Guide to an AASL Statement of Commendation

The contact should be the appointed Affiliate Assembly Delegate for the association. The Affiliate Assembly Executive Committee will contact this person if questions arise regarding the Commendation.

If the commendation is approved by the AASL Executive Committee, the certificate and congratulations letter will be mailed to the Affiliate contact.

Statements of Commendation should be limited to programs or events. To receive a Commendation, nominated programs or events must align with AASL’s guidelines, mission, and principles as expressed on the AASL website. Should the Affiliate wish to recognize an individual, it is recommended that the Affiliate nominate them for an AASL Award.

If the commendation is approved by the AASL Executive Committee, the congratulations letter will be addressed to the program/event contact person identified.

The Regional Representative reviews the paperwork for complete information. Incomplete forms and those needing additional or clarifying information may be returned to the Affiliate organization. The Representative then submits all Commendations from their region to the Affiliate Assembly Executive Committee. Only a Representative may submit a Commendation to the Executive Committee.

The Affiliate Assembly Executive Committee reviews Commendations submitted. Commendations approved by the Executive Committee are then sent to the Affiliate Assembly for discussion and vote. Those Commendations approved by the Assembly are forwarded to the AASL Executive Committee for consideration.

Approved Commendations will be announced directly after ALA Annual Conference. The region and Affiliate submitting the Commendation will be notified and materials will be sent to the Affiliate contact identified on this form.

An AASL press release will be sent announcing the commended after the regions and Affiliates have been notified. Approved Commendations will also be posted on the Affiliate Assembly portion of the AAL website.