***Summary of Arkansas Diamond Award Criteria, 2015-16***

**All documents should be sent by email, whenever possible, to the contact person listed on the chart. Questions should be directed to Melisa Rutherford or Krista Underwood.**

**Contacts: Melisa Rutherford, President –** **melisa@arareading.org****;**

 **Krista Underwood, Coordinator –** **krista@arareading.org****;**

 **Amanda Snow, Membership –** **amanda@arareading.org**

 **Amy Simpson –** **amy@arareading.org**

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| Criteria | Contact  | Deadline |
| Submit **calendar of local council meetings (3 or more)** including dates, speakers, and locations | Melisa@arareading.org | Sept. 15, 2015 |
| Submit **two** local council **committee chair** **names** to ARA President -- one required (Celebrate Literacy) and one optional from Part II of IRA Honor Council Guidelines | Melisa@arareading.org | Sept. 15, 2015 |
| Attendance of **two** local council representatives to at least **one Delegates’ Assembly** meeting (Council Leadership Institute or Annual Conference) | Melisa@arareading.org | Nov. 30, 2015 |
| Submit **council news item** (one to two paragraphs) for ARA e-newsletter  | Melisa@arareading.org | Dec. 15, 2015 |
| Submit at least one nominee for **Celebrate Literacy Award** | amy@arareading.org | Jan. 15, 2016 |
| Ensure that the local membership chair submits the following:\_\_\_\_ **Regular membership reports** and state dues money (monthly if new members are added)\_\_\_\_ **Target Membership -- Homeschoolers** | amanda@arareading.org | March 1, 2016 |
| Post one **council news item** about a meeting, event, or activityto **ARA Facebook** page (can be a share from your local council Facebook page).  | Melisa@arareading.org | March 1, 2016 |
| Submit the list of **local council officers for 2016-17** (must be IRA, ARA, and local council members) and complete the online information to IRA | krista@arareading.org | May 15, 2016 |