



SUNFLOWER MERIT AWARD

FORMS

PROCEDURES

ADDRESSES

KRA SUNFLOWER MERIT AWARD PROGRAM – 2015-2016

Purpose: Recognize local councils for their activities in promoting literacy. Seven required items, and seven of twenty-five optional items, need to be completed to meet the criteria for this award.

One hundred dollars (\$100) awarded to each council meeting the criteria.

Council Name: Local Councils use this form to keep record of items submitted.

All items require proper documentation.

Send to: Victoria Seeger vseeger@kansasread.org
1519 SW Webster
Topeka, KS 66503

Due by date indicated on this form

REQUIRED ITEMS (ALL items are required)

Instructions on following pages	Due Date
Activity or event to promote membership	July 2017
Council Officers Report Form (2017)	June 15, 2017
All Local Council Officers must be members of KRA and ILA	June 30, 2017
One local officer attend Summer Leadership	July 2017
Present Treasurer's books for audit at Summer Leadership	July 2017
Calendar of Council Programs/Events	September 15, 2016
2015 Summer Leadership RSVP by date requested in mailing	

OPTIONAL ITEMS (Complete any **SEVEN** of the following.)

Instructions on following pages	Due Date
Local council rep. at State Conference Delegates Assembly	October 2016
Council display at Summer Leadership	Summer Leadership 2016
Building representative plan	November 1, 2016
Apply for Exemplary Reading Award	November 15, 2016
Submit application for a new or previous Local Council Grant	June 15, 2017
Community service project	Summer Leadership 2017
Local council newsletter created and distributed	Summer Leadership 2017
Membership increase of 10%	Summer Leadership 2017

Purchasing or selling KRA promotional materials	Summer Leadership 2017
Sponsor a legislative event	Summer Leadership 2017
Submit NEW speakers for the KRA Speakers Bulletin	Summer Leadership 2017
KRA Nomination names	April 15, 2017
Manuscript submitted for KRA Research Award	June 15, 2017
Submit nominee for Outstanding Educator Award	June 15, 2017
Submit nominee for Literacy Award	June 15, 2017
Council Project for NIE Week	Summer Leadership 2017
Council Project for Parents & Reading	Summer Leadership 2017
Develops a multimedia presentation to promote literacy	Summer Leadership 2017
KRA Executive Board Member visits council	Summer Leadership 2017
Local Council member serving KRA as Executive Board Member, State Committee Chair	Summer Leadership 2017
Hosting the KRA State Conference	Summer Leadership 2017
Participate in an International Project	Summer Leadership 2017
Sponsor a minimum of 5 new members (Mentor a Member)	Summer Leadership 2017
Promote the BMJ or WAW Awards	Summer Leadership 2017

PROPER DOCUMENTATION SHOULD ACCOMPANY ALL ITEMS.
(ie: newsletters, reports, brochures, flyers, newspaper articles, programs, applications, etc.) See next few pages for clarification of proper documentation.

KRA SUNFLOWER MERIT AWARD

July 2016 to July 2017

REQUIRED ITEMS: (These **SEVEN** items are required)

1. Plan an activity or event to promote membership. **Council Procedure:** Send written plan to **KRA Director of Membership, Diana Spriggs. Due: July 2017**
2. Council Officers Report Form to **State Coordinator** by June 15, 2017. **Council Procedure:** Send form to **State Coordinator, Alica Thomas Due: June 15, 2017**
3. **All local council officers** must be members of KRA and ILA. All officers must retain current KRA and ILA membership throughout their term of office. **Council Procedure:** Memberships will be checked by Director of Membership Development and the State Coordinator. **Due: June 30, 2017**
4. At least **one local council officer** in attendance at 2017 Summer Leadership Workshop. **Council Procedure:** Attendance will be taken at Summer Leadership Workshop. **Due: July 2017**
5. Must present Treasurer's records for audit at 2017 Summer Leadership Workshop. **Due: July 2017**
6. Submit calendar of local council programs and events. **Council Procedure:** Send calendar to **2016-2017 KRA President-elect, Victoria Seeger. Due: September 15, 2016**
7. The president of the local council shall see that officers attending Summer Leadership respond to the Summer Leadership mailing RSVP by the date requested. **Council Procedure:** Send RSVP to **2017 President, Victoria Seeger,** by the date specified in the Summer Leadership mailing. **Due: May/June 2017**

OPTIONAL ITEMS: (Complete any **SEVEN** of the following)

1. At least one member of local council in attendance at Delegates Assembly at the State Conference. State officers and committee chairs cannot count as Local Council delegates. **Council Procedure:** Attendance will be taken at Delegates Assembly. **Due: October 2016**
2. Council display board (differs from table display) to Summer Leadership. Council display board features your meetings and activities throughout the year. (Table display is determined by the KRA president's theme and is judged. Winners of table display receive KRA/ILA memberships). **Council Procedure:** Council brings display board showing activities and events from your local council to Summer Leadership. **Due: July 2016**
3. Develop a building representative plan for promotion of membership according to ILA guidelines. **Council Procedure:** Submit plan to **2016 KRA President-elect, Victoria Seeger.** Plan should include a detailed description plus any promotional

flyers developed locally. **Due: November 1, 2016**

4. School with Local Council KRA member(s) will submit an application for the Exemplary Reading Award to ILA. **Council Procedure:** Submit application for **Exemplary Reading Award to ILA** following the guidelines in the ILA Leadership Packet. Local Council will notify **2016 KRA President-elect, Victoria Seeger**, of application. The KRA Exemplary Reading Program Award Committee will verify application upon notification by KRA. **Due: November 15, 2016**
5. Apply for a new or previously funded Local Council Grant Award following guidelines on application form. (Download from kansasread.org) **Council Procedure:** Submit application to **KRA Vice President, Amanda Lickteig**. **Due: June 15, 2017**
6. Plan and implement a community service project* (i.e., Adult Literacy Program, Young Authors Conference, Reading Book Fair, Reading in the Mall, Parents and Reading, etc.) **Council Procedure:** Within 30 days of the project, submit a written summary of project to **KRA President-elect, Victoria Seeger**. Summary must include: event, date, and detailed summary. Pictures may also be included as part of the detailed summary. **Due: Summer Leadership 2017**
7. Design and distribute a local council newsletter. **Council Procedure:** Send newsletter to **2016 KRA President-elect, Victoria Seeger**. **Due: Summer Leadership 2017**
8. KRA membership increase of 10% over previous year as verified by Director of Membership Development. **Council Procedure:** Send written proof to the **Director of Membership Development, Diana Spriggs**, that the council has achieved 10% membership increase. **Due: Summer Leadership 2017**
9. Purchase KRA promotional materials to sell or use as incentives at local council meetings/events. **Council Procedure:** Send a list of items purchased from KRA Promotional Committee that your council sold or used as incentives at your local meetings/events to **2016 KRA President-elect, Victoria Seeger**. KRA Promotional Chair will also submit a list of participating councils to **2016 KRA President-elect, Victoria Seeger**. **Due: Summer Leadership 2017**
10. Sponsor a legislative event. **Council Procedure:** Submit a description or newspaper clipping of the event to **2016 KRA President-elect, Victoria Seeger**. **Due: Summer Leadership 2017**
11. Submit new speakers for the KRA Speakers Bulletin to **State Coordinator Alica Thomas**. **Due: Summer Leadership 2017**
12. Submit at least one name in nomination for an appointment as an Executive Board member, a Standing Committee member or editor or advisor to KRA Publications. **Nomination must have nominee's consent. Council Procedure:** Send name on KRA Committee Nominations Form to **2016 KRA [Past President,**

Dawn Moews] See form in the Committee Section of the Handbook. **Due: April 15, 2017**

13. Member of local council submits a manuscript for KRA Research Award. **Council Procedure:** Manuscript should be submitted to the **Studies and Research Committee Chairperson, Karen Bates**. Manuscript must follow Studies and Research Committee Guidelines. **Due: June 15, 2017**

14. Submit a nominee for Outstanding Educator Award. **Council Procedure:** Send nomination to the **KRA Outstanding Educator Award Committee Chairperson, Janelle Riedy**. Nomination must be submitted in the form requested by the committee. (Download from kansasread.org) **Due: June 15, 2017**

15. Submit a nominee for KRA Literacy Award. **Council Procedure:** Send nomination to **Literacy Award Committee Chairperson, Sonja Ezell**. Nomination must be submitted in the form requested by the Literacy Award Committee. (Download form at www.kansasread.org) **Due: June 15, 2017**

16. Develop a Newspaper in Education Week Project*. **Council Procedure:** Send report of NIE Week project to **2016 KRA President-elect, Victoria Seeger**. **Due: Summer Leadership 2017**

17. Develop a project for Parents and Reading. **Council Procedure:** Send report to **2016 KRA President-elect, Victoria Seeger**. **Due: Summer Leadership 2017**

18. The council will develop a multimedia presentation promoting literacy. **Council Procedure:** Submit presentation to **2016 KRA President-elect, Victoria Seeger**. **Due: Summer Leadership 2017**

19. KRA Executive Board visits local council meeting. **Council Procedure:** Invite a KRA Executive Board member to visit local council meeting. Submit a signed letter from the Executive Board member giving date, time, and summary of meeting. (see #5, Travel under KRA Procedures) Submit to **2016 KRA President-elect, Victoria Seeger**. **Due: Summer Leadership 2017**

20. Local Council member serving KRA as Executive Board Member, State Committee Chair. **Council Procedure:** Submit person's name and KRA office to **2016 KRA President-elect, Victoria Seeger**. **Due: Summer Leadership 2017**

21. Host KRA State Conference.* **Council Procedure:** Send copy of registration form to **2016 KRA President-elect, Victoria Seeger** **Due: Year Conference Hosted, Summer Leadership 2017**

22. Participate in an International Project. Suggested projects include the current KRA international project and/or an approved ILA International project. **Council Procedure:** Submit a summary of the international project your council participated in or supported to **2016 KRA President-elect, Victoria Seeger**. **Due: Summer Leadership 2017**

23. Sponsor a minimum of 5 new members who join KRA through the *Mentor a Member* program. **Council Procedure:** Submit names of new members who join KRA through the *Mentor a Member* program to **2016 KRA President-elect, Victoria Seeger. Due: Summer Leadership 2017**

24. A council sponsored event that promotes the BMJ or WAW Awards.
Council Procedure: Submit a summary, picture, or flyer to **2016 KRA President elect, Victoria Seeger. Due: Summer Leadership 2017**

****If items occur after due date, submit item by due date. State actual date the item will occur. All items must occur by 7/1/17. DOCUMENTATION SHOULD ACCOMPANY ALL ITEMS.***

SEND COMPLETED ITEMS TO:

Victoria Seeger, 2016-2017 President-Elect
3816 Stockade Court
Lawrence KS 66049
785-817-6291
vseeger@kansasread.org

State Coordinator (#7310)

Alica Thomas
1037 Home Circle
Lawrence, KS 66046
785-691-7551
athomas@kansasread.org

Director of Membership (#9517)

Diana Spriggs
1028 Northwest Ave
Junction City, KS 66441
dspriggs@kansasread.org