at an effective level, or wish to highlight particular work or recommend a committee member for exemplary service please send a separate email the ALSC President with a copy to the Executive Director (and a copy to your PGC).

# Annual timeline

July - December

Chair and member terms begin at the

ALSC Awards Coordinator sends award manual to Chair and committee members.

Chair and committee attend Leadership & ALSC Meeting, usually held Saturday morning. Chair, committee members, and winner(s) may attend the ALSC Membership Meeting, usually held Monday morning or midday, to hear winner recognized.

Chair submits post-conference report from Annual to ALA Connect (form found in the Division Leadership Manual, available on the ALSC Website at http://www.ala.org/alsc)

July

Chair sends files to ALSC Awards Coordinator.

#### Sample Online Application

#### GRANT APPLICATION & CRITERIA

Light the Way: Library Outreach to the Underserved Grant

Sponsored by Candlewick Press,

administered by the Association for Library Service to Children (ALSC)
Library Service to Special Population Children and Their Caregivers Committee
Must Be Received by: December 1, 2014

#### About this Grant

honor of author Kate DiCamillo and the themes represented in her books. A \$3000 grant will be awarded to a library with exceptional outreach to underserved populations.

The grant is administered by the Library Service to Special Population Children and Their Caregivers Committee (LSSPCC) of the Association for Library Service to Children, a division of the American Library

To advocate for special populations children and their caregivers. To offer leadership in discovering, developing, and disseminating information about library materials, programs, and facilities for special population children and their caregivers; to develop and maintain guidelines for selection of useful and relevant materials; and to discuss, develop, and suggest ways in which library education programs can prepare librarians to serve these children and their caregivers.

The successful grant applicant will describe a program or service that will address one or more of the above special populations. The winning project should be well thought-out, appropriate to the target population, doable, and replicable by other libraries.

#### Summary of Proposal

Provide a brief summary of the proposed program or service in 250 words or less. This should be a short overview of the proposal.

# Target Population

Briefly describe the community served by your library. Provide a concise economic and demographic profile (i.e. rural, urban or suburban, ethnic mix of community, etc.).

Describe your target audience and the need for outreach to this special population. (If you are targeting more than one audience, please describe in detail each audience and the need for outreach.)

How will they benefit from this project?

Will a person who represents your target population be involved in the planning of the project? If so, how?

How will you make this program/service accessible to your target population?

Will the outreach program/service be restricted to members of the target population or open to other members of your community?

# **Project Information**

What are the goals of your project?

Approximately how many people do you expect to participate?

Will it be a continuation/expansion of a current program/service or a new project? How will this project differ from what you currently offer?

Will you be collaborating with a community agency or school? If so, name the agency or school and describe the responsibilities of each partner. Please include in-kind or cash contributions to the project.

### Sample Signature Form

# GRANT SIGNATURE FORM

Light the Way: Library Outreach to the Underserved Grant
Sponsored by Candlewick Press,
administered by the Association for Library Service to Children (ALSC)
Library Service to Special Population Children and Their Caregivers Committee
Must Be Received by: December 1, XXXX
Notification: February/March XXXX

SGNATURE OF LIBRARY COORDINATOR COMPLETING THE FORM

Date:

Date:

NAME AND TITLE OF DIRECTOR/ SUPERVISOR (PLEASE PRINT)

Send a scanned copy of this form to CHAIR, Library Service to Special Population Children and their Caregivers Chair, at  $\mathbf{EMAIL}$ .

[Please refer to the ALSC website for the most up-to-date submission information]