



2007-2008  
MERIT COUNCIL  
INFORMATION  
CHECKLIST AND FORMS

**When you report Honor Council information to IRA, you will need to copy certain forms to meet your requirements for VSRA Merit Council. The following information will help you meet the reporting requirements.**

**The Checklist (pages 2-10) will tell you how the Honor Council pages correspond to Merit Council requirements. Page 11 gives an overview of the requirements and options for category “V” (which ARE NOT required FOR Honor Council). Following that on pages 12-13 are Additional Options for Merit Council.**

**Please look over these instructions and forms right away so you can plan your activities this year to be able to make Merit Council. Every council should be able to make Merit council with some prior planning! If you have any questions, please contact me.**

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## PREREQUISITES

<b>IRA HONOR COUNCIL</b>	<b>VSRA MERIT COUNCIL</b>
<p><b>P1</b> – A council to be in good standing shall submit the names and addresses of all officers on the IRA report of Council/Affiliate Officers 2007-2008. These officers must be current members of IRA.</p> <p>Send to IRA by 9/15/07 Will be verified by the State Coordinator</p> <p>Date Completed: _____</p>	<p><b>REQUIRED ITEMS:</b></p> <p><b>P1</b> – The council has submitted the names and addresses of the officers to the VSRA State Coordinator. All officers are members of IRA.</p> <p>Will be verified by the VSRA Vice President.</p>
<p><b>P2</b> – A council shall have at least ten members who have paid dues to IRA for the current year. These may include officers listed in item #1.</p> <p>Send Intent Form to IRA by 10/15/07</p> <p>Date Completed: _____</p>	<p><b>P2</b> – The council has at least ten members who are members of IRA. These may include officers listed in item #1.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p><i>Include copy of IRA “Intent to Participate” form (front and back)</i></p>

### I. SERVICE TO LOCAL COUNCIL MEMBERS A. Required Items (ALL 4)

<b>IRA HONOR COUNCIL</b>	<b>VSRA MERIT COUNCIL</b>
<p><b>I-R1</b> – Membership in the local council will increase during the period April 1, 2007 to March 1, 2008 by the percentage required based on the April 1, 2007 local council membership count. (Refer to IRA guidelines for percentage required and for options in maintaining membership.)</p> <p>EXCEPTION: A council achieving Honor Council for three or more consecutive years may complete three of the optional items set forth in Part 1 of the guidelines (rather than the two stipulated) in lieu of the council membership percentage increase.</p> <p><u>    </u> <b>Check here if your Council is taking advantage of this exception.</b></p> <p>Send Verification to IRA by 3/1/08</p>	<p><b>I-R1</b> – Membership in the council has increased by four percent during the period from April 1, 2007- March 1, 2008. (Must be verified by VSRA Director of Membership Development)</p> <p>Date Completed: _____ Send to Linda Greaver by 3/1/08</p> <p>EXCEPTION: A council achieving Honor/Merit Council for three or more consecutive years may complete three of the optional items set forth in Part 1 of the guidelines (rather than the two stipulated) in lieu of the council membership percentage increase.</p> <p><u>    </u> <b>Check here if your Council is taking advantage of this exception.</b></p> <p style="text-align: right;"><i>Copy Honor council form I-R1 OR Use Merit Council form I-R1 Include copy of IRA “Intent to Participate” form (front and back)</i></p>

**SERVICE TO LOCAL COUNCIL MEMBERS**

**A. Required Items (continued)**

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
<p><b>I-R2</b> – The council will submit a 2-3 year plan which includes its mission, goals, and activities for the present year and forthcoming years.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>I -R2</b> – The council has submitted a 2-3 year plan which includes its mission, goals and activities for present year and forthcoming years.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p style="text-align: right;"><i>Copy Honor council form I-R2 OR Use Merit Council form I-R2</i></p>
<p><b>I-R3</b> – Plan and carry out at least <u>three</u> council meetings during the school year.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>I-R3</b> – The council has had at least three council meetings during the school year. Submit descriptions, calendars, or fliers of the programs.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p style="text-align: right;"><i>Copy Honor council form I-R3</i></p>
<p><b>I-R4</b> – Not required for Honor council</p>	<p><b>I-R4</b> – Send in a list of committee chairs’ names, addresses and phone numbers.</p> <p>Send to Judy Dierker by 11/13/07</p> <p>Date Completed: _____</p>

**I. SERVICE TO LOCAL COUNCIL MEMBERS**

**B. Options (Complete Two)**

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
<p><b>I-01</b> - Submit newsletter or other forms of printed communication.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>No Form</i></p>	<p><b>1.</b> Submit two newsletters or other forms of printed communication.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>No form</i></p>
<p><b>I-02</b> - Develop an image brochure or video. Submit copy.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>2.</b> Develop an image brochure or prepare a video of a community project conducted by the council. Submit a copy.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form 1-02</i></p>
<p><b>I-03</b> - Establish a professional growth activity for future educators that further their professional development.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>3.</b> Establish a professional growth activity for future educators that will further their professional development.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form 1-03</i></p>
<p><b>I-04</b> - Establish a professional growth activity that furthers professional development of council members.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>4.</b> Establish a professional growth activity that furthers professional development of council members.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form 1-04</i></p>
<p><b>I-05</b> - Not required for Honor Council.</p>	<p><b>5.</b> Enter a display in the Hall of Councils at the annual conference. Submit picture of display and a description of contents.</p> <p>Send to David Red 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>No form</i></p>

**I. SERVICE TO LOCAL COUNCIL MEMBERS**

**B. Options (continued)**

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
<p><b>I-06</b> - Not required for Honor Council.</p>	<p><b>6.</b> Establish a council web page/web site with a link to VSRA's web site. Send hard copy of web site and link.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>No form</i></p>
<p><b>I-07</b> - Not required for Honor Council.</p>	<p><b>7.</b> Submit a description of council's 2007-2008 activities that focused on providing IRA and/or VSRA legislative updates to council members and/or the local community. Attach relative documentation.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>No form</i></p>

**II. PARTNERSHIP WITH LOCAL COMMUNITY**  
**(Complete THREE)**

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
<p><b>II-01</b> - Plan and carry out a "Celebrate Literacy" project.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>1.</b> Plan and implement a "Celebrate Literacy" project.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form II-1</i></p>
<p><b>II-02</b> - Organize and carry out a special project which promotes reading in the community – other than one related to parents and reading.</p> <p>Send to IRA by 3/1 /08</p> <p>Date Completed: _____</p>	<p><b>2.</b> Organize and carry out a special project which promotes reading in the community – other than one related to "Parents and Reading."</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form 11-2</i></p>
<p><b>II-03</b> - Participate in a "Newspapers in Education" project.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>3.</b> Participate in a "Newspapers in Education" project.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form 11-3</i></p>
<p><b>II-04</b> - Develop and carry out a plan to advocate significant literacy issues.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>4.</b> Develop and carry out a plan to advocate significant literacy issues.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form 11-4</i></p>
<p><b>II-05</b> - Carry out a family reading or intergenerational family literacy project.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>5.</b> Carry out a family reading or intergenerational family literacy project.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form 11-5</i></p>

**II. PARTNERSHIP WITH LOCAL COMMUNITY**  
*(Complete THREE Continued)*

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
<p><b>II-06</b> - Sponsor a Young Authors/Writers program in the community.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>6.</b> Sponsor a Young Authors/Writers program or celebration in the community.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form 11-6</i></p>
<p><b>II-07</b> - Implement a community service project to benefit the community.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>7.</b> Submit a community service project for the "Local Community Service Award."</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Send copy of IRA LCS Award submittal</i></p>

### **III. PARTNERSHIP WITH STATE/PROVINCE AND INTERNAT'L READING ASSN**

#### **A. REQUIRED**

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
<p><b>III-R1</b> - Conduct an active membership campaign at all levels.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>1.</b> Conduct an active membership campaign at all levels.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p style="text-align: right;"><i>Copy form III-R1</i></p>
<p><b>III-R2</b> - Submit a list of new IRA members based on council membership (See chart III R-2). Officers cannot be included.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>2.</b> Submit names of at least five <u>new</u> IRA members.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p style="text-align: right;"><i>Copy form III-R2</i></p>

### **III. PARTNERSHIP WITH STATE/PROVINCE AND INTERNAT'L READING ASSN**

#### **B. OPTIONS (COMPLETE TWO)**

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
<p><b>III-01</b>- Council shall support goals of state/provincial association.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>1.</b> Support goals of state association.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p style="text-align: right;"><i>Copy form III-01</i></p>
<p><b>III-02</b>- Attendance of at least one council and/or Board of Directors meeting by a state officer or coordinator.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>2.</b> VSRA Officer or Coordinator has been invited and has attended a meeting of the council or Board of Directors.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p style="text-align: right;"><i>Copy form III-02</i></p>
<p><b>III-03</b>- Council shall support goals of the International Reading Association.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>3.</b> Council supports goals of the International Reading Association.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p style="text-align: right;"><i>Copy form III-03</i></p>

**III. PARTNERSHIP WITH STATE/PROVINCE AND INTERNAT'L READING ASSN  
B. OPTIONS (Continued)**

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
<p><b>III-04</b> - Council shall provide a stipend for council members' attendance at state/provincial/IRA event.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>4.</b> Provide a stipend for council members' attendance at state/IRA event.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form 111-04</i></p>
<p><b>III-05</b> - Obtain five new IRA members <b>IN ADDITION</b> to Item III R-2.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>5.</b> Obtain five new IRA members <b>IN ADDITION</b> to Item III R-2.</p> <p>Send to David Red by 3/1 /08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form 111-05</i></p>

**IV. PARTNERSHIP WITH INTERNATIONAL COMMUNITY  
OPTIONS (COMPLETE TWO)**

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
<p><b>IV-01-</b> Plan and carry out an "International Literacy Day" celebration.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>1.</b> Plan and carry out an "International Literacy Day" celebration.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form IV-1</i></p>
<p><b>IV-02</b> - Provide IRA membership for individuals from developing country. Use "Membership Project for Educators in Developing Countries" form.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>2.</b> Provide IRA membership for individuals from developing countries.</p> <p>Send to David Red by 3/1/08.</p> <p>Date Completed: _____</p> <p align="right"><i>Copy "Membership Project" form</i></p>
<p><b>IV-03</b> - Make literacy related contribution to worldwide disaster relief efforts.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>3.</b> Make literacy related contribution to worldwide disaster relief efforts.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy fore IV-3</i></p>

**PARTNERSHIP WITH INTERNATIONAL COMMUNITY  
OPTIONS (Continued)**

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
<p><b>IV-04</b> - Organize and conduct a program which emphasizes the "International" aspect of IRA outside North America.</p> <p>Send to IRA by 3/1 /08</p> <p>Date Completed: _____</p>	<p><b>4.</b> Organize and conduct a program that emphasizes the "International" aspect of IRA outside North America.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form IV-4</i></p>
<p><b>IV-05</b> - Establish partnership with national affiliate or local council outside the United States and Canada.</p> <p>Send to IRA by 3/1/08</p> <p>Date Completed: _____</p>	<p><b>5.</b> Establish a partnership with a national affiliate or local council outside the United States and Canada.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p align="right"><i>Copy form IV-5</i></p>

**v. ADDITIONAL VSRA MERIT COUNCIL ITEMS**  
**REQUIRED**

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
<b>1.</b> Not required for Honor Council	<p><b>V-R1</b> - The local council president or designee has attended a minimum of three of four meetings of the VSRA Governing Council for 2007-2008. NOTE: Attendance of President and Vice President or designee at the 2006 Leadership Workshop will be required for Merit Award.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p>
<b>2.</b> Not required for Honor Council	<p><b>V-R2</b> - The council will be represented at the 2007 VSRA Delegates Assembly by an authorized delegate.</p> <p>Send to David Red by 3/1 /08 The VSRA Corresponding Secretary will verify.</p> <p>Date Completed: _____</p>
<b>3.</b> Not required for Honor Council	<p><b>V-R3</b> - Organized and conducted a "Parents and Reading" project.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p>
<b>4.</b> Not required for Honor Council	<p><b>V-R4</b> - Send Membership forms to VSRA membership chair as specified in the Membership Chair Handbook. The Director of Membership will verify.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p>

*Use form V-R4*

## ADDITIONAL MERIT OPTIONS

**For Merit Council Honor: Councils may substitute a maximum of three optional items below for any three optional items listed on the Honor Council checklist. Substitute no more than one item from each optional Roman Numeral category.**

### OPTIONS

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
1. Not required for Honor Council.	<p><b>V-01</b> - Award a Local Council Scholarship and/or Research Grant</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p style="text-align: right;"><i>Use form V-01</i></p>
2. Not required for Honor Council.	<p><b>V-02</b> - The council has a liaison member on its Board of Directors to represent the interests of reading at the secondary level.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p style="text-align: right;"><i>Use form V-02</i></p>
3. Not required for Honor Council.	<p><b>V-03</b> - The council has organized and carried out a plan to work cooperatively with other professional organizations such as local affiliates of the Virginia Association of Teachers of English (VATE), Virginia Educational Media Association (VEMA), Virginia Congress of Parents and Teachers, or Reading is Fundamental.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p style="text-align: right;"><i>Use form V-03</i></p>
4. Not required for Honor Council.	<p><b>V-04</b> - The council implemented the Virginia Readers' Choice in the community.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____</p> <p style="text-align: right;"><i>Use form V-04</i></p>

**ADDITIONAL OPTIONS for MERIT COUNCIL (CONTINUED)**

<b>IRA Honor Council</b>	<b>VSRA Merit Council</b>
<b>5.</b> Not required for Honor Council.	<p><b>V-05</b> - The council has an Administrative Liaison appointed on their board with a brief description of their specific contribution for the board during the year.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____ <i>Use form V-05</i></p>
<b>6.</b> Not required for Honor Council.	<p><b>V-06</b> - Public recognition was received for a council project and/or information was disseminated publicly.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____ <i>Use form V-06</i></p>
<b>7.</b> Not required for Honor Council.	<p><b>V-07</b> - Council participated in VSRA conference activities by sponsoring speakers or hosting meal functions.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____ <i>Use form V-07</i></p>
<b>8.</b> Not required for Honor Council.	<p><b>V-08</b> - Council selected and submitted a "Teacher of the Year" nominee according to VSRA procedures by the deadline.</p> <p>Send to David Red by 3/1/08</p> <p>Date Completed: _____ <i>Use form V-08</i></p>