Committee Planning Report
NOTE: ** = Required Field

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

**Date:** 9/12/2011

**Committee Name:** Student Chapter of the Year Award Committee

**Supervising Board Member:** Cory Lampert

**Chair, Co-Chairs, Assistant Chairs:** Michelle Chronister

**Committee members:**
Cheryl Cyr
Erica Stiner
Ginger Williams
Michelle Demeter
Paula Maez
Stephanie Eames
Tahirah Akbar-Williams
Tina Chan

**Committee Charge:**
Choose a recipient and runner-up of the Student Chapter of the Year Award (SCOTYA).

**Project Description / Goals:**
- Review nomination criteria and nomination form for relevance.
- Publish nomination form and publicize award.
- Review nominations and select winner.

**Specific Objectives (numbers, tangible end-products):**
- Review nomination criteria and nomination form for relevance by end of September or beginning of October.
- Publish nominations form in October/November and publicize award.
- Accept nominations until end of February.
- Review nominations and select winner by end of March.
- Distribute awards at Annual in June.

Financial Report Section:

| Your budget appropriation (see budget) | a. $1,250 |
f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:
NA

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

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

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):

Update committee page – September
Update current winners page – September
Update past winners page - September
Update link to nomination form or explore methods of accepting nominations, such as a web form – October/November
Update current and past winner pages - March

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

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

- Post to NMRT discussion list and student chapter discussion list.
- Publicize on relevant ALA Connect groups.
- Publish an article in Footnotes when nomination form is available.
- Issue press release when winners are selected.

**Report submitted by:** Michelle Chronister

**Email address:** michelle.chronister@gmail.com