

2.7. ELEANOR W. SIMMONS MEMORIAL GRANT

2.7.1. TERM: One year (appointed by President)

2.7.2. PURPOSE: The purpose of the Eleanor W. Simmons Memorial Grant is to encourage participation in the field of library science.

2.7.3. COMPOSITION: The chairperson will seek a representative from each of the seven regions.

2.7.3.1. Persons serving on any award committee may not nominate or be nominated for that award. If either occurs, that person will resign from that committee.

2.7.4. DUTIES:

2.7.4.1. The committee will select two applications that have the most merit.

2.7.4.2. The recipients will be announced at the KLA/KSMA joint conference

2.7.4.2.1. The chair will submit a voucher to the Treasurer for a check prior to the joint conference.

2.7.4.3. Following the announcement of the recipients, the chairperson should inform the publications chairperson of the name of the recipient for publication in the KSMA NEWSLETTER.

2.7.4.3.1. The chair will inform the Handbook Chair and the Educational Organization Liaison of the recipient's name

2.7.4.4. The chairperson should encourage applications for the memorial grant monies in the KSMA NEWSLETTER, ED NEWS, and other appropriate publications.

2.7.4.5. District presidents should be asked to promote applications from their membership.

2.7.4.6. Kentucky' s library training programs should be made aware of the purpose of the memorial grant and asked to inform students of application procedure.

2.7.4.7. If the committee considers no applications received to be acceptable, the award(s) may not be given in a particular year.

2.7.4.8. Chairperson will turn in committee folder and Policy Handbook to the President at the last meeting.

2.7.4.9. Chairperson will turn in a written report, in triplicate, at the last meeting, to the Board of Directors.

2.7.5. ELIGIBILITY:

2.7.5.1. Applications will be taken from individuals who are involved with a Kentucky school library.

2.7.5.2. Individuals who desire professional training in the area of school librarianship may apply. This training may be in the form of college credit or continuing education credits (i.e. workshops or conferences).

2.7.5.3. School librarians or student organizations (i.e. SLAK) who desire to institute a pilot program within their library may apply.

2.7.6. AMOUNT OF GRANT: The amount of the grants shall be up to \$500.00 each, per KSMA year.

2.7.7. CONDITIONS: The recipients of the grants will present an explanation of the grant project or a summary of the workshop or conference at the next appropriate KSMA meeting.

2.7.8. APPLICATIONS:

2.7.8.1. Applications and two letters of recommendation should be sent to the chairperson of the Eleanor W. Simmons Memorial Grant by June 1.

2.7.8.2. Application forms are located on the KSMA web site by clicking on Simmons.

2.7.9. EXPENSES:

2.7.9.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.

2.7.9.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.

2.7.9.2.1. If grant recipients are not members of KSMA, the association will pay for two meal function tickets and mileage expenses (at KSMA' s current rate) for the conference at which the grant is awarded.

2.7.9.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA meeting. This will enable the treasurer to pay all bills and prepare the books for audit.

2.7.9.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.

2.7.9.3.2. Invoices/receipts should be submitted as soon as possible.

2.7.9.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the rate of KLA mileage rate per car for meetings not held in conjunction with conferences or regular annual meetings such as the fall KLA/KSMA joint conference. If the meeting is held 100 or more miles from a member' s home, \$50.00 per night lodging expense is allowed.

Revised May 2002