

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** 8/20/09

****Committee Name:** 3M/NMRT Professional Development Grant Committee

****Supervising Board Member:** Amy Harmon

****Chair, Co-Chairs, Assistant Chairs:** Anne Robert, chair

****Committee members:** Haiyun Cao, Susan Jennings, Linda Wen, Erika Kwasnik

****Committee Charge:** Choose three recipients for the 3M/NMRT Professional Development Grant

****Project Description / Goals:** 3M Library Systems supports new librarians by funding the cost of attending an ALA Annual Conference. 3M provides funding to cover the cost of registration fees, transportation, lodging, and some incidental expenses for recipients to attend the ALA Annual Conference. Almost 100 NMRT members have benefited from the 3M/NMRT Professional Development Grant since its inception in 1975. The Committee's work involves publicizing the grants, soliciting applications from qualified individuals, reviewing applications, selecting recipients, and notifying recipients, as well as those not selected. The Committee prepares the application for the following year, in consultation with the new chair, if he/she has been appointed. The Committee also coordinates conference attendance and responsibilities of award recipients with the 3M liaison.

****Specific Objectives (numbers, tangible end-products):**

1. Update grant information on the NMRT website and online application form through the Web Committee.
2. Update Handbook entry on NMRT wiki.
3. Advertise the grant on discussion lists and in library publications at all levels—state, regional, and national.
4. Maintain contact with the 3M liaison, and keep him/her informed of committee progress.
5. Select three recipients at a closed meeting online through ALA Connect in January. (not meeting at Midwinter)
6. Notify recipients and individuals not selected as soon as possible after Midwinter.
7. Ensure recipients meet eligibility requirements.
8. Work with recipients and the 3M liaison to schedule the activities of the recipients at ALA annual.
9. Present grant to recipients at 3M/NMRT social in Washington, D.C.

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:

Grant is provided by 3M.

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

N/A

h. Vendor support received: (From the above list, what if any, has been received?)

N/A

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 be requesting simple, periodic updates to our web page.

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.):

The committee posts heavily to other discussion lists.

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