



## Friends, Foundations & Boards Section 2020 Awards Application

Name of Nominated Group \_\_\_\_\_

Library \_\_\_\_\_ Library System \_\_\_\_\_

Individual to be Contacted \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

### ***Application Deadline: February 7, 2020***

*Please check below the award for which you are applying. Use a separate form for each application. Winners of the same award 2 consecutive years must wait 2 years before applying again in that same category. An extra point will be awarded to all applicant groups who are members of FLA. See our Friends, Foundations and Boards page at [www.flalib.org](http://www.flalib.org) for additional information.*

\_\_\_\_\_ **Eileen Brunner Membership Development Award.** Given for the most significant increase in membership, by number and/or percent. **Documentation required:** a narrative describing 1) objectives of the membership drive, 2) special membership solicitation documentation, 3) a report on achievement, 4) membership figures for the most recent 3 years, 5) sample membership forms. **Criteria:** Quality & content of membership materials, campaign objectives & achievement.

\_\_\_\_\_ **Newsletter of the Year Award.** Given for a newsletter produced by Friends, demonstrating a high quality of writing, as well as promoting libraries, library programs and the Friends. **Documentation required:** 4 most recent issues & a narrative describing 1) purpose & intended audience, 2) planning, creation & personnel involved, 3) how & to whom distributed. **Criteria:** Effective promotion of Friends, appearance, appeal of content and quality of writing.

\_\_\_\_\_ **Outstanding Program Award.** Given for programming activities, festivals and/or public relations events that attract the community to the library. **Documentation required:** a narrative describing 1) a description of the event, 2) involvement of volunteers, 3) copies of publicity, press releases and printed program(s), 4) report of attendance/participation, 5) statement of benefit to the library. **Criteria:** Creativity & effectiveness of event, caliber of public relations' materials, benefit to library.

\_\_\_\_\_ **Special Projects Award.** Given for a library related project carried out by the Friends, such as a book sale, gift shop, cultural or literacy workshop/discussion, homework assistance, literacy training, etc. **Documentation required:** a narrative describing 1) purpose of project, 2) resources involved in project, 3) results of project (i.e. funds raised, materials or furniture/equipment purchased). Include samples of products, publicity. **Criteria:** Creativity and design of project, quality of planning & publicity, volunteer involvement, and benefit to the library and/or Friends.

\_\_\_\_\_ **Web Site Award.** Given for a web site designed and maintained by Friends, demonstrating good visual appeal and usability, providing current information and promoting the Friends and the library. Web site should be separate from the library site, but may be linked. **Documentation required:** a narrative describing 1) web site address 2) purpose 3) who developed and maintains 4) how developed and maintained 5) guidelines for material to be included and frequency of updates. **Criteria:** Visual appeal, professional appearance, ease of use, usefulness and currency of content, speed of navigation and downloads and how it promotes the Friends and the library.

Additional supporting materials and a cover letter should be emailed to [ffb\\_awards@flalib.org](mailto:ffb_awards@flalib.org). **DEADLINE: February 7, 2020.** Awards will be presented at the Opening Session of the 2020 FLA Annual Conference, Wednesday, May 13, 2019 at 9:30am-11:30am, DoubleTree by Hilton at the Entrance to Universal, Orlando, FL.