

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
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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. \$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

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