

# Sara Jaffarian School Library Program Award for Exemplary Humanities Programming

## Application Preview

### 1. Basic Information

To complete Step 1, provide all the information that is requested.

- a. Project Director Information
  - i. Name
  - ii. Email Address
  - iii. Phone Number
  - iv. Title
  - v. School Library Name
  - vi. Official School Name
  - vii. Address (including City, State and Zip code)
  - viii. Institution Type (Public School, Private School, Other)
  - ix. School Enrollment (<100, 100-249, 250-499, 500-749, 750-999, >1000)
  - x. Website (optional)
  - xi. Grades Served
  
- b. Program Details
  - i. Begin Date
  - ii. End Date

### 2. Write the Narrative

Before you compose the narrative part of this application, we strongly recommend that you read these guidelines carefully. If you do not, your application is unlikely to be competitive.

- a. Description of the Humanities Program or Program Series

*Describe the program or program series, and how the school library and librarian were involved. If the program is ongoing, use the information on programming and activities from the current school year (2019-2020) only.*

  - i. *Include the title of the program or program series.*
  - ii. *Explain the humanities theme or topic emphasized in the program.*
  - iii. *Explain why you chose this program.*
  - iv. *Describe in detail the program or program series.*
  - v. *Describe the planning process and collaborative relationships involved.*
  
- b. Impact of Program or Program Series in the Humanities

*Describe the involvement of others in the program. Letters of support (to be uploaded below) should emphasize the humanities program and the impact the program had on students and the school community, not the library program or the librarian.*

  - i. *Identify the number of student participants.*
  - ii. *Describe how the program features higher-order thinking skills through student involvement.*
  - iii. *Describe the benefits that ensued, including how you measured success.*

- iv. *Describe the involvement and awareness of parents, administrators and community leaders.*
  - v. *Explain why you feel the program is exemplary or goes beyond normal school library media programming activities.*
- c. Relationship of the Program to the Curriculum  
*Provide evidence of a curriculum component.*
- i. *Describe the relationship of the program or program series to the school's curricular goals and to the state's learning standards.*
  - ii. *State how the American Association of School Librarians Standards for the 21st Century Learner were incorporated into the program.*
  - iii. *Provide evidence of a curriculum component for classroom treatment of the humanities theme or topic emphasized in the program.*
  - iv. *Explain how the program goes beyond the school's standard curriculum requirements and programs.*
- d. Replicability  
*Describe how this program might be replicated.*
- i. *Provide examples of how this program or program series might serve as a model or springboard for humanities programming in other schools.*
  - ii. *Identify key components of the program that were essential to the program's success.*
  - iii. *Identify any key components that might need to be modified for use in other settings.*
- e. Reflection and Unexpected Benefits
- i. *What would you change about the program?*
  - ii. *What were some unexpected benefits or reactions to the program?*
  - iii. *How did this program take the library to the next level in terms of school and community collaboration, programming and student impact?*

### **3. Upload Supporting Materials**

- a. Upload Letters of Support  
*Upload letters of support for your application. Limit four letters of support, including one from a district administrator and one from a community organization.*
- b. Upload Attachments  
*Provide up to five artifacts of the program. Artifacts must be from programs hosted in the 2019 – 2020 school year or a series of programs. Artifacts may include, but are not limited to:*
  - i. Photographs
  - ii. PowerPoint slides
  - iii. Posters
  - iv. Newsletter articles
  - v. Program flyers
  - vi. Examples of student-produced work
- c. Provide Video URLs (OPTIONAL)  
*Provide links to online videos (on YouTube, Vimeo, etc.) about your program.*

#### 4. Certification

An application for the Sara Jaffarian Award is an application for an award from the ALA. ALA is required by law to ask applicants to identify for each application a certifying official who is authorized to submit applications on behalf of the organization.

A certifying official can be an administrator or principal of your school, a school district official or another school official responsible for administering grants and awards at your school or district.

To complete this section, you must enter all of the information that is requested.

- a. Certifying Official Name
- b. Certifying Official Title
- c. Certifying Official Organization
- d. Certifying Official Email address
- e. Certifying Official Phone number

#### 5. Submit Your Application

Once you have completed all parts of your application, you may submit it at any time by selecting the Submit button. All applications must be submitted by **11:59 p.m. CST on May 4, 2020**. Applications submitted after that time will be considered ineligible.

Note that once you have submitted your application, you can no longer alter it. The application will then be submitted for review.

You will receive an e-mail confirming submission of your application. Print and keep this email for your records.