

Committee Planning Report

NOTE: ** = Required Field

****Type of report being submitted:** Committee Planning Report

****Date:** August 31, 2007

****Committee Name:** Marshall Cavendish Award Committee

****Supervising Board Member:** Anne Robert

****Chair, Co-Chairs, Assistant Chairs:** Linda Shippert

****Committee members:** Laura Carscaddon, Inger Kruger, Jenny Oleen, Amanda Piegza, Corrine Syster, Kristin Whitehair, Merideth Willett

****Committee Charge:** Marshall Cavendish gives NMRT several tickets to the Newbery-Caldecott-Wilder banquet at the annual conference. The committee advertises the contest, requests brief essays from the applicants, reads the essays, and awards the tickets.

****2005 - 2006 Project Description / Goals:** Publicize availability of award, solicit applications from qualified individuals, and select and notify recipients as well as those not selected.

****Specific Objectives (numbers, tangible end-products):** Add committee information to NMRT Handbook, set up a web page for the Committee, improve publicity to increase number of applicants.

Financial Report Section:

Your budget appropriation (see budget)	a. \$0
Amount which you have spent so far this year	b. \$0
Your estimated additional expenses this year	c. \$0
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. \$0
Difference between budgeted amount and total expenses from above (a-d)	e. \$0

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here: Tickets to the Newbery-Caldecott-Wilder banquet at the annual conference, provided by Marshall Cavendish. Donation is worth \$255 (3 tickets at \$85 each).

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?) None

h. Vendor support received: (From the above list, what if any, has been received?) None

Specific Needs/Support (non-financial): (For the categories below, please include approximate date service needed)

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc): We will need the Web Committee to update the Handbook page and assist with creation of a webpage for the Committee.

b. On-site conference volunteers: (include estimated numbers needed and brief job description)
n/a

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.): News releases to Footnotes; posting to NMRT and other listservs soliciting applications; announcement of winners submitted to Footnotes, NMRT listserv, and Committee web site.

****Report submitted by:** Linda Shippert

****Email address:** lshippert@wsu.edu