

# *Oklahoma Award of Excellence*

The highest state award given to local councils is the

## *Award of Excellence !*

The ORA desires that each local council in the state of Oklahoma achieve this goal each year. Regional Directors should work with the councils in their district to encourage and support the application process for Oklahoma Award of Excellence.

*ORA Award of Excellence Past Recipients include:*

*Central Oklahoma Reading Council  
Cherokee Strip Reading Council  
Lakeland Reading Council  
Northwest Reading Council  
Oklahoma City Reading Council  
Stephens County Reading Council  
Southwest Reading Council  
Tulsa County Reading County*

*The deadline for applying for this award is*

***February 1.***

*Send all materials to your regional director,  
your Award of Excellence Chairman.*

*Oklahoma Reading Association  
Award of Excellence Checklist*

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Council Name Council Number

**All eight (8) required items must be completed plus at least seven (7) optional items. The checklist and documentation of all required items must be sent to their Regional Director by February 1.**

R-1 Local councils in good standing with ORA and IRA:

a. Must have at least ten local members. \_\_\_\_\_

REQUIRED ITEMS (8)	DEADLINE FEBRUARY 1	ON TIME
b. Must have at least ten ORA members since July 1, 2010.	_____	_____
c. Must have at least ten IRA members as indicated on current IRA reports.	_____	_____
d. All officers and local director of membership must be current members of local councils.	_____	_____
e. All officers and local director of membership must be current members of Oklahoma Reading Association.	_____	_____
f. All officers and local director of membership must be current members of International Reading Association.	_____	_____
R-2 Send Council new officer report forms for current school year and completed ORA membership roster to State Coordinator.	_____	_____
R-3 Send current ORA membership roster to State Director of Membership with a summary of membership program.	_____	_____
R-4 Document visit from State Officer, State Coordinator, State Director of Membership or Regional Director.	_____	_____
R-5 Document attendance at ORA Annual Conference	_____	_____
R-6 Schedule and hold three council meetings a school year and send schedule to Award Chairman and State Coordinator.	_____	_____
R-7 Update local council bylaws and send a copy to State Coordinator.	_____	_____
R-8 Send at least one officer for fiscal year to Leadership. Document your intent. Follow through.	_____	_____
R-9 Send new council officers for the next school year to ORA Leadership.	_____	_____

*Checklist (cont'd)*

OPTIONAL ITEMS (7)	DEADLINE FEBRUARY 1	ON TIME
O-1 Brief history of current year	_____	_____
O-2 Local Council Newsletter (3 issues a school year)	_____	_____
O-3 ORA Newsletter Article	_____	_____
O-4 Celebrate Literacy Project	_____	_____
O-5 Community Reading Project	_____	_____
O-6 Newspapers in Education Report	_____	_____
O-7 New Parents or Family Reading Project	_____	_____
O-8 Young Authors Project	_____	_____
O-9 Local Council Image Brochure	_____	_____
O-10 Community Service Project	_____	_____
O-11 Adult Literacy Project	_____	_____
O-12 State Awards Nomination	_____	_____
O-13 Oklahoma Celebration of Reading Participation	_____	_____
O-14 Legislative Action, Advocacy Chairman and Summary	_____	_____
O-15 Intellectual Freedom Chairman and Summary	_____	_____
O-16 Support ORA Goals	_____	_____
O-17 Three-year plan for council	_____	_____

**Note:** All times **SHOULD** be identified on the upper right hand corner of the support page with the required or optional number as shown on the checklist.

To be included in the ORA Award of Excellence evaluation process, all items must be submitted by the deadline, must be on forms from packet (if provided), and must be accompanied by "back up" documents when required.

Send completed checklist with items.

*Oklahoma Reading Association  
Award of Excellence  
Documentation Guideline*

**REQUIRED ITEMS (8)**

**R-1. Local Councils in good standing with ORA and IRA.**

**COUNCIL PROCEDURE:** Items 1-a to 1-f relate to the fiscal year July 1 - June 30. to the local council school year and to each individual's IRA due date.

**R-2. Send council new officers form and completed membership roster to State Coordinator.**

**COUNCIL PROCEDURE:** This officer form is sent to each local council president in early spring by IRA. A sample is in the ORA handbook IRA requires the IRA form to be completed and mailed to the State Coordinator by April 15. The State Coordinator really needs it by April 1 so checking and phone calls can be made by the coordinator's deadline with IRA. IF you do not receive new forms from IRA, use a copy of the enclosed form for deadline.

**R-3. Send current membership roster to the State Director of Membership with a summary of the council's membership program.**

**COUNCIL PROCEDURE:** Conduct and document membership campaign. Send details along with a roster of local members by February 1. (This roster should include names, addresses, home and work phone, fax, e-mail numbers and teaching or administrative position.)

**R-4. Document visit from State Officer, State Coordinator, State Director of Membership or Regional Director.**

**COUNCIL PROCEDURE:** Invite the visitor, confirm prior to visit. The visitor will bring a form used by ORA. This can be copied for proof of visit. (A copy of the form is provided if needed.)

**R-5. Document attendance at ORA Annual Conference**

**COUNCIL PROCEDURE:** A form is provided, however, copies of registration or staff development forms could also be attached.

## *Documentation Guidelines (cont'd)*

- R-6. Schedule and hold three council meetings a school year and send schedule to State Coordinator.**

**COUNCIL PROCEDURE:** Usually this is done before the school year gets underway. Changes do occur. Just notify the State Coordinator of any changes.

- R-7. Update local council bylaws and send a copy to the State Coordinator.**

**COUNCIL PROCEDURE:** Include a note that the bylaws have been reviewed and by whom.

- R-8. Send new council officers for the next school year to ORA Leadership.**

**COUNCIL PROCEDURE:** In order to meet the February 1 deadline, councils will have to select officers for the next school year EARLY - by mid-year. Also, councils must secure commitments from the new officers that they will attend the ORA Leadership Conference. It has been determined that holding the conference in mid or late July serves the needs of most local councils. This July date certainly does not prevent the local councils from planning programs and procedures at earlier dates.

The State Coordinator will send dates and leadership information to all new local council officers.

### **OPTIONAL ITEMS (7)**

- O-1. Brief history of current year**

**COUNCIL PROCEDURE:** Write a one page summary of the current year's events, projects and plans for the remainder of the year. Send this summary with attached items such as photos, clippings, programs, project results, etc., to ORA Award of Excellence chairman. These will be recorded and sent to ORA Historian.

- O-2. Local council Newsletter (3 issues per school year)**

**COUNCIL PROCEDURE:** Send a copy of each newsletter to ORA Award of Excellence chairman. These will be recorded and sent to the ORA Newsletter editor who will select items to be included in the ORA Newsletter.

*Documentation Guidelines (cont'd)*

**OPTIONAL ITEMS (7)**

**0-3. ORA Newsletter Article**

**COUNCIL PROCEDURE:** Prepare an article on coming or past events and send to ORA Award of Excellence chairman. The article will be recorded and sent to the ORA Newsletter editor for inclusion in a future ORA Newsletter.

**0-4. Celebrate Literacy Project**

**COUNCIL PROCEDURE:** Plan and carry out a Celebrate Literacy Project, following the guidelines in the ORA Officer Handbook. Mail a summary to ORA Award of Excellence chairman for recording.

**0-5. Community Reading Project**

**COUNCIL PROCEDURE:** Organize and carry out a special project, which promotes reading in the area served by the council, other than one that relates to Parents in Reading. Possibly reading in the mall, a local media award, community read-a-thon, reading incentive program, or distribution of multiple flyers promoting reading.

**0-6. Newspapers in Education Project**

**COUNCIL PROCEDURE:** Organize and conduct activities to promote the use of the newspapers in education and to encourage parents to use newspapers with their children in the home.

Send a one-page summary (with possible attachments) to either ORA Award of Excellence chairman.

**0-7. New Parents or Family Reading Project**

**COUNCIL PROCEDURE:** Organize and conduct the project. Send a one-page summary to ORA Award of Excellence chairman.

**0-8. Young Authors Project**

**COUNCIL PROCEDURE** Organize and conduct a program or activity to promote young writers (such as Young Authors Conference).

## *Documentation Guidelines (cont'd)*

### **0-9. Local Council Image Brochure**

**COUNCIL PROCEDURE:** Develop a brochure that includes the mission, activities, and a brief history of the council. Include information about local council, ORA and IRA membership. Send a copy of the brochure to ORA Award of Excellence chairman.

### **0-10. Community Service Project**

**COUNCIL PROCEDURE:** Plan and implement a special service project which will benefit the area served by the council. Emphasize the council service provided for your area. Projects might include: reading to various groups (nursing homes, day care centers, schools, etc.), establishing tutoring programs, sponsoring or co-sponsoring events with existing community groups, audio-taping materials for the visually impaired, working with homeless or at-risk children, adult literacy, etc.

### **0-11. Adult Literacy Project**

**COUNCIL PROCEDURE:** Plan and carry out an Adult Literacy Project.

Send a one-page summary of the project to ORA Award of Excellence Chairman.

### **0-12. State Awards Nominations**

**COUNCIL PROCEDURE:** Study the ORA Awards portion of the ORA Officers Handbook and select winners of the awards from your service area. Send your council winners to the ORA Award chairman and the winners also to the ORA Award of Excellence chairman (include documentation and background material).

### **0-13. Oklahoma Celebration of Reading Participation**

**COUNCIL PROCEDURE:** Check the promotion materials in your schools. Plan all kinds of reading celebrations in your schools. Try to make the joy of reading the thrust of your programs.

## *Documentation Guidelines (cont'd)*

### **0-14. Legislative Action Chairman**

**COUNCIL PROCEDURE:** Select a chairman for legislative action and give time in council meetings for updating legislative issues relating to education and reading. Also provide legislative space in your newsletters. Send information regarding the name to the ORA Award of Excellence Chairman.

### **0-15. Intellectual Freedom Chairman**

**COUNCIL PROCEDURE:** Select a chairman to keep your council advised as to issues involved in intellectual freedom. Provide time in meetings for reports and discussions. Also provide newsletter space for information.

### **0-16. Support ORA Goals**

**COUNCIL PROCEDURE:** Become familiar with the ORA Goals. Mesh your council goals with those of ORA.

Send a one-page summary of your council activities and support to the ORA Award of Excellence chairman.

### **0-17. Three-Year Plan for Council**

**COUNCIL PROCEDURE:** Talk, plan, record activities and goals for the next three years in your council. These plans will not be "carved in stone" but will be a guide for future officers and members. We all need an anchor for our activities and thinking.

Send a one-page summary of your plan to the ORA Award of Excellence Chairman.

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Award of Excellence*

REQUIRED ITEM #3— DUE FEBRUARY 1

COUNCIL NAME \_\_\_\_\_ COUNCIL # \_\_\_\_\_

Description of Membership Program to increase membership at local/state and international levels.

**Objectives:**

**Procedures:**

**Outcomes:**

Return original form by **February 1st** to: ORA Director of Membership

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**REQUIRED ITEM #4— Council Visit Verification Form**

Date of Visit \_\_\_\_\_

Name \_\_\_\_\_

ORA Office Held \_\_\_\_\_

Local Reading Council Visited \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
Origin Destination

Purpose of Visit:

Return original for **February 1st** to: ORA Award of Excellence Chairman.

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**REQUIRED ITEM #5—Attendance at State Meetings**

COUNCIL NAME: \_\_\_\_\_ COUNCIL # \_\_\_\_\_

**FALL CONFERENCE:**

Date and Location \_\_\_\_\_

Names of those in attendance \_\_\_\_\_

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

**ANNUAL CONFERENCE**

Date and Location \_\_\_\_\_

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

Return original form by **February 1st** to: ORA State Coordinator

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COUNCIL NAME \_\_\_\_\_ COUNCIL # \_\_\_\_\_

Date and Location \_\_\_\_\_  
\_\_\_\_\_

Names of those in attendance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return original form by **February 1st** to: ORA State Coordinator

*Oklahoma Reading Association  
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OPTIONAL ITEM #1—Historian Item

COUNCIL NAME \_\_\_\_\_ COUNCIL # \_\_\_\_\_

Attach council items appropriate for a scrapbook (no spiral bindings, etc.) making sure that all pictures are labeled ON THE FRONT.

Return original form by **February 1st** to: ORA Award of Excellence Chairman

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OPTIONAL ITEM #3—Newsletter Article

COUNCIL NAME \_\_\_\_\_ COUNCIL # \_\_\_\_\_

Attach a copy of the item submitted to the newsletter editor and the date submitted.

Return original form by **February 1st** to: ORA Award of Excellence Chairman

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**OPTIONAL ITEM #14—Legislative Chairman and Summary**

COUNCIL NAME \_\_\_\_\_ COUNCIL # \_\_\_\_\_

Name and address of council legislative chairman for the current year:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Return original form by **February 1st** to: ORA Award of Excellence Chairman  
ORA Legislative Chairman