

WSRA Honor Council Guidelines/Checklist

All items must be completed as noted to achieve Honor Council status. This document, plus all forms and supporting materials, unless otherwise noted, must be sent to your Zone Coordinator and be postmarked by March 1. Some requirements are similar to ILA, however ILA's requirements must be submitted by the end of **November**. It is advisable to view/complete both ILA and WSRA documents separately.

SECTION A - Complete all 7 - DEADLINES VARY

- 1a. A WSRA Executive Committee member attends a council meeting or event during the year. Any member of the EC can attend a council visit (virtual or in-person). Please indicate date of visit, type of meeting, and Executive Committee representative in the summary. Complete WSRA form 1a.
DEADLINE: Postmarked by March 1
- 2a. Submit "Council Officers Report Form" through ILA website by June 30. A membership roster will be required when submitting the report. ILA membership numbers will be required for each officer. Be prepared to have these numbers prior to logging on. If you do not have an officer to list for each position, complete only those officers filled. All local council officers must be WSRA and ILA members. After completing the online report, print the form and send one copy to the ILA State Coordinator and one copy to the WSRA Administrative Assistant. * For Honor Council, submit a copy of the Officers Report Form.
DEADLINE: ILA Online Report by June 30
***To ILA State Coordinator by July 5**
- 3a. A representative of the local council (president or designee) must attend at least four of five WSRA Leadership and/or Zone meetings. This representative must attend the local council officers' meeting; therefore, attendance by the local council legislative liaison, local council membership chair, or a WSRA committee member does not qualify. Complete WSRA form 3a, listing the names of the president, officers, or designee attending each of the meetings. If a meeting was missed due to an unexpected occurrence and the Zone Coordinator was notified, note this on the form.
DEADLINE: Postmarked by March 1
- 4a. Submit non-WSRA membership rosters with addresses in EXCEL file or printed labels to WSRA Administrative Assistant at wsra@wsra.org. EXCEL file should be sent electronically and labels should be sent via mail. These will be used to send a copy of the WSRA Convention program to your local council members who are not WSRA members.
DEADLINE: Postmarked by October 1 (appreciated by Sept. 1, 2015)

WSRA Honor Council Guidelines/Checklist

- 5a. Provide the name of your council's liaison for the WSRA Legislative Committee and the name of your council's liaison for the WSRA Membership Committee (which could be your council's Membership Chair). Complete WSRA Form 5a and send to WSRA Legislative Chair, WSRA Membership Chair and ILA State Coordinator.

DEADLINE: Postmarked by June 1

- 6a. Launch and sustain a membership campaign that promotes and increases local/student/special interest council membership, as well as state and ILA memberships. Complete WSRA Form 6a.

DEADLINE: Postmarked by March 1

- 7a. Plan and facilitate at least three council meetings during the council year. For Honor Council documentation, **attach a council image brochure or list of meetings.**

DEADLINE: Postmarked by March 1

<h3>SECTION B - Complete at least 3 - DEADLINE March 1</h3>

- 1b. Sustain an active membership of at least 10. Complete WSRA form 1-b.

DEADLINE: Postmarked by March 1

- 2b. Show that 50% of local council members belong to WSRA or increase WSRA local council

Membership (see chart on form) Complete WSRA form 2b.

DEADLINE: Postmarked by March 1

- 3b. Increase ILA membership by one new member. Complete WSRA form 3b.

DEADLINE: Postmarked by March 1

- 4b. Support for Future/New Educators. Document how your council provides for and/or supports the professional growth for future educators. Scholarships, stipends toward literacy conferences, instructional materials, targeted professional development for new literacy teachers such as webinars, institutes, workshops, etc. are some examples of how this may be accomplished. Complete WSRA form 4b.

DEADLINE: Postmarked by March 1

- 5b. Professional Development for Council Members. Document how your council provides for and/or supports the professional growth of council members. College scholarships, conference registration, offering meetings, workshops, webinars, and institutes are some examples of how this may be accomplished. Complete WSRA form 5b.

DEADLINE: Postmarked by March 1

WSRA Honor Council Guidelines/Checklist

SECTION C - Complete at least 8 - DEADLINES VARY

- 1c. Participation in the WSRA Convention by two or more members - Participation can include any of the following activities: presenting a sectional, introducing a sectional, working on a convention committee. Complete **WSRA form 1c** describing the contributions of your council members. If you participated in the program, attach a copy of the program page, if desired. If a council member submitted a proposal that was not accepted, you may count this as participation as well.
DEADLINE: Postmarked by March 1
- 2c. Submit an article to the *WSRA Journal* or *Update*. It does not have to be accepted and printed to qualify. Complete **WSRA form 2c** listing the article, the publication it was submitted to, the person submitting the article, and whether it was accepted.
DEADLINE: Postmarked by March 1
- 3c. Organize and implement a community literacy project, such as Read Across America events, reading at the mall, summer reading incentive programs, read-a-thons, etc. OR Perform a service project that brings literacy benefits to community members. Examples include: reading in nursing homes or daycare centers, providing reading materials for use in homeless shelters, collecting magazines/books for hospital waiting rooms, assisting with adult literacy programs, etc. Complete **WSRA form 3c**.
DEADLINE: Postmarked by March 1
- 4c. Conduct or participate in Hispanic American Read-In Chain (Sept 15 to Oct 15). Submit copy(ies) of **Read In Host Report Card(s)**.
DEADLINE: Postmarked by March 1
- 5c. Conduct or participate in African American Read-In Chain (Feb). Submit copy(ies) of **Read In Host Report Card(s)**.
DEADLINE: Postmarked by March 1
- 6c. Conduct or participate in Wisconsin Native American Read-In Chain (Nov). Submit copy(ies) of **Read In Host Report Card(s)**.
DEADLINE: Postmarked by March 1
- 7c. Promote the use of newspapers and print media for instructional purposes in the classroom and at home. Examples include: invite NIE/MOIE (Media Outlets in Education) to a council meeting to share instructional strategies, include NIE or MOIE activities in newsletters or on council website, provide NIE resources to schools, etc. Complete **WSRA form 7c**.
DEADLINE: Postmarked by March 1

WSRA Honor Council Guidelines/Checklist

- 8c. Conduct a program or project that focuses on the important role of families in literacy development of children. Complete WSRA form 8c.
DEADLINE: Postmarked by March 1
- 9c. Publicize articles about reading activities in the local news media. Local news media can include radio, television, newspaper, and/or school newsletters. Complete WSRA form 9c, indicating the local news media that published articles about your reading activities. Include some sample articles.
DEADLINE: Postmarked by March 1
- 10c. Nominate a candidate for *WSRA Celebrate Literacy Award*. Complete the *WSRA Celebrate Literacy Nomination Form* and mail it to the *Awards Committee Chair* to nominate a candidate for the award. Also, send a copy to your *Zone Coordinator*. Complete WSRA form 10c.
DEADLINE: Postmarked by November 1
- 11c. Nominate a candidate for *Outstanding Service Award*. Complete the nomination form and send it to *WSRA Awards and Honors Committee Chair*. Complete WSRA form 11c.
DEADLINE: Postmarked by November 1
- 12c. Nominate a candidate for *Administrator Award*. Complete the nomination form and send it to *WSRA Awards and Honors Committee Chair*. Complete WSRA form 12c.
DEADLINE: Postmarked by November 1
- 13c. Nominate a candidate for *Student Scholarship Award*. Your *Zone Coordinator* receives a copy of the candidate form from the *Student Scholarship Committee*. Complete WSRA form 13c.
DEADLINE: Postmarked by November 1
- 14c. Nominate a candidate for *Leadership in Technology*. Complete the nomination form and send it to *WSRA Awards and Honors Committee Chair*. Complete WSRA form 14c.
DEADLINE: Postmarked by November 1
- 15c. Nominate a candidate for *Friends of Literacy Honor Roll*. Complete the nomination form and send it to *WSRA Awards and Honors Committee Chair*. Complete WSRA form 15c.
DEADLINE: Postmarked by November 1
- 16c. Nominate your council for *Council Recognition Award*. Complete the nomination form and send it to *WSRA Awards and Honors Committee Chair*. Complete WSRA form 16c.
DEADLINE: Postmarked by November 1

WSRA Honor Council Guidelines/Checklist

- 17c. Local council applicant for Pat Bricker Award. Complete form and send it to WSRA Awards and Honors Committee Chair. Complete WSRA form 17c
DEADLINE: Postmarked by November 1
- 18c. Active participation on a WSRA Committee by three or more local council members. Participation includes attending committee meetings and participating in committee activities regularly. Membership Committee and Legislative Committee are included in the three members. Complete WSRA form 18c.
DEADLINE: Postmarked by March 1
- 19c. Produce and distribute an Image Brochure. Mail or email copies to WSRA leaders by the September Leadership. Mail 25 copies (or one copy electronically) to WSRA Administrative Assistant at wsra@wsra.org by September Leadership. No WSRA form for this item. **You may include sample with Honor Council submission.**
DEADLINE: Postmarked by March 1
- 20c. Advocate for a Literacy Issue. Issues could be local, state, regional, national, or international. Complete WSRA form 20c.
DEADLINE: Postmarked by March 1
- 21c. Sponsor or co-sponsor an activity that encourages, supports, and recognizes student readers or writers in the council's geographic area. You could conduct a Young Author's Conference in your area, pay a stipend for a young author in your area to attend a Young Author's or Writer's Festival or any other activity for young readers or writers. Complete WSRA form 21c.
DEADLINE: Postmarked by March 1
- 22c. Support the goals of WSRA. Complete WSRA form 22c.
DEADLINE: Postmarked by March 1
- 23c. Publish a local council newsletter at least 3 times per year and mail or email it to WSRA leaders. A copy of each of your newsletters should be sent to your Zone Coordinator. The newsletter must be more than a meeting notice. **At least one newsletter must contain a WSRA and an ILA membership form. Attach sample of newsletter for Honor Council submission.**
DEADLINE: Postmarked by March 1
- 24c. Maintain council website via the WSRA website. Submit to wsrawebeditor1@gmail.com. Update pages throughout the year with current event dates, news, council activities as well as WSRA and ILA events. No submission required. Zone Coordinator will monitor website.
DEADLINE: March 1

WSRA Honor Council Guidelines/Checklist

- 25c. Maintain council social media account. (i.e. Facebook ,Twitter, Google+, etc.) Include postings of council event dates, news, council activities as well as WSRA, and ILA events. No submission required. Zone Coordinator will monitor postings.

DEADLINE: March 1

- 26c. Donate a basket for the WSRA Convention Silent Auction. WSRA Membership Chair will inform the Zone Coordinator. No submission required.

DEADLINE: February 4

WSRA Honor Council Guidelines/Checklist**SECTION D - Complete at least 1 - DEADLINE March 1**

- 1d. Conduct or participate in the September 8 International Literacy Day Celebration. This could be through newsletter announcements, local newspaper articles, publishing a bibliography of multicultural books, or anything relating to the scope of worldwide literacy. Complete WSRA form 1d.
DEADLINE: Postmarked by March 1
- 2d. Contribute to worldwide literacy relief effort by providing materials, funds to purchase school supplies or assist with costs related to the professional growth of teachers. Complete WSRA form 2d.
DEADLINE: Postmarked by March 1
- 3d. Conduct a project that will promote literacy outside your home continent. This project may involve a partnership with other agencies, such as Peace Corps, Red Cross, Rotary, etc. Complete WSRA form 3d.
DEADLINE: Postmarked by March 1
- 4d. Establish a working partnership with an international council. Examples include: sharing professional information, providing teaching resources, communicating virtually, etc. Complete WSRA form 4d.
DEADLINE: Postmarked by March 1