**NMRT Awards Committee**

**Committee Charge**

Choose winners for three awards

* one recipient for the NMRT Professional Development Grant for a $1000 award
* one recipient for the Shirley Olofson Memorial Award, which is intended to help defray costs to attend the ALA Annual Conference for typically $1000
* two recipients for Annual Conference Professional Development Attendance Award and provide each winner with one ticket to the event of their choice ($100 value or less) at the Annual conference.

**History of the Committee**

The NMRT Professional Development Grant was formerly the 3M/NMRT Professional Development Grant. 3M Library Systems supported new librarians by funding the cost of attending an ALA Annual Conference for three grant winners. In 2012, 3M pulled funding for this award, and the NMRT Executive Board voted to support the award as long as possible using existing funding, and to begin to seek out alternate funding in order to support the award indefinitely. The award was changed to support only one winner, and instead of volunteering time for the 3M booth, the winner will volunteer to work as a greeter for the NMRT Orientation or resume reviewer for NMRT.

The Shirley Olofson Memorial Award was formed after the death of Shirley Olofson who was NMRT President for 1971/72 and died during her term of office. The NMRT Executive Board decided to authorize the establishment of an award to honor her memory. The award(s) are given to current or potential NMRT members who have attended no more than five American Library Association Annual Conferences. Initially supported through donations, the award is now funded through an NMRT budget allotment. The amount of the award and number of awards given has varied through the years.

The Marshall Cavendish Award Committee/The NMRT Professional Development Attendance Award was formed in 2006 upon the dissolution of the Exhibitor Contact and Relations Committee, which had managed the award in the past. In 2011, the committee’s name and charge were changed to its current name to reflect changes to the funding structure for the award.

**Major Responsibilities**

* Make necessary changes to online application so that all awards are through one application (with assistance of NMRT Information and Content web liaison) and Google Forms.
* Review applications and select recipients based on awards’ criteria. For the Professional Development Grant and Shirley Olofson Award, a runner up should be chosen, but not announced unless the winner is unable to attend ALA Annual Conference.
* Notify recipient and those not selected. Announce recipients through officlal NMRT channels.
* Coordinate conference attendance, award transfer, and responsibilities of award recipient with NMRT Resume Review coordinator or Orientation Committee Chair (for Professional Development Grant recipient)
* Present award during NMRT's Award Reception at the ALA Annual Conference (working with the Annual Social Committee);
* Transfer necessary committee materials to the new chair and update the application and handbook entry, as needed, once a new chair has been appointed.
* Make changes to Current/Past Winners web page (with assistance of NMRT Information and Content web liaison).
* Current NMRT Executive Board Members are not eligible for the award for Professional Development Grant and Professional Development Attendance Award.
* One must be a current NMRT member to be eligible to apply for all awards.

**Procedures Used to Accomplish Major Responsibilities**

* Regularly review applicant criteria for relevance.
* Use library publications on local, state, regional, and national levels to solicit applications.
* Publicize award in NMRT Notes Blog, as well as NMRT ALA Connect, and other appropriate electronic mailing lists.
* Communications with the NMRT Secretary, NMRT Student and Student Outreach Committee Chair, and NMRT Information and Content web liaison for promotions.
* Hold meeting select recipients and a back-up, meet online (through ALA Connect), or use a hybrid of the two as decided by the chair.
* Verify NMRT/ALA membership status
* With assistance of ALA Staff Liaison, send award agreement to recipients.
* With assistance of ALA Staff Liaison and Treasurer, arrange for check.
* Maintain communication with committee members, award recipient, NMRT Leadership Director, NMRT President, and NMRT Vice-President.
* The Award Committee acts as the jury, evaluating application responses/essays.

**Committee Composition and Term(s) of Office**

One chair with seven to ten members. Members and chair serve for one year, from Annual to Annual.

**Reports to**

NMRT Leadership Director

**Contact people for Accomplishing Committee Objectives**

* NMRT Leadership Director
* NMRT President
* NMRT Vice-President
* NMRT Secretary
* NMRT Communications Chair for NMRT Notes Blog promotion
* NMRT Information and Content web liaisons
* NMRT Annual Social Chair
* NMRT Mentoring Chair
* NMRT/ALA liaison
* NMRT Student and Student Chapter Outreach Committee Chairs

**Publicity Needs**

All publicity is managed by the committee. Note: Contact the Footnotes editor regarding submission deadlines.

**Records Generation and Archiving Schedules**

The Chair keeps the original applications and any other records generated during the year. At the end of the chair’s term, all records (except any notes from the closed session meeting) should be transferred to the incoming chair. The Chair submits written reports upon request, usually a planning report in August or September, a progress report in January, and a final report near the Annual Conference. Copies of forms, letters, and other documentation should be added to the committee space on ALA Connect

**Forms Used by the Committee**

The NMRT Professional Development Grant Award

* There is one standard form for the award and agreement. It remains fairly standard from year to year, although wording will differ slightly.
* The ALA Request for Reimbursement Form is used for reimbursing recipient(s) for their conference costs up to the Award amount. Recipient(s) are responsible for documenting and reporting their expenses in the week following the ALA Annual Conference.

The Shirley Olofson Memorial Award

* There is one standard form for the award and agreement. They remain fairly standard from year to year, although wording will differ slightly;
* The ALA Request for Reimbursement Form is used for reimbursing recipient(s) for their conference costs up to the Award amount. Recipient(s) are responsible for documenting and reporting their expenses in the week following the ALA Annual Conference.

**Documents to Create/Update**

The NMRT Award web site should be updated at the beginning of the chair’s term and other times as necessary in conjunction with the NMRT Information and Content Committee. Additionally the committee chair will maintain the secure, closed committee website on ALA Connect for uploading all documents, reports, applications, committee discussions, and all other committee-related materials.

**Reminders and Helpful Hints**

Procedures are fairly uncomplicated during most of the year. Early, highly visible publicity is critical to ensure a sufficient number of applicants. Budget will contain funds for a set number of awards – please check with Leadership Development Director, NMRT Treasurer, and ALA/NMRT Staff Liaison to confirm each year. If the NMRT vice president has not appointed next year’s chair by the end of May, encourage him/her to do so. The current chair is responsible for preparing next year’s application form. Input from the previous chair is valuable in this process to the incoming chair. Maintain contact with the past chair for help, clarification, questions, and answers to problems or challenges. The budget is a minimal operating budget. Maintain continued contact and communication with committee members, Leadership Director, and the award recipient.

General Timetable

**July**

* Review previous year’s files
* Become familiar with the NMRT Handbook and request that committee members do the same

**August/September**

* Obtain list of committee members, write to inform them of responsibilities and give them the tentative schedule of the year’s events
* Prepare and submit the planning report

**October/November**

* Set a deadline for the applications. The deadline is usually mid-December. For the Annual Conference Professional Development Attendance Award, the award application can open with other award applications, or have a different deadline closer to the Annual Conference (as many ticketed events are published closer to the Annual Conference date). If choosing to delay the Attendance Award application, have deadline no later than first week of May.
* Compose award application announcement and distribute to various mailing lists such as NMRT ALA Connect, general ALA Connect spaces, student chapters, state NMRT and state library associations, etc.
* Contact the Student and Student Chapter Outreach Committee (SASCO) Chair to send applications to library programs
* Contact the Information and Content web liaison to ensure that all award information on NMRT website is current and correct
* Submit notice of award availability to NMRT Communications Chair for NMRT Notes Blog
* Secretary should be contacted to help coordinate publicity and deadlines for submissions for NMRT social media.

**December**

* Send copies of applications to committee members and remind them of award criteria
* Once the deadline has passed, evaluate the applications and withdraw all that are not complete or do not meet the requirements
* Instruct committee members to review applicants based on the decision rubric and rank accordingly. Committee members should be prepared to discuss their choices for online discussion.
* Schedule a time for an online discussion to start the process of selection.

**January**

* Hold closed meeting(s) to select recipient. The meeting is online via the committee’s secure, closed web site on ALA Connect, depending on the preferences of the chair and committee members.

**February**

* Ask NMRT/ALA liaison to verify that the recipient is a current ALA and NMRT member and chair will notify the winner formally in e-mail.
* Send the name of the recipient to the NMRT President, NMRT Vice-President, Leadership Director, and NMRT/ALA liaison.
* Send the award agreement to the recipient for the necessary signatures and processing
* Update the information on the NMRT web page if necessary.
* Send emails of thanks for their interest in NMRT and the award to all other applicants; notify them of their status and encourage them to apply next year. Provide them all with NMRT committee interest forms.
* Notify the board and NMRT members of winner and short bio to NMRT ALA Connect, NMRT social media, and NMRT Notes.
* Update information on NMRT webpage as necessary;
* Prepare and submit the progress report

**March**

* Maintain communication with NMRT liaison and recipient before and after Annual Conference
* Arrange for grant recipient to have mentor at Annual Conference, if they wish

**April**

* Correspond with recipient, conveying dates, times, and locations of any meetings or events they need to attend at Annual Conference
* A committee meeting during the Annual Conference is optional, per the decision of the chair and committee members
* If there is a vendor sponsor, the winner(s) should be asked to thank the vendor in person at their booth in the Exhibit Hall and write a thank-you letter to the vendor

**May/June**

* Maintain contact with recipient and committee members, answering questions, etc.
* Obtain name of next year’s chair and together, prepare a new application for distribution at the Annual Conference.
* Pass along suggestions for a smoother process, changes that need to be made, etc.
* Notify Leadership Development Director to create and print the certificates of all award winners.
* Work with winner(s) to complete the ALA Request for Reimbursement Form in the week following Annual;
* Send copy of request(s) to NMRT Treasurer and ALA Staff Liaison;
* Follow up with winner(s) to see that they were reimbursed;
* Submit final report

**Annual**

NMRT supplies the certificates for the award recipient and recipient is formally recognized at the Awards Reception during the Annual Conference

The Leadership Development Director will present the grant award to the winner(s) (using a bio, award statement, etc., that the committee has compiled), unless someone from the committee will be at Annual and wishes to bestow the award on the committee's behalf. Vendor sponsors for the grant(s) will also be invited to present the award, if they choose to do so. If they choose not to present the award, the Leadership Development Director or committee members will present the award(s).

**Addendum A - Vendor Sponsorship Tiers for NMRT Professional Development Grant Award**

**Platinum Sponsors--$3000 or more**

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| **Travel/Attendance Grant Sponsor Benefits** |
| NMRT will advertise sponsorship of the grant in the ALA conference publication |
| Company will be mentioned/profiled in the NMRT newsletter when the grant is open for applications and when the grants are awarded |
| Recipients will make themselves available at the sponsor’s booth for 1 hour at the conference |
| Company can meet the recipients at Annual and take part in any formal ceremony connected with the grant |
| NMRT will provide a write up about the award winner and the reception for the company to use on their own site or media |
| NMRT will brand and advertise the grant using the company name |
| NMRT will include information about the company on the NMRT website in relation to the grant |
| NMRT will advertise sponsorship of the grant in the ALA conference publication |

**Gold Sponsors -- $2000-2999**

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| **Travel/Attendance Grant Sponsor Benefits** |
| Recipients will make themselves available at the sponsor’s booth for 1 hour at the conference |
| Company can meet the recipients at Annual and take part in any formal ceremony connected with the grant |
| NMRT will provide a write up about the award winner and the reception for the company to use on their own site or media |
| NMRT will brand and advertise the grant using the company name |
| NMRT will include information about the company on the NMRT website in relation to the grant |

**Silver Sponsors--$1000-1999**

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| **Travel/Attendance Grant Sponsor Benefits** |
| Company can meet the recipients at Annual and take part in any formal ceremony connected with |

*Last Reviewed: August 2023, Last Revised: August 2023*

(Back)

[NMRT Professional Development Grant Committee](https://www.ala.org/aboutala/committees/rts/nmrt/nmr-aw3mprofgrt)

[NMRT (Shirley) Olofson Award Committee](https://www.ala.org/aboutala/committees/rts/nmrt/nmr-awolofson)

[Annual Conference Professional Development Attendance Award Committee](https://www.ala.org/rt/nmrt/annual-conference-professional-development-attendance-award-committee)