

# Show-Me State Award Program



**MISSOURI STATE COUNCIL  
of the  
INTERNATIONAL READING ASSOCIATION**

**2009-2010**

**[www.missourireading.org](http://www.missourireading.org)**

**CHECKLIST FOR THE SHOW-ME STATE AWARD PROGRAM  
2009-2010**

Council Name \_\_\_\_\_ Council # \_\_\_\_\_

All required items must be completed plus at least **eight** of the optional items.

<b><u>REQUIRED ITEMS</u></b> (SEVEN)	<b><u>DUE</u></b> <b><u>DATE</u></b>	<b><u>DATE</u></b> <b><u>COMPLETED</u></b>
1. Council Officer Report Form/Membership Roster	Apr. 15, 2009	_____
2. State Officer/Coordinator Visit (HC III-02)	Mar. 1, 2010	_____
3. Targeted Membership Campaign (form enclosed)	Mar. 1, 2010	_____
4. Targeted Membership Increase* (form enclosed)	Mar. 1, 2010	_____
5. Attendance at State Meetings (form enclosed)	Mar. 1, 2010	_____
6. Three Council Meetings ( HC I-R3)	Mar. 1, 2010	_____
7. Council News for State Website (form enclosed)	Mar. 1, 2010	_____
<b><u>OPTIONAL ITEMS</u></b> (EIGHT) *	<b><u>DUE</u></b> <b><u>DATE</u></b>	<b><u>DATE</u></b> <b><u>COMPLETED</u></b>
1. Historian Item (form enclosed)	Mar. 1, 2010	_____
2. Council Newsletter (form enclosed)	Mar. 1, 2010	_____
3. Celebrate Literacy (HC II-1)	Mar. 1, 2010	_____
4. Reading in the Community (HC II-2)	Mar. 1, 2010	_____
5. Newspapers in Education (HC II-3)	Mar. 1, 2010	_____
6. New International Members (HC III-R2)	Mar. 1, 2010	_____
7. New Parents/Parents and Reading/Family Reading (HC II-5)	Mar. 1, 2010	_____
8. Young Authors Project/Support (HC II-6)	Mar. 1, 2010	_____
9. Image Brochure or Video (HC I-02)	Mar. 1, 2010	_____
10. Community Service/Adult Literacy (HC II-7)	Mar. 1, 2010	_____

<b><u>OPTIONAL ITEMS</u></b> (EIGHT) *	<b><u>DUE</u></b> <b><u>DATE</u></b>	<b><u>DATE</u></b> <b><u>COMPLETED</u></b>
11. Award Nominations (form enclosed)	Mar. 1, 2010	_____
12. New Council Start Up Fund (form enclosed)	Mar. 1, 2010	_____
13. Missouri Reading Week (form enclosed)	Mar. 1, 2010	_____
14. Legislative Action Chairperson (form enclosed)	<b>Oct. 1, 2009</b>	_____
15. Two representatives from Local Council attend state conference in November, 2007	Mar. 1, 2010	_____
16. State Poster Contest (form enclosed)	Mar. 1, 2010	_____
17. Hosting/Assisting at a State Conf. (form enclosed)	Mar. 1, 2010	_____
18. Support Goals of State Association (HC III-01)	Mar. 1, 2010	_____
19. Stipend for Council Members' Attendance at State Conference (HC III-04)	Mar. 1, 2010	_____
20. Two to Three Year Plan for Council (HC I-R2)	Mar. 1, 2010	_____
21. Membership Display – Local Council Meetings (form enclosed)	Mar. 1, 2010	_____

\* Councils that have achieved Show-Me State Award status for two or more consecutive years may opt to complete ten (10) optional items in lieu of required item #3, Targeted Membership Increase.

NOTE: All items must be identified with the corresponding required or optional number. Completed information, with supporting documents (unless otherwise indicated) must be sent to **Mary Jo Barker, State Coordinator**, by the deadline specified for each component.

Send to: Mary Jo Barker  
 If you have questions:  
 e-mail – **barkermaryjo@rockwood.k12.mo.us**

**SHOW-ME STATE AWARD  
DOCUMENTATION GUIDELINES FOR 2009-2010**

**REQUIRED ITEMS:** (All are required)

1. A council, to be in good standing, shall submit the names and addresses of all officers to IRA Headquarters, and these officers **MUST** be current members of International. Their memberships **MUST REMAIN CURRENT** throughout their term of office. Ten members of the council **MUST** be International Members (officers are included) to be in good standing.

Council Procedure: The COUNCIL OFFICER REPORT FORM for 2009-2010 is submitted to the State Coordinator according to established procedures. An alphabetical membership roster of all **International** council members including names, addresses, and IRA membership numbers must be submitted with the Council Officer Report Form.

**DEADLINE: April 15, 2009** (This should have already been completed...)

2. Invite a state officer, the State Coordinator, a Zone Coordinator, or the State Director of Membership to attend a local council meeting or activity.

Council Procedure: Submit a copy of the letter of invitation to the State Coordinator. If such a visit occurs, submit a **copy of the visitation form used for Honor Council III-O2** to the State Coordinator.

**DEADLINE: MARCH 1, 2010**

3. Each local council will implement a **Targeted Membership Campaign**. This will include identifying the target group or groups (administrators, early childhood educators, secondary teachers, parents, adult literacy volunteers, new teachers, former members who have not renewed, etc.), designing a membership campaign for this group or groups, and carrying out the membership recruitment plan. This targeted plan is in addition to the regular membership drive.

Council Procedure: Send to the State Coordinator a description of the membership objectives, procedures, and outcomes (**Form enclosed.**)

**DEADLINE: MARCH 1, 2010**

4. Membership in the **TARGETED AREA(S)** for each local council will increase during the period April 1, 2009 – March 1, 2010.

Required increase:	10-49 members	3 new <b>targeted</b> members
	50-149 members	4 new <b>targeted</b> members
	150+ members	5 new <b>targeted</b> members

Council Procedure: Send to the State Coordinator evidence that the council membership in the **targeted area(s)** has increased by the required number. (**Form enclosed**)

5. The local council will have at least one representative at two state meetings during the year. (Board meetings, Conference, Leadership Retreat)

Council Procedure: Complete the **form enclosed** listing the meetings attended and by whom. (Board meetings, Conference, Leadership Retreat)

**DEADLINE: MARCH 1, 2010**

6. Plan and carry out at least three council meetings during the council year.

Council Procedure: Upon completion of the council calendar for the 2009-2010, send the State Coordinator a copy of the council calendar/program OR a **copy of the form used for Honor Council Required Item I-R3.**

**DEADLINE: MARCH 1, 2010**

7. The local council will submit at least one article for the state IRA Council News website during the council year. Such articles can highlight council programs and activities, special projects, guest speakers, successful membership campaigns, awards, etc. (**Form enclosed**)

Council Procedure:

**Submit each article to:**

Jeannie Cozens, Editor

Email: [jeaniec@missourireading.org](mailto:jeaniec@missourireading.org)

**Copy to:**

Mary Jo Barker, State Coordinator

Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**DEADLINE: MARCH 1, 2010**

**OPTIONAL ITEMS: (AT LEAST EIGHT)**

1. The local council will submit at least one item to the State Historian for the annual scrapbook. Such items could include: newspaper clippings of council programs and activities, programs from special events/speakers, results of local projects, special awards given or received by the council, etc. Any pictures should be labeled with a post-it note or label on the FRONT of the picture. Do NOT send just the image brochure.

Council Procedure: Send the Historian's item to:

Lisa Sweet

Email: [lisas@missourireading.org](mailto:lisas@missourireading.org)

Send the enclosed form to the State Coordinator.

Mary Jo Barker

Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**DEADLINE: MARCH 1, 2010**

2. Produce and distribute a newsletter – or other form of planned communication – to local council members, keeping them abreast of local and state council activities and programs.

Council Procedure: Send a copy of the newsletter or communication to the State Coordinator along with the form enclosed.

**DEADLINE: MARCH 1, 2010**

3. Plan and carry out a “Celebrate Literacy” project.

Council Procedure: Plan and carry out a “Celebrate Literacy” project in accordance with the guidelines set forth in the Council President’s packet. Send a copy of the Celebrate Literacy Evaluation form (**Honor Council II-1**) to the State Coordinator after the event. If your celebration is after March 1, send the form before the announcement of the winner in time to meet the deadline.

**DEADLINE: MARCH 1, 2010**

4. Organize and carry out a special project which promotes reading in the area served by the council – other than one related to “Parents and Reading.” This might include reading day at the mall, the presentation of a local media award, community read-a-thons, reading incentive programs, distribution of flyers, etc.

Council Procedure: Organize and conduct the program. At the conclusion, submit to the State Coordinator a copy of the form used for **Honor Council II-2**.

**DEADLINE: MARCH 1, 2010**

5. Participate in “Newspaper in Education” activities (Including Family Focus and Ignite).

Council Procedure: Organize and conduct Newspaper in Education activities to promote the use of newspapers in instruction and to encourage parents to use the newspaper with their children at home. Complete and submit a copy of the form used for **Honor Council II-3** to the State Coordinator.

**DEADLINE: MARCH 1, 2010**

6. Submit to IRA Headquarters at least 5 new **International** memberships.

Council Procedure: Send a copy of the form used for **Honor Council item III-R2** to the State Coordinator. Make sure that each membership sent to International is marked with the local council number.

**DEADLINE: MARCH 1, 2010**

7. Organize a Family Reading Project/Parents and Reading/News Parents project. (See the Honor Council Guidelines for suggestions and/or contact the state Parents and Reading Chairperson.)

Council Procedure: Organize and conduct the project. At the conclusion, submit to the State Coordinator a copy of the form used for **Honor Council II-5**.

**DEADLINE: MARCH 1, 2010**

8. Sponsor or co-sponsor a program/activity to encourage, support, or recognize young writers in the area served by the council.

Council Procedure: Organize and conduct a program or activity to promote young writers (such as a Young Authors Conference). Send a copy of the form submitted for **Honor Council II-6** giving a description and evaluation of the project to the State Coordinator.

**DEADLINE: MARCH 1, 2010**

9. Develop an image brochure or video that includes the mission, activities, brief history of the council. Include information about local, state, and international membership.

Council Procedure: Send a copy of the image brochure or video to the State Coordinator, along with a copy of the form submitted for **Honor Council I-O2**.

**DEADLINE: MARCH 1, 2010**

10. Plan and implement a special service project which would benefit the area served by the council. The emphasis is on the service provided for the area. Projects may include: reading to various groups (nursing homes, day care centers, etc.), establishing tutoring programs, sponsoring or co-sponsoring events with existing community groups, taping materials for the elderly or visually impaired, working with homeless or at-risk children, adult literacy, etc.

Council Procedure: Organize and conduct the community service project. Submit to the State Coordinator and a description of the project, target audience, objective(s), procedures, and outcomes. This can be a copy of the form submitted for **Honor Council II-7**.

**DEADLINE: MARCH 1, 2010**

11. Submit nominations for state awards.

Council Procedure: Publicize the state awards within the council area. Solicit nominations adhering to the criteria set by the state committee responsible for each award. Submit to the State Coordinator **a copy of the letter of nomination along with the enclosed form** for at least one of the awards (Broadcast Media – Radio, TV, Print; Research in Reading; Literacy Award; Exemplary Reading Program; State Scholarship).

**DEADLINE: MARCH 1, 2010**

12. Contribute to the New Council Start Up Fund. This fund will be available to provide a small amount of “seed” money to new councils for their start-up costs (postage, printing, etc.).

Council Procedure: **Send the enclosed form and check payable to MSC-IRA (minimum of \$10) to the State Coordinator:**

Mary Jo Barker

Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**DEADLINE: MARCH 1, 2010**

13. Participate in Missouri Reading Week activities.

Council Procedure: Organize and conduct Missouri Reading Week activities during the designated week. Complete and send to the State Coordinator the “**Missouri Reading Week Activities Report Form**” (form enclosed).

**DEADLINE: MARCH 1, 2010**

14. Appoint a local council Legislative Chairperson who will communicate with/support the activities of the State Legislative Chairperson.

Council Procedure: Select a committee chairperson. **Send the name and address** of the local council Legislative Chairperson to the State Chairperson:

Tamara Rhomberg

**tamarar@missourireading.org**

Submit the **form enclosed** to the State Coordinator.

**DEADLINE: OCTOBER 1, 2009**

15. Two local council members will attend the IRA Regional Conference November 4-6, 2009 at the Branson Convention Center in Branson, MO.

Council Procedure: Submit the **form enclosed** to the State Coordinator.

**DEADLINE: MARCH 1, 2010**

16. Organize and conduct a poster contest within the council area. The general theme of the posters should be supporting literacy and reading. **NOTE CHANGES TO POSTER CONTEST ON MISSOURI IRA WEBSITE <www.missourireading.org>**

Council Procedure: Determine guidelines and deadlines, and publicize the poster contest within the council area. Plan for recognition of local winners, and submit the winning posters within each category to the state poster contest committee as specified. Submit the guidelines, publicity, and list of winners to the State Coordinator on the **form enclosed**.

**DEADLINE: MARCH 1, 2010**

17. Hosting/Assisting at a State Conference

Council Procedure: Send the **form enclosed** to the State Coordinator.

**DEADLINE: MARCH 1, 2010**

18. Support the goals of the state association.

Council Procedure: Send **a copy of Honor Council form III-O1** to the State Coordinator.

**DEADLINE: MARCH 1, 2010**

19. Stipend for council members’ attendance at a State or International Conference.

Council Procedure: Send **a copy of Honor Council form III-O4** to the State Coordinator.

**DEADLINE: MARCH 1, 2010**

20. Two to Three Year Plan for Council

Council Procedure: Develop the plan. Send **a copy of Honor Council I-R2** to the State Coordinator.

**DEADLINE: MARCH 1, 2010**

21. Membership Display at Local Council Meetings

Council Procedure: Make a poster board display (may use membership materials provided by the State) and display at each local council meeting. **Send dated photos and the enclosed form** to the State Coordinator.

**DEADLINE: MARCH 1, 2010**

**SHOW-ME STATE AWARD  
2009-2010**

**TARGETED MEMBERSHIP PROGRAM**

**REQUIRED ITEM #3 – DUE MARCH 1, 2010**

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

Description of Targeted Membership Program to increase membership and local/state and International levels.

TARGET AUDIENCE(S):

OBJECTIVES:

PROCEDURES:

OUTCOME(S):

PLEASE RETURN THIS FORM BY MARCH 1, 2009 TO:

Mary Jo Barker  
Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**SHOW-ME STATE AWARD  
2009-2010  
TARGETED MEMBERSHIP INCREASE**

**REQUIRED ITEM #4 – DUE MARCH 1, 2010**

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

Council's New Memberships in the Targeted Area(s) Increased the Required Number

NEW MEMBERS: (Name, address, IRA# if an  
International Member)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TARGETED AREA

I certify that these members were NOT members of the council during the 2008-2009 council year.

*Signed* \_\_\_\_\_

Position in Council \_\_\_\_\_

PLEASE RETURN THIS FORM BY MARCH 1, 2010 TO:

Mary Jo Barker

Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**SHOW-ME STATE AWARD  
2009-2010**

**ATTENDANCE AT STATE MEETINGS**

***REQUIRED ITEM #5 – DUE MARCH 1, 2010***

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

Meeting #1:

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

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

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

Meeting #2:

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

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

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

Meeting #3(**Optional**):

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

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

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

PLEASE RETURN THIS FORM BY MARCH 1, 2010 TO:  
Mary Jo Barker  
Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**SHOW-ME STATE AWARD  
2009-2010**

**COUNCIL NEWS FOR STATE WEBSITE**

***REQUIRED ITEM #7 – DUE MARCH 1, 2010***

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

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

PLEASE RETURN THIS FORM BY MARCH 1, 2010 TO:

Mary Jo Barker  
Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**SHOW-ME STATE AWARD  
2009-2010**

**HISTORIAN'S ITEM**

***OPTIONAL ITEM #1 – DUE MARCH 1, 2010***

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

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

Lisa Sweet  
lisas@missourireading.org  
Due before: March 1, 2010

***Please indicate the date materials were sent to Lisa:*** \_\_\_\_\_

Please indicate the type of materials sent: \_\_\_\_\_

PLEASE RETURN THIS FORM BY MARCH 1, 2010 TO:

Mary Jo Barker  
Email: barkermaryjo@rockwood.k12.mo.us

**SHOW-ME STATE AWARD  
2009-2010**

**COUNCIL NEWSLETTER**

*OPTIONAL ITEM #2 – DUE MARCH 1, 2010*

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

Attach a copy of the council newsletter to this form.

PLEASE RETURN THIS FORM BY MARCH 1, 2010 TO:  
Mary Jo Barker  
Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**SHOW-ME STATE AWARD  
2009-2010**

**AWARD NOMINATIONS**

*OPTIONAL ITEM #11 – DUE MARCH 1, 2010*

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

Attach a copy of the letter of nomination for at least one of the following state awards:  
Broadcast Media – Radio, TV, Print; Research in Reading; Literacy Award; Exemplary Reading  
Program; State Scholarship.

PLEASE RETURN THIS FORM BY MARCH 1, 2010 TO:

Mary Jo Barker  
Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**SHOW-ME STATE AWARD  
2009-2010**

**NEW COUNCIL START-UP FUND**

*OPTIONAL ITEM #12 – DUE MARCH 1, 2010*

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

Attach either your check or a copy of the check and the date submitted.  
Checks must be made payable to **Missouri State Council-IRA**.

*Checks may be sent directly to State Treasurer:*

*Nicole Costello*

Email: [nicolec@missourireading.org](mailto:nicolec@missourireading.org)

PLEASE RETURN THIS FORM BY MARCH 1, 2010 TO:  
Mary Jo Barker  
Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**SHOW-ME STATE AWARD  
2009-2010**

**MISSOURI READING WEEK ACTIVITIES REPORT**

*OPTIONAL ITEM #13 – DUE MARCH 1, 2010*

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

DESCRIPTION OF MISSOURI READING WEEK ACTIVITIES:

EVALUATION:

PLEASE RETURN THIS FORM BY MARCH 1, 2010 TO:  
Mary Jo Barker  
Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**SHOW-ME STATE AWARD  
2009-2010**

**LEGISLATIVE CHAIRPERSON**

*OPTIONAL ITEM #14 – DUE OCTOBER 1, 2009*

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

Name and address of council legislative chairperson for 2009-2010:

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Note: **This person's name and address must also be submitted to the State Legislative Chairperson:**

Tamara Rhomberg  
**tamarar@missourireading.org**

PLEASE RETURN THIS FORM BY **OCTOBER 1, 2009** TO:

Mary Jo Barker

Email: barkermaryjo@rockwood.k12.mo.us

**SHOW-ME STATE AWARD  
2009-2010**

**LOCAL COUNCIL ATTENDANCE AT STATE CONFERENCE**

***OPTIONAL ITEM #15 – DUE MARCH 1, 2010***

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

Please give the following information for two local council members who attended the Regional IRA Conference on November 4-6, 2009 in Branson, MO:

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

Sessions attended:

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

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

Sessions attended:

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

PLEASE RETURN THIS FORM BY MARCH 1, 2010 TO:

Mary Jo Barker  
Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**SHOW-ME STATE AWARD  
2009-2010**

**POSTER CONTEST REPORT FORM**

*OPTIONAL ITEM #16 – DUE MARCH 1, 2010*

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

LOCAL COUNCIL GUIDELINES:

PUBLICITY (A COPY OF INFORMATION DISTRIBUTED MAY BE ATTACHED):

LOCAL COUNCIL WINNERS (BY AGE CATEGORY):

PLEASE RETURN THIS FORM BY MARCH 1, 2010 TO:

Mary Jo Barker

Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**SHOW-ME STATE AWARD  
2009-2010**

**HOSTING/ASSISTING AT A STATE CONFERENCE**

***OPTIONAL ITEM #17 – DUE MARCH 1, 2010***

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

Summary of council involvement in the conference (including date and location of conference, timeline for steering committee, number of local council members involved, actual planning/work done by council members, etc.)

Completed by: \_\_\_\_\_  
(NAME AND POSITION IN COUNCIL)

PLEASE RETURN THIS FORM BY MARCH 1, 2010 TO:  
Mary Jo Barker  
Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)

**SHOW-ME STATE AWARD  
2009-2010**

**MEMBERSHIP DISPLAY AT LOCAL COUNCIL MEETINGS**

*OPTIONAL ITEM #21 – DUE MARCH 1, 2010*

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

Attach dated photos of the poster board display taken at a local council meeting to this form.

PLEASE RETURN THIS FORM BY MARCH 1, 2010 TO:  
Mary Jo Barker  
Email: [barkermaryjo@rockwood.k12.mo.us](mailto:barkermaryjo@rockwood.k12.mo.us)