***Arkansas Reading Association***

***Summary of Arkansas Diamond Award Criteria, 2017-2018***

**All documents should be sent by email, whenever possible, to the contact person listed on the chart. Questions should be directed to Kaila Murphy or Jeanne Trawick.**

**Contacts: Dorothy Pollett, President –** **kaila@arareading.org****;**

 **Jeanne Trawick, Coordinator –** **jeanne@arareading.org****;**

 **Krista Underwood, Membership –** **krista@arareading.org**

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|  | Criteria | Contact  | Deadline |
| 1 | Submit **calendar of local council meetings (3 or more)** including dates, speakers, and locations | kaila@arareading.org | Sept. 15, 2016 |
| 2 | Submit **two** local council **committee chair** **names** to ARA President -- one required (Celebrate Literacy) and one optional from Part II of ILA Honor Council Guidelines | kaila@arareading.org | Sept. 15, 2016 |
| 3 | Attendance of **two** local council representatives to at least **one Delegates’ Assembly** meeting (Council Leadership Institute or Annual Conference) | kaila@arareading.org | Nov. 30, 2016 |
| 4 | Submit **council news item** (one to two paragraphs) for ARA e-newsletter  | kaila@arareading.org | Dec. 15, 2016 |
| 5 | Submit at least one nominee for **Celebrate Literacy Award** | Rochelle@arareading.org | Jan. 15, 2017 |
| 6 | Ensure that the local membership chair submits the following:\_\_\_\_ **Regular membership reports** and state dues money (monthly if new members are added); \_\_\_\_ **Target Membership -- Under 30 age group** | Krista@arareading.org | March 1, 2017 |
| 7 | Post one **council news item** about a meeting, event, or activityto **ARA Facebook** page (can be a share from your local council Facebook page).  | Kaila@arareading.org | March 1, 2017 |
| 8 | Submit the list of **local council officers for 2017-18** (must be ILA, ARA, and local council members) and complete the online information to ILA | Jeanne@arareading.org | May 15, 2017 |