

WLMA Awards Committee Expectations, Timeline & Nomination Form

Deadline: July 1, each year

Submit nominations in print (US Mail) and electronically (email)

- Elementary Principal
- Middle/Jr. High Principal
- High School Principal
- Small District/Private School Administrator
- Supervisor
- Superintendent
- Special Recognition

Nominee's Name: _____
Position: _____ School: _____
Address (work): _____
City: _____ State: _____ Zip: _____
Phone (work): _____ Work email: _____

Nominator's Name: _____ Position: _____
Address (Work): _____
City: _____ State: _____ Zip: _____
Address (Home): _____
City: _____ State: _____ Zip: _____
Email (work) _____ Phone (work): _____
Email (home) _____ Phone (home): _____

Many districts have a person in charge of public relations. If you would like this person to receive information, should your nominee be successful. If so, please provide that information below.

District Public Information Officer: _____
Address _____
City: _____ State: _____ Zip: _____
Phone _____ Fax: _____
Email: _____

Please provide mailing and phone information for press, television, and radio stations you would like a press release issued to.

Name of local newspaper(s): _____
Address _____
City: _____ State: _____ Zip: _____
Phone _____ Fax (required) _____

Name of local newspaper(s): _____
Address _____
City: _____ State: _____ Zip: _____
Phone _____ Fax (required) _____

Many excellent candidates are nominated yearly. The committee rarely can select all of them, even though most – if not all – certainly deserve to receive the award. The committee always encourages nominators to re-nominate a candidate the following year. Considering this, do you want the committee to notify your nominee that he/she was nominated for this award, should he/she not receive it? **Yes** _____ **No** _____

- Include:
- Letter of Nomination
 - WLMA Nomination form

US Mail to: Margy VanDyke, 802 San Juan Avenue, Fircrest, WA 98466. 253-503-6240
email to: margy.vandyke@comcast.net

Nomination expectations for all WLMA Awards applications.

WLMA Awards Committee Expectations, Timeline and Nomination Form

Deadline: July 1, each year.

1. Complete the nomination form. The committee deliberates over the summer, and we may need to contact you at home. Not all nominators are in the WLMA Directory.
2. Compose a letter of nomination explaining why the nominee is deserving of the award they are being nominated for. Hero statements are fine, but we look for supporting evidence, as well.
3. It is recommended that nominations for district wide positions, i.e. supervisor and superintendent, demonstrate broad support of all librarians in the district. This can mean simply having many/most/all librarians sign the nomination form. We would not want to unknowingly recognize someone most in the district thought undeserving.
4. Rarely, but on occasion, a nomination will have letter of support from more than person. For instance, a principal nomination might have a letter of support from the librarian, a teacher, and district supervisor (should there be such a position). This adds strength to the nomination.
5. Submit the letter of nomination both in print (U.S. Mail, Fed Ex., etc.) and electronically (email attachment) no later than July 1. Attachments should be in either MS Word, or RTF format.

Mail to my home addresses. WLMA Awards Chair Margy VanDyke, 802 San Juan Avenue, Fircrest, WA 98466. 253-503-6240 margy.vandyke@comcast.net

Additional Requirements of Nominators of all successful WLMA Awards candidates:

1. A digital photograph. Images should be of a quality (resolution) high enough to produce an acceptable poster.
2. Other requests as needed.

Requirements of Successful Candidates:

A letter will be mailed to selected candidates in August notifying them of their selection. This letter will include specific information about the award and what is expected of them, time and place of the conference, receptions and banquets we would hope they attend, etc. Nominators will be notified at the same time.

1. The recipient should inform the committee chair of the exact spelling of their name as they wish it engraved on their plaque by August 31st
2. The recipient should inform the committee chair of their intent to attend the awards banquet at the annual conference.

Other considerations:

Since I have been awards chair, every year the committee receives multiple submissions for all positions. While an award is not guaranteed if no one else has been submitted, nominations have practically always been reviewed favorably. I strongly encourage nominators whose candidate did not win the first time they were submitted, to resubmit the application the following year. We try to select the most outstanding candidate for each position, knowing that the other nominees were also deserving. Therefore, it is my preference not to notify unsuccessful candidates because I hope they might be the winner the succeeding year. (What they don't know won't hurt them.). This also makes it more likely the Association will be able to provide a full slate of Awards the following year; sometimes that has not always been the case. However, in the end, it is the nominator's prerogative in this matter.

WLMA Awards Committee Timeline

Nominators will be sent email confirmation that the nomination letter, etc. has been received. If you do not wish to receive such confirmation, it behooves you to contact the Awards Chair to be sure it was delivered.

July 1	Nominations due
July	Nominations will be distributed to committee during month of July. This works much more smoothly if nominations have been sent via email.
Week 1 Aug.	Committee deliberates, evaluates and scores candidates
Week 2 Aug.	Letters will be mailed to successful candidates and all nominators
August 28	Recipient has notified the committee of the spelling of their name, as they will have it engraved on their plaque
August 31	Recipient has notified the chair of their intention to attend the Awards Reception.