

Committee Planning Report

NOTE: ** = Required Field

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

****Date:**

09/08/2008

****Committee Name:**

Shirley Olofson Memorial Award

****Supervising Board Member:**

Anne Robert

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

Sara Holder

****Committee members:**

Janel White

Jodie Borgerding

Melissa Ball

Zao Liu

****Committee Charge:**

Our committee selects the winner of the Shirley Olofson Memorial Award, which is intended to help defray costs to attend the ALA Annual Conference.

****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):**

Select application deadline, update committee web page, solicit applications, develop rubric for rating applicants, review applications, choose winner and runner-up, notify all 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:

g. Vendor support requested: None

h. Vendor support 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):

Updates to existing web pages (committee page, online application).

b. On-site conference volunteers: None

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:** Sara Holder

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