Policy No: H-6

Subject: Affiliate of the Year Award

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| Effective Date: 6/23/17 |
| Revision Date(s): |
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| Review Responsibility: AASL Board of Directors; Affiliate Assembly |

**Policy Statement:**
The AASL Affiliate of the Year Award recognizes the AASL Affiliate most active and dynamic in achieving the goals of AASL at the state and local level. AASL established this award to acknowledge the important contributions made by AASL Affiliates and encourage affiliates to take pride in their accomplishments. Through this recognition, AASL encourages educational growth, increased involvement at the national level and community, and legislative involvement.

**Focus:**
- **Primary:** AASL Affiliated Organizations
- **Secondary:** AASL Board of Directors, AASL Members

**Purpose:**
To outline the process for submission and selection of the AASL Affiliate of the Year Award recipient.

**Procedure:**
1. **Eligibility Requirements:**
   a. The AASL Affiliate must be affiliated and in good standing for a minimum of two years.
   b. The AASL Affiliate must have not received this award for at least five years.

2. **Performance Criteria:**
   a. In order to be considered for this award, an affiliate should:
      2.a.i. Be involved in community, education, and legislative efforts for a stronger voice for school librarians and the profession.
      2.a.ii. Be involved in Affiliate Assembly activities, provide representation at ALA Midwinter and Annual meetings, and participate in the concerns and commendations process.
      2.a.iii. Promote School Library Month and other AASL events to affiliate members.
      2.a.iv. Have a regular communication channel for affiliate activities.
      2.a.v. Provide a number of continuing education opportunities to meet the needs within the affiliate membership and to build the school librarian professional community.
      2.a.vi. Develop leadership through affiliate governance and volunteer opportunities.
      2.a.vii. Include a percentage of AASL members.
      2.a.viii. Provide evidence about promoting ALA/AASL election participation.
      2.a.ix. Provide evidence an Affiliate Assembly representative attended the AASL Virtual Membership Meeting.

3. **Guidelines for Award Application Completion:**
   a. An award application must be filled out completely and include the following documents:
      3.a.i. A report of the affiliate governance activities.
3.a.ii. A copy of the annual summary report of continuing education hours offered by the affiliate for the previous year.
3.a.iii. A recent copy of the affiliate newsletter/communications.
3.a.iv. An essay in 300 words or less explaining why the affiliate should be considered “outstanding” by AASL.

4. Award Benefits:
   a. Awards benefits will include:
      4.a.i. Recognition during the ALA Annual Conference and AASL National Conference.
      4.a.ii. A banner featuring the affiliate.
      4.a.iii. A $1,000 stipend.
      4.a.iv. Ribbons at the ALA Annual/AASL National Conference for all affiliate members in attendance.
      4.a.v. An announcement in AASL’s Knowledge Quest and KQ Express

5. One award will be given annually. The committee may choose to not select a recipient for the award during any given year.
6. Applications for the Affiliate of the Year Award will be due February 1 of each year.
7. The Awards subcommittee will:
   a. Judge applicants utilizing a standardized scoring rubric.
   b. Vote on nominee(s) prior to April 1 of each year.
8. The chair of the Awards subcommittee, in coordination with the board and staff liaisons, will announce the winner in the form of an information report at the spring executive committee meeting.
9. The recipient will be sent a congratulatory letter from the awards committee chair and AASL President.
10. All applicants that were not successful in receiving the award will be sent a notification letter from the awards committee chair and AASL President.