



Honor Council Guidelines 2013-2014

UPDATES FOR 2013-14:

- *Award applications are due by November 27, 2013. Only electronic submissions can be accepted.*
- *Councils are being recognized for accomplishments of the previous year (July 1, 2012 – June 30, 2013).*
- *Attach one document for each part (I-IV) that summarizes the essential elements of each activity.*

PART I: SERVICE TO COUNCIL MEMBERS

Required Criteria (ALL, A – C)

A. Increase Council Membership

Verify increase in council membership since June of previous year. Attach June 2013 council membership list (names and email addresses) and report the level of increase from the previous year (number of members from June 2012).

EXCEPTION: A council that has earned Honor Council for three consecutive years and maintains council membership from the previous year may complete an additional optional item below in lieu of membership increase.

B. Long Range Plan

Provide a written plan for council work. Include the mission, goals, strategies, and activities for the next one, two, or three years.

C. Three Council Meetings

Plan and facilitate at least three council meetings during the year. Attach a summary that includes meeting dates, location, number of attendees, and topics addressed.

Optional Criteria (CHOOSE 2, D – I)

D. Image Brochure

Develop an image brochure that reflects the council mission, benefits of membership, and highlights affiliation with IRA and the state/provincial council.

E. Video/Slideshow

Develop a video/slideshow that highlights the council's history and accomplishments. Explain how the video/slideshow is used to promote the council.

F. Website/Social Networking

Maintain a website or social networking site that is current, relevant, and contains up-to-date information about activities, opportunities to expand member involvement, and gives potential members access to join.

G. Newsletter

Create a newsletter or similar communication piece containing information about council activities, highlighting professional resources, and promoting membership.

H. Supporting Future/New Educators

Document council support for the professional growth of future/new educators
Examples include: college scholarships, conference registration, complimentary/discounted memberships, providing teacher resources/instructional materials, offering meetings, workshops, webinars, institutes, etc. designed to serve future/new teachers.

I. Professional Development for Council Members

Document support for the professional development of council members. Examples include: college scholarships, conference registration, offering meetings, workshops, webinars, institutes, etc. based on the current needs of council members.

PART II: SERVICE TO LOCAL COMMUNITY

Optional Criteria (CHOOSE 2, A – G)

A. Celebrate Literacy

Recognize an organization, institution or individual that has made significant literacy contributions at the local, state or provincial level with a [Celebrate Literacy](#) Award. Accomplishments may include 1) direct teaching at any level, 2) organizing local literacy programs, 3) promoting public support relative to enhancing literacy, 4) producing teaching materials or special media for literacy programs, 5) conducting research in literacy, 6) conducting special surveys for literacy planning, 7) providing young people opportunities to help with literacy activities, and 8) conducting informal educational activities of a social, cultural, economic or political nature in which literacy activities are included. Each council should develop specific selection guidelines for the award. Recognition certificates may be requested from IRA.

B. Community Literacy Project

Organize and implement a community literacy project. Examples include: Read Across America events, reading at the mall, summer reading incentive programs, read-a-thons, etc.

C. Advocacy

Participate in advocating for significant literacy issues. Council members may be active in educating legislators or provincial officials about literacy issues pertinent to local

council members. In the US local/student/special interest council members may be involved in the IRA Legislative Action Team (LAT).

D. Family Literacy

Conduct a program or project that focuses on the important role of families in the literacy development of children.

E. Young Authors

Sponsor or cosponsor an activity that encourages, supports, and recognizes student writers in the council's geographic area. Examples include: young authors' contests, writing workshops, authors' tea, writing celebrations, etc.

F. Community Service

Perform a service project that brings literacy benefits to community members. Examples include: reading in nursing homes or daycare centers, providing reading materials for use in homeless shelters, collecting magazines/books for hospital waiting rooms, assisting with adult literacy programs, etc.

G. Media Outlets in Education

Promote the use of print media for instructional purposes in the classroom and at home. Examples include: invite MOIE to a council meeting to share instructional strategies, include MOIE activities in newsletters or on council website, provide MOIE resources to schools, etc.

PART III: PARTNERSHIP WITH STATE/PROVINCIAL COUNCIL AND IRA

Required Criteria (ALL, A – D)

A. Officer Report Form

The online Officer Report Form must be submitted to IRA Headquarters between April 15 and June 30, in order for council to remain in good standing and be eligible to earn Honor Council. All officers must maintain IRA membership throughout their term. The Officer Report Form is located on the IRA website at [Officer Report Form](#).

B. 10 IRA Members

Include the names and membership numbers of ten IRA members who are also members of the local, student, or special interest council. Council officers may be counted in the ten IRA member requirement.

C. Membership Campaign

Launch and sustain a membership campaign that promotes and increases local/student/special interest council membership, as well as state/provincial and IRA memberships.

D. New IRA Members

Increase IRA membership by at least 1 new member, from July 1, 2012 to June 30, 2013. Use the IRA "magic number" to identify new members. The "magic number" is 1108405

and is posted on the IRA website in the council leaders section. Council leaders have access to the IRA membership database by logging in to the IRA website using their member number and password. [Magic Number](#)

EXCEPTION: A council that has earned Honor Council for three consecutive years and maintains IRA membership from the previous year may complete an additional optional item below in lieu of membership increase.

Optional Criteria (CHOOSE 2, E – H)

E. Support State/Provincial Goals

Summarize how the council supports programs and projects that reflect the strategic plan of the state/provincial council.

F. Officer Attends Local Meeting

A state/provincial board member attends a council meeting or event during the year. Any member of the state/provincial council board can make a council visit (virtual or in-person), including executive officers, coordinator, membership director, committee chairs, etc. Please include date of visit, type of meeting, and board representative in the summary.

G. Support IRA Goals

Describe how the council supports the goals of IRA. The IRA strategic statements are located on the IRA website at: [IRA goals](#)

H. Financial Support

Provide financial support for a council member to attend a convention, conference, leadership workshop, or other professional event sponsored by the state/provincial council or the International Reading Association. Attach a description of the support provided, including to whom, for what, and how much.

PART IV: SERVICE TO INTERNATIONAL COMMUNITY

Optional Criteria (CHOOSE 2, A – E)

A. International Literacy Day

Participate in an International Literacy Day celebration.

B. IRA Membership

Sponsor an IRA membership for someone in an economically developing country.
[Form 4B](#)

C. Worldwide Literacy

Contribute to worldwide literacy effort by providing materials, funds to purchase school supplies, or assist with costs related to the professional growth of teachers. [Form 4C](#)

D. International Literacy

Conduct a project that will promote literacy in another country. This project may involve a partnership with other agencies, such as Peace Corps, Red Cross, Rotary, etc.

E. International Partnership

Establish a partnership with an international council. Examples include: sharing professional information, providing teaching resources, communicating virtually, etc.