**Arkansas Reading Association**

nomination for

**AGENCY Literacy Award**

Name of Agency/Organization

Address

Contact Person Phone (\_ ) \_\_\_\_\_\_

Describe the purpose/function of the agency/organization.

Describe contributions of the agency/organization to literacy.

*Attach supporting data* such as publicity, letters of support, etc.

Please include a photograph of the agency.

**Signatures**

Chairperson of Council’s Literacy Committee President of Local Council

Reading Council Reading Council

Address Address

Phone ( ) Phone ( )

**DEADLINE: MUST BE POSTMARKED (OR ELECTRONICALLY SUBMITTED) BY JANUARY 15**

www.arareading.org

Arkansas Reading Association

Agency Literacy Award Rubric

Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Exceeding** | **Sufficient** | **Lacking** |
| **LITERACY PROJECTS:** | The agency has participated in 4 or more Literacy Projects. The agency has contributed to projects involving resources, $ and/or supplies ($1000 or more). The agency has contributed volunteer hours in Literacy Projects (40 hours or more). | The agency has participated in 2-3 Literacy Projects. The agency has contributed to projects involving resources, $ and/or supplies. The agency has contributed volunteer hours in Literacy Projects (20-39). | The agency has participated in 1 Literacy Project. The agency may or may not have contributed to projects involving resources, $ and/or supplies. The agency has contributed volunteer hours in Literacy Projects (less than 20). |
| **IMPACT OF TOTAL LITERACY CONTRIBUTION:** | The agency’s literacy contributions have impacted 100 or more people in the community. | The agency’s literacy contributions have impacted 25-99 people in the community. | The agency’s literacy contributions have impacted 24 or less people in the community. |
| **Submission of Nomination:** | All requested information is submitted completely. 3 or more articles, publicity or letters of support are included.  Proper signatures included and all deadlines have been met. | All requested information is submitted completely. 1-2 articles, publicity or letters of support are included.  Proper signatures included and all deadlines have been met. | Most requested information is submitted completely. Articles, publicity or letters of support may or may not be included.  Most signatures included and deadlines have been met. |