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ALSC Roadshow Request Criteria
Approved by the ALSC Membership Committee at the 2017 ALA Midwinter Meeting

Introduction

The ALSC Roadshow Program is a membership benefit only for ALSC members. Through the program, ALSC members can request materials or funds to represent ALSC at a state or local conference. The following document is guide to the Membership Committee's administration of this program.

For more information, please see the ALSC Roadshow Request Form.

Definitions

There are two types of request:

1. Materials-only
    - Any request that does not require reimbursement of funds
    - Materials-only request do not require Membership Committee approval

2. Reimbursement of funds
    - Any requests that requires reimbursement must be received at least four weeks before the event date
    - All funds that require reimbursement will be reviewed and voted on by the ALSC Membership Committee
    - Approved reimbursement of funds requests can also include mailed materials

Criteria

Question	Criteria
Are you a personal member of ALSC?	Must be a current personal member of ALSC.

If yes, what year did you first join ALSC?	Must have been an ALSC member for at least one calendar year.
Please help us get to know you better by describing your past experiences with ALSC.	Committee will make its decision based on the following ALSC activities: • Committee experience • Attended previous conferences (i.e. Midwinter, Annual, Institute) • ALSC professional development (i.e. webinars, online courses)
If you are hosting an event, please describe your plans for promotion and boosting awareness of your event.	For a booth: • Must demonstrate a plan for display and distribution of ALSC materials. • Must demonstrate a plan for proper booth staffing. • Must demonstrate a plan for booth schedule and availability. For a program/presentation: • Must demonstrate that ALSC or ALSC initiative will feature prominently in the program/presentation. • Must demonstrate a plan for display and distribution of ALSC materials.
Describe what you hope to achieve at this event or conference.	Description should include a desire to promote ALSC membership or promote a specific aspect of membership (i.e. awards, programs, initiatives)

Voting

The following is an explanation of procedures used by the ALSC Committee Membership in voting:

- Only reimbursement of funds requests require voting
- Before voting takes place, Membership Committee members will have at least one week to review the request and ask questions
- Voting will take place in the Membership Committee space in ALA Connect
- Membership Committee members should use the criteria above to help them make their decision
- Voting will last for at least one week
- All requests require a quorum of the half the number of the full committee
- Votes can be cast as either "yes" or "no"
- A request with a simple majority of "yes" votes will pass

Reimbursement

Once passed, requests for reimbursement of funds will be processed by the ALSC Office. The following is an explanation of procedures used by the ALSC Office in processing requests:

- Approved requestors will be notified as soon as possible
- Requestors should forward a copy of their receipt or invoice to the ALSC Office:
    - ALSC/ALA, attn: ALSC Roadshow, 50 E. Huron St. Chicago, IL 60611 or alsc@ala.org
- Requestors should also work with the ALSC Office to obtain the necessary mailed materials (i.e. fliers, brochures, display signs) for their event
- All requests will be processed *after* the actual date of the event
- Please allow for up to two to four weeks of processing after the actual date of the event

Required Follow Up

Any approved request that involved reimbursement of funds is required to perform the following functions:

1. Write a blog post for the ALSC Blog about their experiences
    - Blog posts should be between 250-500 words and include images
    - Blog posts can be submitted to ALSC Blog Manager, Mary Voors, alscblog@gmail.com

2. Fill out a Post-Event Review Form