

Policy No: C-1

Subject: Policy and Procedure for Creation/Dissolution of Award, Grant or Scholarship

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Effective Date: June 27, 2015

Revision Date(s):

Review Date(s):

Review Responsibility: Bylaws Committee

Policy Statement:

The American Association of School Librarians, as a division of the American Library Association, must follow the ALA guidelines for establishing a new award.

Focus:

AASL Board of Directors, Awards Committee, Members, Headquarters

Definitions:

Awards: ALA defines awards to include grants, recognition, scholarships, and conference sponsorship.

Administrative Fee: fee paid by sponsor to cover the administrative support to offer award. The administrative fee covers the following and should be 20% of the award amount not to exceed \$1,000.

1. costs of preparation, printing, and distribution of award criteria and nomination forms
2. costs for preparing appropriate citations and/or plaques
3. publicity and promotion of the award
4. expenses for the award presentation ceremonies

Purpose:

To define the guidelines for establishing a new award.

Procedure: Please note AASL must follow ALA policies as listed below

1. Ten copies of the award proposal must be submitted to the ALA Awards Committee Staff Liaison or Chair one month prior to the committee's regular meeting, which is at least six months prior to the anticipated date of advertisement.

2. The ALA Awards Committee shall consider each proposal at a regular meeting. **It is useful for a representative of the ALA unit most closely concerned with the proposal to attend this meeting to answer questions and to hear the advice of the committee.**

3. An award proposal should include:

- a) Name of award
- b) Definition, purpose, and criteria: Specify the person(s) or group(s) eligible to receive the award, the purpose(s) for which the award will be given, and a brief outline of the criteria to be followed in selecting a winner.

- c) Number and frequency of award: Designate the number of possible recipients at any one time and the frequency with which the award is to be presented. State that if a suitable candidate is not found, the award will not be presented that year.
 - d) Selection of jury to administer the award: Indicate the person who appoints the committee to administer the award; what, if any, particular group or groups from which the juries will be chosen; the number of jury members and any special qualifications needed by the jury members.
 - e) Deadline for nomination of candidates: Specify the date nominations are due and the form that nominations will take (e.g., a statement of outstanding contributions, etc.). The dates of the ALA Midwinter Meeting affect the date nominations are due. Unless otherwise specified the deadline for nominations should be December 1.
 - f) Screening of candidates and recommendations: Indicate the process to be used in determining the award recipient.
 - g) Presentation of the award: Specify dates for the announcement and presentation of the award. ALA awards should be designated for presentation at an appropriate meeting (e.g., Inaugural Banquet, at the Annual Conference).
 - h) Form and/or type of award: Designate the form and/or type of award to be given. (e.g., cash, citation, medal, etc.)
 - i) Donor: Specify the individual, group, institution, etc. who will provide funds for both any cash award to be given and the administrative expenses incurred.
 - j) Contact person: name, address, and telephone number, fax or email.
4. Any AASL award that becomes unfunded will remain inactive.
5. An award may be dissolved through a majority vote of the AASL Board of Directors.