

## **2.22. KENTUCKY SCHOOL MEDIA ASSOCIATION'S AWARD OF MERIT**

**2.22.1. TERM:** One year (appointed by the President)

### **2.22.2. PURPOSE:**

2.22.2.1. To honor those who through individual leadership have advocated effective school library media services in meaningful educational programs

2.22.2.2. To recognize the responsible and influential role of those other than the local school building administrator in developing successful school library media programs.

2.22.2.3. To stimulate planning, implementing, and support of the school library services essential to a meaningful educational program

**2.22.3. COMPOSITION:** The committee shall be composed of three (3) KSMA members, each from a different KSMA region (or district), and one (1) member currently serving at school district level (if available). Total membership of the committee is five (5).

2.22.3.1. 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.

### **2.22.4. DUTIES:**

2.22.4.1. To notify the recipient two to four weeks in advance of the award presentation

2.22.4.2. To notify the Handbook Chair and the Educational Organization Liaison of the winner

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

2.22.4.4. To recognize the recipient at the KSMA meal function during the annual fall conference

2.22.4.5. To pass all nominations to the next year's committee for 1 year

2.22.4.6. To prepare an annual written report, in triplicate, for the last meeting of the Board of Directors

### **2.22.5. ELIGIBILITY:**

2.22.5.1. Those eligible for nomination include state, county, or district school superintendents currently in administrative office and directly responsible for a school or group of schools at any level.

2.22.5.2. Other eligible personnel include assistant superintendents, directors or curriculum/instruction, school supervisors, state education department personnel, teachers, parents, school board members, supportive citizens and organizations.

### **2.22.6. GUIDELINES:**

2.22.6.1. KSMA members may make nominations any time after the application form appears in the KSMA NEWSLETTER.

2.22.6.2. The recipient will receive a \$75.00 honorarium, two meal function tickets, and mileage (at KSMA's current rate) from KSMA.

2.22.6.3. One (1) to three (3) supporting letters of reference stating the nominee's outstanding and sustained contribution toward furthering the role of the library and its development in education must be submitted.

2.22.6.3.1. The reference must substantiate that the nominee is an advocate for library media programs, and that this individual's philosophy supports the central role of library media professionals in developing effective school library media programs.

2.22.6.4. School system description and facts must be submitted:

2.22.6.4.1. Number of schools in the system

2.22.6.4.2. School(s) enrollment

2.22.6.4.3. Number of volumes in school(s) library/libraries

2.22.6.4.4. Average per pupil operational cost per year

2.22.6.4.5. Average per pupil expenditures for library materials per year (excluding equipment)

2.22.6.4.5.1. Local funds

2.22.6.4.5.2. Federal funds (specify)

2.22.6.5. Submitted nominations that are not chosen as the recipient will be automatically re-submitted for the next year only.

### **2.22.7. NOMINATIONS:**

2.22.7.1. Nominations must be made by completing the applications form for "The Kentucky School Media Association's Award of Merit" printed in the KSMA NEWSLETTER or located on the KSMA website. <http://www.kysma.org>

2.22.7.2. Final submissions for this award must be mailed to the chair of this committee by June 1.

### **2.22.8. EXPENSES:**

- 2.22.8.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.
- 2.22.8.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.
- 2.22.8.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA/KSMA joint conference. This will enable the treasurer to pay all bills and prepare the books for audit.
  - 2.22.8.3.1. 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.
  - 2.22.8.3.2. Invoices/receipts should be submitted as soon as possible.
  - 2.22.8.3.3. The committee chair is responsible for turning in voucher for the award recipient' s expenses of mileage, lodging, and meal function.
- 2.22.8.4. 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 the member' s home, \$50.00 per night lodging expense is allowed.