

# *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](mailto:kaila@arareading.org);  
 Jeanne Trawick, Coordinator - [jeanne@arareading.org](mailto:jeanne@arareading.org);  
 Krista Underwood, Membership - [krista@arareading.org](mailto:krista@arareading.org)

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