applicable ( \_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: if applicable:

Title:

Place of Employment:

LRA:

How many years has nominee been a member of LRA? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Must be a member in good standing for at least 2 years except for Media Award, Service Support Award and Legislator of the Year Award)

**Nominating Member’s Information:**

Member submitting the above nominee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominating Member’s Position on LRA Board of Directors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominating member’s signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominating member’s phone number(s) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THOSE SUBMITTING NOMINEES MUST MAIL THE ORIGINAL COPY OF THIS FORM, SIGNED AND POSTMARKED by April 1 to the chairman of this committee. No emails or faxes of this form will be accepted. This form must be sent by mail.**

**The justification for each award must not exceed one typed page. It must be emailed as a WORD (document) attachment to the chairperson of this committee by April 1.**

**SEND NOMINATIONS (SIGNED COVER SHEET) TO:**

**Bernie Hambrice, Chairperson**

**LRA Awards and Citations Committee**

**2421 Gallo Drive**

**Chalmette, LA 70043**

**PHONE: 504-616-9000**

**Please email justification to Bernie Hambrice at the email address below.**

**bhambrice@aol.com**

**If you have any questions or concerns, please do not hesitate to contact me.**

**Thank you so much for your dedication to LRA and literacy,**

**Bernie**

**Please see page 7 for the form to submit retirees to be recognized with a Certificate of Commendation.**

**Retiree**

**Retirees will receive a Certificate of Commendation for their service to the profession of education and to the Louisiana Reading Association.**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School or School District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Main position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Years of service\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Local Council\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Short narrative of 1-3 sentences summarizing retiree’s contribution to education:**

**Person submitting above retiree:**

**(Can be any LRA member submitting on behalf of a retiree or the retiree can supply the**

**above information and short narrative.)**

**Please email this form as a Word document to Bernie Hambrice at** **bhambrice@aol.com**

**This is the only form that needs to be submitted for retirees. Please do not submit the forms enclosed that are for the various award nominations.**

**The retiree category is not one of competition and a member may submit more than one retiree.**