

**Missouri Association of School Librarians**  
**Scholarships, Grants, and Recognitions Committee Policies and Procedures**

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**Mission Statement**

The mission of the Scholarship, Grants, and Recognitions Committee is to support, encourage, and recognize the educational pursuits and goals of members of MASL with awards and scholarships.

**Goals**

- I. To recognize library media specialists who are going above and beyond to have the best library programs
- II. To recognize those who support school libraries
- III. To support and encourage current students in the library media programs

**Bylaws Charge to the Committee**

The Committee shall have responsibility for administering the Association's program of Awards, Grants and Recognitions as established in the Policies and Procedures for the Committee.

**Committee Structure**

- Chair - Appointed by the President and confirmed by the Board
- Committee Members - Association members in good standing, including current dues paid
  - Not less than five (5) or more than nine (9) members, including the Chair
  - No more than two (2) members from a single Region

**Guidelines, Timelines and Procedures**

**I. Association Guidelines**

- A. Comply with MASL Bylaws, Article V
- B. Notify the President and First Vice-President, as ex-officio members of the committee's work as it progresses.
- C. Submit names of all committee members to the Board for approval at the first meeting of the term

**II. Committee Structure**

- A. The Scholarship committee shall have no less than five (5) members and will not exceed the number of active MASL regions. The committee shall have NO more than two (2) members from a single Region Affiliate.

**III. Committee Responsibilities**

- A. Committee Chair
  1. Serve on MASL Board of Directors and Spring Conference Committee and attend meetings.

2. Search out MASL members willing to serve on the committee, per Committee Structure
3. Communicate with MASL office staff about applicants for various SGAs
4. Share applications and evaluation rubrics with committee members, provide support to committee members during the evaluation process, and set deadlines for completed evaluations
5. Determine winners of SGAs based on committee members' evaluations
6. Report winners' names to MASL office staff, SGA Committee members, President and First Vice-President
7. Announce SGA winners during MASL Spring Conference dinner receptions

**B. Committee Members**

1. Respond to correspondence from the Committee Chair
2. Evaluate various SGA applications according to available rubrics
3. Return completed evaluations/rubrics to Committee Chair by set deadlines

**IV. Schedules and Deadline for Activities of the Committee**

**A. December 15**

1. Friend of School Libraries Award application due
2. MASL Special Service Award application due
3. MASL Service Award for School Administrators application due
4. Bright Idea Award application due
5. TLC (Teacher/Librarian Collaboration) Award application due
6. First Spring Conference Opportunity Grant application due
7. Intellectual Freedom Award application due
8. Progressive School Library Media Program Award application due

**V. Presentation of the Scholarships**

- A.** Presentations of scholarship and awards will take place during the annual Spring Conference.

**VI. Specifications for each Scholarship**

**A. Call to Spring Conference Grant--Due Fall Seminar Registration Deadline**

1. Purpose of the Grant--To encourage new library media specialists from all parts of Missouri to become active members of the Missouri Association of School Librarians.
2. Nature of the Award--Grant will pay expenses for one person to attend MASL's Spring Conference. This includes registration, all meals listed on the registration form, maximum two nights lodging and mileage.
3. Eligibility Criteria--Any first or second year school library media specialist employed by a Missouri school system, who has not previously attended a MASL Spring Conference, shall be eligible.

4. Grant Application and Selection Process
  - a) The following statement shall appear on the membership form:  
FIRST OR SECOND YEAR LIBRARIANS: if you have not yet attended Spring Conference, check here to apply for the \_\_\_ Call to Spring Conference Grant.
  - b) The winner of this grant, to be determined by a drawing prior to Fall Seminar, will have all Conference expenses paid by MASL.
  - c) One month prior to Fall Seminar, the Awards/Grants chair shall arrange a fair and equitable drawing of the names of eligible persons who indicated an interest on the membership application.
  - d) The chair shall notify the winner, and shall acknowledge the grant at an appropriate time at Spring Conference.

**B. Friend of School Libraries Award--Due December 15**

1. Purpose of the Grant--The Friend of School Libraries Award is granted to individuals or agencies who have provided sustained or exemplary service to library media services in Missouri.
2. Award Application and Selection Process
  - a) Type the background information and application narrative using the appropriate space indicated.
    - (1) Background Information
      - (a) State the name of the nominee or agency, address, phone number, fax number and email address.
      - (b) State the name of the MASL member nominating the person, position, address, home and work phone numbers, fax number and email address.
      - (c) State the association of the nominator with the nominee and how the nominee has contributed to the improvement of school library or school library service in Missouri.
  - b) Submit background information and application narrative via the MASL website.
    - (1) Application Narrative
      - (a) Section 1 - Contribution to Improvement  
Summarize the nominee's contribution toward improvement of school library service in Missouri.

**C. MASL Special Service Award--Due December 15**

1. Purpose of the Award--The Special Service Award is a citation awarded to a MASL member who has rendered significant service to MASL and/or school libraries.
2. Award Application and Selection Process

- a) Type the background information and application narrative using the appropriate space indicated.
- b) Submit the background information and application via the MASL website.

(1) Background Information

- (a) State the name of the nominee, title, number years in position, official school district name, superintendent, name of school and building principal, school address and phone number, fax number, and email address.
- (b) State the name of the MASL member nominating the person, position, address, home and work phone numbers, and email address.
- (c) State the nominator's association with the nominee and how the nominee has made a significant contribution to the field of library science. (1/3 page)
- (d) Summarize the nominee's educational experience, including dates, locations, and positions.
- (e) State the number of years this nominee has been a member of MASL.

(2) Application Narrative

(a) Section 1 - National, State, and Local Service

- (i) State in what capacity the nominee has served library media organizations at the national, state, and local levels. This should be a chronological list of offices held, committee assignments, and years served. (1 page)

(b) Section 2 - Leadership

- (i) Describe how the nominee has promoted education through improved library services. Include a listing of published articles and books, organization of workshops, development of innovative curriculum, and programs developed for library media centers. List dates and locations when possible. (1 page)
- (ii) State in what capacity the nominee has served in a leadership position for other organizations. (1/2 page)

(c) Section 3-- Promotion of School Library Media Services

- (i) Summarize the nominee's contribution toward promoting school libraries to school administrators, community patrons, state and federal legislators, etc...(1 page)

**D. MASL Service Award for School Administrators--Due December 15**

1. Purpose of the Award--The MASL Service Award for School Administrators recognizes a school administrator who has made a significant contribution toward furthering the role of the school library media center.
2. Award Application and Selection Process
  - a) Type the background and application narrative using the appropriate space needed.
    - (1) Background information
      - (a) Name of nominee, title, official name of school district, name of school, school address and phone number
      - (b) MASL member nominating the administrator, position, address, school phone, home phone, and email address
    - (2) Application Narrative
      - (a) Section 1 - Biographical Data
        - (i) Describe the nominee's experience as an educator. (1/2 page)
      - (b) Section 2 - Library Philosophy
        - (i) Give the administrator's personal statement of library philosophy. This may come from a variety of sources, including a personal statement, written school policy, published articles, public speeches, or school board minutes. (1/2 page)
      - (c) Section 3 - Sustained Effort
        - (i) Describe how the nominee has demonstrated a sustained effort in support of school library media services including future plans and support of innovative programs. (1/2 page)
      - (d) Section 4 - Public Relations
        - (i) Describe how the nominee interprets and communicates the school library media program to staff, students, and the community. (1/2 page)

(e) Section 5 - Statement of Nominee's Contribution

- (i) Describe the nominee's leadership role in instituting library media policies and practices which have resulted in improvement of curriculum and classroom instruction. (1 page)
- b) Include two supporting letters of reference of no more than one page each in length. The nominating letters may not be from the nominating librarian.
- c) Submit the completed background and application narrative via the MASL website
- d) If members of the Awards Committee wish to conduct an on-site visit with the nominee, an appointment will be made prior to the visit.

**E. Bright Idea Award--Due December 15**

1. Purpose of the Award--The Bright Idea Award honors a MASL member who has initiated innovative ideas for a school library media program.
2. Award Application and Selection Process
  - a) Please type the background information in the order given.
    - (1) Background Information--List the following information in the order given:
      - (a) Title of project and a brief statement of its purpose, including target group and expectations.
      - (b) Name of nominee, title, home and work phone numbers, and email address.
      - (c) Official name of district, superintendent, school, building principal, school address, and phone number.
    - b) Type the application narrative using no more than two pages, single space, one side. Write a narrative for each section. The application narrative may not be more than two pages, single space, one side.
      - (1) Section 1 - Project Description and Execution
        - (a) Specifically describe the project making sure the following are included:
          - (i) Level and number of students affected
          - (ii) Duration of project (ongoing, periodic, annual)
          - (iii) Method of implementation (materials, techniques, personnel used)
          - (iv) Other library and/or community involvement, if applicable

- (v) Personnel responsible for implementation (LMS, clerk, volunteers, other)
- (b) State how this project is innovative and creative or an improvement in comparison with similar library media center projects.
- (c) Give specific examples of how this project has made a difference to students and staff members.
- (2) Section 2 - Leadership
  - (a) Describe the library media specialist's role in the formulation and implementation of this project and in application to its primary audience.
- (3) Section 3 - Contribution to the Educational Environment
  - (a) List the areas of the project that are unique to the school and any aspects that could be utilized by other school media specialists with little or no adaptation.
  - (b) Include all aspects of the school library media project requested in the application narrative. Do not send pictures, clippings, scrapbooks, or handouts unless requested at later date.
  - (c) Submit background information and application narrative via the MASL website.
  - (d) The Awards Committee may request additional information about the project to determine a winner.

**F. TLC (Teacher/Librarian Collaboration) Award--December 15**

1. Purpose of the Award--The Teacher/Librarian Collaboration Award honors a teacher and librarian who have exhibited excellence in working collaboratively.
2. Award Application and Selection Process
  - a) Please type background information and application.
    - (1) Background Information
      - (a) Name of nominee, subject/grade taught, official name of school district, name of school, building principal, school address, fax number and email address.
      - (b) Name of nominator, official name of school district, name of school, school address, home and work phone numbers, fax number, and email address.
    - (2) Application Narrative--(Not to exceed two pages, single space, one side)
      - (a) Section 1 - Collaborative Project or Activities  
Describe how the nominee and library media

specialist develop and implement collaborative projects or activities using the library media center.

(b) Section 2 - Planning and Evaluation

- (i) Describe how the nominee includes the library media specialist in planning and evaluation of student projects.

(c) Section 3 - Integration of Information Skills

- (i) Describe how the nominee uses and reinforces information skills in the classroom.

(d) Section 4 - Intercurricular Connections

- (i) Describe how the nominee fits projects into the curriculum and makes intercurricular connections.

(e) Section 5 - Collection Development

- (i) Describe the nominee's assistance in collection development to support projects and/or activities.

(f) Section 6 - Influence on Other Faculty

- (i) Describe how the nominee shares projects or activities with other teachers.

b) Attachments may be included to show samples of unit materials and/or examples of student work.

c) Submit background information and application narrative via the MASL website.

d) Grant winner is required to present a MASL Spring Conference Workshop.

**G. First Spring Conference Opportunity Grant--Due December 15**

1. Purpose of the Grant-- The First Spring Conference Opportunity Grant is for current MASL members who have never attended a Spring Conference. This grant covers the cost of a full registration for the MASL Spring Conference; hotel and transportation costs must be covered by attendees. In exchange for receiving this grant, recipients must agree to volunteer 2 hours at the MASL Spring Conference and to use knowledge gained at this event to present a professional development workshop at their MASL Region's fall meeting.

2. Award Application and Selection Process

a) Applicants must fill out the application located on the MASL website.

**H. Intellectual Freedom Award--Due December 15**



1. Purpose of the Award--The Intellectual Freedom Award is presented to an individual or group who has supported intellectual freedom in school libraries.
  2. Award Application and Selection Process
    - a) Type the background information and application narrative using the appropriate space indicated.
      - (1) Background Information
        - (a) State the name of the nominee or agency, address, phone number, and email address.
        - (b) State the name of the MASL member nominating the person, position, address, home and work phone numbers, and email address.
        - (c) State the nominator's association with the nominee and how the nominee has contributed to the improvement of school library service in Missouri.
      - (2) Application Narrative
        - (a) Narrative Account of Circumstance--Summarize the nominee's contribution in upholding the principles of Intellectual Freedom as it relates to school library service in Missouri.
    - b) Submit background information and application narrative via the MASL website.
- I. **Progressive School Library Media Program Award**--Due December 15
1. Purpose of the Award--The Progressive School Library Media Program Award recognizes a school library media program that supports the total educational environment of the school.
  2. Award Application and Selection Process
    - a) Complete the background information in the order given.
      - (1) Brief statement of your library media center's mission.
      - (2) Name of nominee, title, home and work phone numbers, email address, fax number.
      - (3) Official name of district, superintendent, school building principal, school address and phone number.
      - (4) Names of those writing letters of support, titles, and information needed for personal contact of each.
    - b) Type the application narrative using no more than 2 pages, single space, 1 side of page.
      - (1) Write a narrative for each section. Sections should NOT be on separate pages. Narratives should follow one after another as numbered. The application narrative may not be more than 2 pages, single space, 1 side of page.
        - (a) Section 1-Program Description and Execution

- (i) Summarize the creative and innovative aspects of the media program, making sure the following are included:
      - (a) Level and number of students affected.
      - (b) Background history about the program and the reasons for the direction it has taken and the changes made.
      - (c) Financial support sources and funding necessary for success of the program.
      - (d) Other library and/or community involvement, if applicable. Personnel responsible for implementation (LMS, aide, clerk volunteers, others).
    - (ii) How is this program an improvement in comparison with other LMS Programs?
    - (iii) Give specific examples of how this program has made a difference to students and staff members.
  - (b) Section 2-Leadership
    - (i) Describe the library media specialist's role and that of others in the formulation and implementation of this program and in its success in the school's curriculum.
  - (c) Section 3-Contribution to the Educational Environment
    - (i) How is the school library media program unique, and how has it influenced changes in the school, the staff, and the students?
    - (ii) How are information literacy skills integrated into the curriculum?
    - (iii) How has collaboration among LMC staff and faculty impacted the program?
- c) Include all aspects of the school library media program requested in the application narrative. Do not send pictures, clippings, scrapbooks, etc. unless requested later.
- d) All application materials should be submitted via the MASL website.
- e) Three letters of support must be sent to the MASL Office: 1 from your supervisor, 1 from a teacher in the building, and 1 from a parent or student.

- f) The Awards Committee may request additional information about the program to determine a winner.

## **J. Scholarships**

1. Purpose of the Award--Scholarship awards support individuals pursuing a master's degree in library science, school library media specialist certification, or school library media specialist certification concurrent with a master's degree in a Missouri Department of Elementary and Secondary Education (DESE) approved program.
2. Award Application and Selection Process
  - a) Requirements
    - (1) Scholarship funds will be paid directly to the college or university in which the recipient(s) is enrolled.
    - (2) Recipient(s) must provide official transcripts and confirmation of enrollment before funds will be disbursed.
    - (3) When a selected recipient is found to not meet the stated criteria, or fails to forward required documentation to the MASL office, the selected recipient will forfeit the scholarship. The Awards Committee may then choose an alternate recipient.
    - (4) Recipient(s) must provide official transcripts to the Awards Chair at the end of the semester(s) for which the scholarship is awarded to verify course completion.
  - b) Award Eligibility
    - (1) Must be a current Missouri resident or currently employed in a Missouri school.
    - (2) Must have completed a minimum of one semester or six credit hours leading to certification as a K-12 library media specialist in a Department of Elementary and Secondary Education (DESE) accredited graduate certification program.
    - (3) Must have a minimum letter grade of B in all LMS required certification courses taken.
    - (4) Must be a current member of the Missouri Association of School Librarians (MASL).
    - (5) Must have not received a MASL scholarship during the previous MASL fiscal year.