

# Show-Me State Award Program



**Missouri  
State  
Council**

**of the  
INTERNATIONAL READING ASSOCIATION**

**2013-14**

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

**CHECKLIST FOR THE SHOW-ME STATE AWARD PROGRAM  
2013-14**

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

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

	<u>DUE DATE</u>	<u>DATE COMPLETED</u>
<b><u>REQUIRED ITEMS</u></b> (SEVEN)		
1. Council Officer Report Form/Membership Roster	11/27/13	_____
2. State Officer/Coordinator Visit (form enclosed)	11/27/13	_____
3. Targeted Membership Campaign (form enclosed)	11/27/13	_____
4. Targeted Membership Increase* (form enclosed)	11/27/13	_____
5. Attendance at State Meetings (form enclosed)	11/27/13	_____
6. Three Council Meetings (form enclosed)	11/27/13	_____
7. Council New for State Website (submitted electronically)	11/27/13	_____

	<u>DUE DATE</u>	<u>DATE COMPLETED</u>
<b><u>OPTIONAL ITEMS</u></b> (EIGHT)		
1. Historian Item	11/27/13	_____
2. Council Newsletter	11/27/13	_____
3. Celebrate Literacy	11/27/13	_____
4. Reading in the Community	11/27/13	_____
5. Newspapers in Education	11/27/13	_____
6. New International Members	11/27/13	_____
7. New Parents/Parents and Reading/Family Reading	11/27/13	_____
8. Young Authors Project/Support	11/27/13	_____
9. Image Brochure or Video	11/27/13	_____
10. Community Service/Adult Literacy	11/27/13	_____

<b><u>OPTIONAL ITEMS (EIGHT)</u></b>	<b><u>DUE DATE</u></b>	<b><u>DATE COMPLETED</u></b>
11. Award Nominations (form enclosed)	11/27/13	_____
12. New Council Start Up Fund (form enclosed)	11/27/13	_____
13. Missouri Reading Week (form enclosed)	11/27/13	_____
14. Legislative Action Chairperson (form enclosed)	11/27/13	_____
15. Two representatives from Local Council attend one of the following state-level conferences: MO Early Learning Conference (2012) Write to Learn Conference (2013)	11/27/13	_____
16. State Poster Contest	11/27/13	_____
17. Volunteering/Presenting at a State Conf. (form enclosed)	11/27/13	_____
18. Support Goals of the State Association	11/27/13	_____
19. Stipend for Council Members' Attendance at State Conference	11/27/13	_____
20. Two to Three Year Plan for Council	11/27/13	_____
21. Membership Display – Local Council Meetings (form enclosed)	11/27/13	_____
22. Member Survey – form enclosed	11/27/13	_____

\*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 **Mitzi Brammer, State Coordinator**, by the deadline specified for each component.

Send to: Mitzi Brammer  
2142 Autumn Wood Drive  
St. Charles, MO 63303-4478

If you have questions:  
e-mail – [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

### **SHOW-ME STATE AWARD DOCUMENTATION GUIDELINES FOR 2013-14**

#### **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 2013-14 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: July 30, 2013** (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: NOVEMBER 27, 2013**

3. Each local council will implement a **Targeted Membership Campaign**. This will include identifying 1-2 TARGETED 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 these 1-2 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: NOVEMBER 27, 2013**

4. Membership in the **TARGETED AREA(S)** for each local council will increase during the period July 1, 2012 – June 30, 2013.

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. Possible meetings: MO Early Learning Conference (Nov 1-2), Write to Learn Conference (Mar 1-3, 2013), and Summer Leadership (June 20-21, 2013).

Council Procedure: Complete the **form enclosed** listing the meetings attended and by whom.

**DEADLINE: NOVEMBER 27, 2013**

6. Plan and carry out at least three council meetings during the council year. The meetings should take place before November 27, 2013. You may go back to fall of 2012 for any meetings that took place between July 2012 and June 30, 2013.

Council Procedure: Upon completion of the council calendar for the 2012-13, 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: NOVEMBER 27, 2013**

7. The local council will submit electronically at least one article for the MSC- IRA Newsletter and Website during the council year. Such articles can highlight council programs and activities, special projects, guest speakers, successful membership campaigns, awards, etc.

Council Procedure: **Submit each article to:**

Mitzi Brammer at [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

**DEADLINE: NOVEMBER 27, 2013**

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

1. The local council will submit electronically at least five items 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, or pictures of speakers, general membership meetings, board meetings etc. Any pictures should be labeled. Do NOT send just the image brochure.

Council Procedure: Send the Historian's item to the State Historian by email:

Glenda Nugent

Email: [glenda.nugent@gmail.com](mailto:glenda.nugent@gmail.com)

CC to Mitzi Brammer at [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

**DEADLINE: NOVEMBER 27, 2013**

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 electronically a copy of at least one newsletter or communication to the State Coordinator for it to be posted on the MSC-IRA website.

**DEADLINE: NOVEMBER 27, 2013**

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. Event needs to have occurred between 7/1/2012 and 6/30/2013.

**DEADLINE: NOVEMBER 27, 2013**

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. Please use a specific community service event only once in Optional Items #4, 7, 10, or 16.

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: NOVEMBER 27, 2013**

5. Participate in "Newspaper in Education" activities.

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: NOVEMBER 27, 2013**

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: NOVEMBER 27, 2013**

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: NOVEMBER 27, 2013**

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: NOVEMBER 27, 2013**

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-02**.

**DEADLINE: NOVEMBER 27, 2013**

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: NOVEMBER 27, 2013**

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 – Travel Grant; Research in Reading; Literacy Award; Exemplary Reading Program; State Scholarship).

**DEADLINE: NOVEMBER 27, 2013**

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 \$25) to the State Coordinator:**  
Mitzi Brammer, 2142 Autumn Wood Drive, St. Charles, MO 63303  
Email: [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

**DEADLINE: NOVEMBER 27, 2013**



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: NOVEMBER 27, 2013**

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:  
Mary Eileen Rufkahr  
[merufkahr@aol.com](mailto:merufkahr@aol.com)

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

**DEADLINE: NOVEMBER 27, 2013**

15. Two local council members attend the Missouri Early Learning Conference on November 1-2, 2012 or the Write to Learn Conference on March 1-3, 2013.

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

**DEADLINE: NOVEMBER 27, 2013**

16. Organize and conduct a poster contest within the council area. The general theme of the posters should be supporting literacy and reading. NOTE POSTER CONTEST INFO ON MISSOURI IRA WEBSITE <[www.missourireading.org](http://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**. *If you submitted posters for the state contest this year, this item will still be counted even though the State Poster Contest was canceled due to no chairperson.*

**DEADLINE: NOVEMBER 27, 2013**

17. Volunteering/Presenting at the Missouri Early Learning Conference on November 1-2, 2012 or the Write to Learn Conference on March 1-3, 2013.

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

**DEADLINE: NOVEMBER 27, 2013**

18. Support the goals of the state association. See the MSC-IRA website for state goals.

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

**DEADLINE: NOVEMBER 27, 2013**

19. Stipend for council members' attendance at the Missouri Early Learning Conference on November 1-2, 2012, Write to Learn Conference on March 1-3, 2012, or IRA Convention.

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

**DEADLINE: NOVEMBER 27, 2013**

20. Two to Three Year Plan for Council (to begin with the current year)

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

**DEADLINE: NOVEMBER 27, 2013**

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: NOVEMBER 27, 2013**

22. Member Survey for Specific Topics of Interest in Professional Development With Programs That Were Planned Based on Survey Results

Council Procedure: Create and distribute a survey to your members to ascertain the professional development topics that are of interest to them. Then, create your programs based on those survey results. **Send your member survey with results along with programs for the year** to the State Coordinator.

**DEADLINE: NOVEMBER 27, 2013**

**SHOW-ME STATE AWARD  
2013-2014**

**TARGETED MEMBERSHIP PROGRAM**

REQUIRED ITEM #3 – DUE NOVEMBER 27, 2013

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 NOVEMBER 27, 2013 TO:

Mitzi Brammer at [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

**SHOW-ME STATE AWARD  
2013-2014  
TARGETED MEMBERSHIP INCREASE**

REQUIRED ITEM #4 – DUE NOVEMBER 27, 2013

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)

TARGETED AREA

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

I certify that these members were NOT members of the council during the 2012-12 council year.

*Signed* \_\_\_\_\_  
Position in Council \_\_\_\_\_

PLEASE RETURN THIS FORM BY NOVEMBER 27, 2013 TO:  
Mitzi Brammer  
Email: mbrammer@ssdmo.org



**SHOW-ME STATE AWARD  
2013-2014**

**ATTENDANCE AT STATE MEETINGS**

***REQUIRED ITEM #5 – DUE NOVEMBER 27, 2013***

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

Possible meetings: Fall State Meeting by webinar (Aug 1-2), MO Early Learning Conference (Nov 1-2), Write to Learn Conference (Mar 1-3), and Summer Leadership (June 20-21).

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 NOVEMBER 27, 2013 TO:

Mitzi Brammer

Email: [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

**SHOW-ME STATE AWARD  
2012-2013**

**AWARD NOMINATIONS**

***OPTIONAL ITEM #11 – DUE NOVEMBER 27, 2013***

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

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

PLEASE RETURN THIS FORM BY NOVEMBER 27, 2013 TO:

Mitzi Brammer  
Email: [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

**SHOW-ME STATE AWARD  
2012-2013**

**NEW COUNCIL START-UP FUND**

***OPTIONAL ITEM #12 – DUE MARCH 1, 2012***

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

Attach a copy of the check and the date submitted.  
Checks should be made payable to **Missouri State Council-IRA**.  
Minimum \$25 contribution.

***Checks should be sent directly to State Treasurer:***

***Betty Porter Walls***

Email: [drbpwalls@earthlink.net](mailto:drbpwalls@earthlink.net)

PLEASE RETURN THIS FORM BY NOVEMBER 27, 2013 TO:

Mitzi Brammer

Email: [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)



**SHOW-ME STATE AWARD  
2013-2014**

**MISSOURI READING WEEK ACTIVITIES REPORT**

***OPTIONAL ITEM #13 – DUE NOVEMBER 27, 2013***

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

DESCRIPTION OF MISSOURI READING WEEK ACTIVITIES:

EVALUATION:

PLEASE RETURN THIS FORM BY NOVEMBER 27, 2013 TO:

Mitzi Brammer  
Email: [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

**SHOW-ME STATE AWARD  
2013-2014**

**LEGISLATIVE CHAIRPERSON**

***OPTIONAL ITEM #14 – DUE NOVEMBER 27, 2013***

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

Name and address of council legislative chairperson for 2012-2013:

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

Mary Eileen Rufkahr  
merufkahr@aol.com

PLEASE RETURN THIS FORM BY **NOVEMBER 27, 2013** TO:  
Mitzi Brammer  
Email: [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

**SHOW-ME STATE AWARD  
2013-2014**

**LOCAL COUNCIL ATTENDANCE AT STATE CONFERENCE**

***OPTIONAL ITEM #15 – DUE NOVEMBER 27, 2013***

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

Please give the following information for two local council members who attended the Missouri Early Learning Conference (November 1-2, 2012) or the Write to Learn Conference (March 1-3, 2012).

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

Sessions attended:

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

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

Sessions attended:

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

PLEASE RETURN THIS FORM BY NOVEMBER 27, 2013 TO:

Mitzi Brammer  
Email: [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

**SHOW-ME STATE AWARD  
2013-2014**

**POSTER CONTEST REPORT FORM**

***OPTIONAL ITEM #16 – DUE NOVEMBER 27, 2013***

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 NOVEMBER 27, 2013 TO:  
Mitzi Brammer  
Email: [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

**SHOW-ME STATE AWARD  
2013-2014**

**VOLUNTEERING OR PRESENTING AT A STATE CONFERENCE**

***OPTIONAL ITEM #17 – DUE NOVEMBER 27, 2013***

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

Summary of council involvement in the Missouri Early Learning Conference, November 1-2, 2012 or the Write to Learn Conference, March 1-3, 2013 (include date and location of conference, involvement (volunteering – how? or presenting – session title), number of local council members involved, etc.)

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

PLEASE RETURN THIS FORM BY NOVEMBER 27, 2013 TO:  
Mitzi Brammer  
Email: [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

**SHOW-ME STATE AWARD  
2013-2014**

**MEMBERSHIP DISPLAY AT LOCAL COUNCIL MEETINGS**

***OPTIONAL ITEM #21 – DUE NOVEMBER 27, 2013***

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 NOVEMBER 27, 2013 TO:

Mitzi Brammer

Email: [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)

**SHOW-ME STATE AWARD  
2013-2014**

**MEMBER SURVEY ASCERTAINS PROFESSIONAL DEVELOPMENT TOPICS OF INTEREST AND PROGRAMS ARE PLANNED BASED ON SURVEY RESULTS.**

***OPTIONAL ITEM #22 – DUE NOVEMBER 27, 2013***

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

Attach member survey, survey results, and programs that were planned based on these results.

PLEASE RETURN THIS FORM BY NOVEMBER 27, 2013 TO:  
Mitzi Brammer  
Email: [mbrammer@ssdmo.org](mailto:mbrammer@ssdmo.org)