

## **Committee Planning Report**

NOTE: \*\* = Required Field

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

**\*\*Date:** September 13, 2011

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

**\*\*Supervising Board Member:** Megan Hodge, mlhodge@gmail.com

**\*\*Chair, Co-Chairs, Assistant Chairs:** Emily Prather-Rodgers, eapratherrodgers@noctrl.edu

**\*\*Committee members:** Charlene Hsu Gross, Jennifer Peterson, Laura Manley, Maureen Cropper, Shana Harrington

**\*\*Committee Charge:** Choose recipients of the Marshall Cavendish Award, provide tickets to attend the Newbery/Caldecott banquet at the Annual conference.

**\*\*Project Description / Goals:** See Committee Charge

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

- Work with the NMRT Board to change the name of the committee due to changes in the funding structure
- Proofread the committee's web page and work with the web committee to update information
- Advertise the award/solicit applications on appropriate listservs and in NMRT publications (March-May)
- Review applications and choose 2-3 winners (final number to be determined at the October Executive Board Meeting) via e-mail or ALA Connect chat (May)
- Notify the award winners and those were were not selected and announce winners on appropriate listservs and publications (May/June)

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. 255
<b>Amount which you have spent so far this year</b>	b. 0
<b>Your estimated additional expenses this year</b>	c. 255
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d.255
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. 0

**f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:** No vendor support is anticipated

**g. Vendor support requested:** (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?) The committee has not requested any vendor support.

**h. Vendor support received:** (From the above list, what if any, has been received?) The committee has not received support from any vendors.

**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):**

The committee will work with the Web Committee by early October to update the web page and the form for submitting applications.

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

The committee does not plan to meet face-to-face at either Midwinter or Annual Conference. No on-site volunteers will be needed.

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):**

The committee plans to announce the availability of the award on the NMRT discussion list and other appropriate lists to which the members subscribe, on the committee's web site, and through a press release to Footnotes. Committee members will be encouraged to recommend additional locations for posting the announcement.

**\*\*Report submitted by:** Emily Prather-Rodgers

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