

Committee Planning Report

Type of report being submitted: Committee Planning Report

Date: September 7, 2011

Committee Name: Shirley Olofson Memorial Award Committee

Supervising Board Member:

Megan Hodge, NMRT Leadership Development Director

Chair, Co-Chairs, Assistant Chairs:

Holly Cole Okuhara, Chair

Committee members:

Natalie Clewell

Holly Gerber

Christy Rickey Meister

Angiah Davis

Committee Charge:

Choose recipient of the Shirley Olofson Memorial Award.

Project Description / Goals:

See "Committee Charge"

Specific Objectives (numbers, tangible end-products):

1. Solicitation of applications for award
2. Gathering of applications
3. Application review and scoring
4. Selection of recipient
5. Notification of recipient and those not selected
6. Conferring of the award
7. Press release
8. Changes to "Current/Past Winners" webpage
9. Review of Procedures/process with committee

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

Please note: Awards/scholarship money will be provided by alternative funding to the recipient in the form of a check once the recipient agrees to accept the award. The chair will work with the NMRT Treasurer to have a check sent in February 2012.

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here: N/A

g. Vendor support requested: N/A

h. Vendor support received: N/A

Specific Needs/Support (non-financial):

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):

Changes to award application page (beginning of September)

Access to submitted application (December 13th)

Update of "Current/past Winners" page (June/Annual Conference)

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.):

Official press release posted to webpage (February)

Report submitted by: Holly Cole Okuhara

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