

**A**

The American Association of School Librarians, as a division of the American Library Association, must follow the ALA guidelines for establishing a new award.

**E**

AASL Board of Directors, Awards Committee, Members, Headquarters

**D**

Awards: ALA defines awards to include grants, recognition, scholarships, and conference sponsorship.

Administrative Fee: fee paid by sponsor to cover the administrative support to offer award. The administrative fee covers the following and should be 20% of the award amount not to exceed \$1,000.

1. costs of preparation, printing, and distribution of award criteria and nomination forms
2. costs for preparing appropriate citations and/or plaques
3. publicity and promotion of the award
4. expenses for the award presentation ceremonies

**P**

To define the guidelines for establishing a new award.

**When**

**How**

1. Ten copies of the award proposal must be submitted to the ALA Awards Committee Staff Liaison or Chair one month prior to the committee's regular meeting which is at least six months prior to the anticipated date of advertisement.

2. The ALA Awards Committee shall consider each proposal at a regular meeting.

**When**  
**How**

**When**

3. An award proposal should include:

- a) Name of award
- b)

