

Literacy Association of Tennessee Walter Helm's Service Award Application

Deadline for Submission: November 2, 2018

The Literacy Association of Tennessee presents the opportunity for nominations for the LAT Walter Helm's Service Award. The nomination may be made by any Chapter or Board of Directors Member for an individual who has contributed greatly to LAT on the state level. Each chapter may establish its own procedure for selecting the person who they believe deserves this recognition at the State Level. The nomination of a chapter should reflect the consensus of opinion of the entire chapter.

Criteria

- The person to be considered for this award shall have contributed greatly to LAT on the state level.
- The nominee should be a current member of a local chapter as well as LAT and ILA, and have been active for a minimum of three years. (**Non-membership automatically disqualifies nominee.**)
- The nominee should demonstrate participate in Local Chapter and LAT activities.

Procedure

Please complete the following information according to the directions provided. Extra materials will not be considered (i.e. photos, newspaper clippings).

Cover Sheet.

Please include: **Nomination for LAT Helm's Service Award**

LAT Local Chapter

Nominee Information (only on cover sheet)

Name
Address and Telephone
Email

Chapter Chair's Information

Name
Email
Telephone

Letter of Support.

Please label all sections, use Cambria (or similar style) – size 11-12, for a total of 1-2 pages. **Do not mention the nominee by name** to allow impartial readings.

- The letter from the Chapter Chair or Board Member should *clearly substantiate* the determining factors in the selection of the chapter's nomination. Service efforts and accomplishments should be listed at the local, state, and ILA/IRA levels (as applicable).

- A reminder that while extra materials will not be considered, check that the letter of support and the nominee's official entry form include such projects and accomplishments.

Nominee Form.

Please specify participation and contributions, including dates when appropriate. **Do not mention the nominee by name** to allow impartial readings. Suggested outline:

Local Chapter and State Level

- Years of membership
- Offices and committee chair positions held
- Attendance and participation at state conferences/meetings/activities
- Contributions to publications

National Level (IRA/ILA)

- Number of years as a member
- Attendance and participation at conferences/meetings/activities
- Presentations and publications at the national level

Professional Information

- Educational background/recognition/awards
- Length of service in the educational field
- Membership and participation in other organizations (professional/educational)

Any Additional Information provided by nominee

The committee cannot consider any applications submitted after November 2, 2018.

Please email all documentation together to

Jill Barnett, Awards Chair

jill.barnett@bcos.org

Subject line: LAT Walter Helm's Service Award