

AAUW North Carolina – Guidelines and Procedures

Part 5: Mission Related Activities

- **Young People’s Literature Award Selection**
 - Content Manager Title (Preparer): Past-President or President (Terwilligar)
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- **Grants to Branches (Mini-grants)**
 - Content Manager Title (Preparer): President (Ashe)
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- **5 Star Program**
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Young People’s Literature Award (YPLA) Selection

Personal Notes from AAUW NC Past President in 2022

AAUW of North Carolina has presented the Young People’s Literature Award since 1953. The 70th anniversary of our state award comes up in 2023.

I moved from Florida to Greensboro NC in 2012 and immediately found new friends in the Greensboro branch of AAUW. In fact, the first meeting I attended was the 100th anniversary celebration for Greensboro’s 100th year. Over the next few years I attended the annual state conferences and heard the winning author of the Young People’s Literature Award speak. However, I knew very little about how this annual award was managed when Cherrie Wheaton and I were elected co-presidents of AAUW NC in 2017. So I was astonished when we received an October phone call from the NC Department of Cultural and Natural Resources (DCNR) announcing who the 2018 YPLA winning author was and did we expect to attend the annual conference for the NC Literary & Historical Association to present our award to Carole Boston Weatherford for her winning book, *“Shomburg, the Man who built a library”* (Candlewick Press, Initial publication: December 12, 2017). Cherrie and I did travel to Greenville, NC and we did present Carole with the award from AAUW NC. Enough books were ordered so each branch could donate the winning title to their local library and Carole came and spoke at our spring conference in Winston Salem.

You may know Carole as a three time winner of the Young People’s Literature award: *Shomburg, The Man Who Built a Library* in 2018, *Freedom On the Menu; the Greensboro Sit-Ins* in 2005, and *Remember the Bridge: Poems* in 2006. Carole is a nationally recognized author for her excellent juvenile books. Carole’s book, *BOX: Henry Brown Mails Himself to Freedom* is a 2021 American Library Association Newbery Honor book. Carole also has won more than one ALA Coretta Scott King Award.

In fact, over the years our NC award to an author of a juvenile book has been given to a whole list of excellent authors, many who have won numerous awards from ALA and other groups that recognize excellence in juvenile books.

This special annual award is given in recognition of the most significant work of original literature for young readers published over the course of the last year by a North Carolina author. The award was established in collaboration between the AAUW of North Carolina and the North Carolina Department of Natural and Cultural Resources in 1953.

BACKGROUND

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This program by AAUW of North Carolina was initiated in 1953 in cooperation with the North Carolina Literary & Historical Association. The details for soliciting and receiving book entries, judging and announcing the annual award winner are organized by staff at the North Carolina Department of Cultural and Natural Resources (NCDRC) which is the sponsor of the Literary Association. Additional information about the AAUW NC annual book award is available at: <https://www.ncdcr.gov>

The annual list of winning books and authors for this AAUW NC award are listed at: <https://www.ncdcr.gov/about/history/nc-literary-and-historical-association/awards/american-association-university-women-award-young-peoples-literature-winners>.

ANNUAL TIMELINE: Juvenile books by authors who live in North Carolina are normally received at NCDRC from publishers throughout the year. There is an early fall deadline for submitting books to NCDRC to be considered for this award.

- **Judging:** A panel consisting of one member from AAUW NC and two other judges are set up for the judging by the staff at NCDRC. (Many entries are now submitted virtually.)
- **Awards:** The book awards are normally announced by NCDRC in late October.
- **Presentation of awards:** All NC authors normally receive their award at the annual meeting of the Literary & Historical Association members in mid-November. The President of AAUW NC is invited to that annual meeting to present the award for our Association. (Note: during the COVID isolation years, The NC Literary Association did not meet in-person or virtually, so AAUW NC presented our award prior to the author's remarks during our virtual AAUW NC Annual Meetings in 2020 - 2022).

The current contact at NCDRC for the AAUW NC book award is Joe Beatty.
Joseph Beatty (joseph.beatty@ncdcr.gov, 919-814-6640)

JUDGING: According to the original plan for working with the NC Dept. of Cultural and Natural Resources, AAUW NC is entitled to have one judge on the evaluating committee, while NCDRC provides the other two judges.

Lil Van Order has been the AAUW NC book award judge for a number of years. She is a member of the Cape Fear Branch. (lilvanorder@gmail.com, 910-540-1573). In the event this individual is no longer available for this role, the President shall appoint the book award judge after soliciting input from the membership as to interested individuals.

Note: Lil Van Order is not responsible for any of the activities related to presenting the award or managing the purchase of award books for branches to

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present to local libraries. She also is not responsible for publicizing the award or soliciting books from author & publishers for consideration by the judges. Her role is to be our association's judge on the panel that decides the on the award book for the annual Young People's Literature Award by an author who resides in North Carolina.

AAUW of North Carolina sends a copy of each award winning book to the J. Murrey Atkins Library at UNC Charlotte. These books are located in Special Collections and Rare Book section of the university library and are cataloged with the note that the book was donated by AAUW of North Carolina and was the book that received the YPLA award by a North Carolina author in (year).

PROCEDURE

The President will appoint a Task Lead to lead the annual YPLA project. These tasks need to be done:

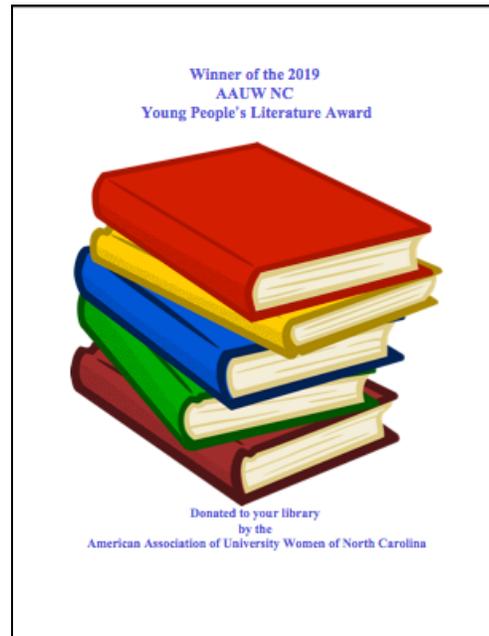
- a) By early September the contact person at NCDCCR needs to receive the YPLA Task Lead contact information and contact information for the current AAUW NC President.
- b) When the award is announced in the fall by NCDCCR, the Task Lead needs to prepare a press release with photo of book and author (when available – most authors have a website). That information needs to be sent to the AAUW NC Communications chair and the Editor of *Connect*. The award for that year needs to be announced and added to the YPLA award list on the AAUW NC website. The annual award also needs to be announced to members in our *Connect* newsletter.
- c) Often the President is the person who first receives the award information from NCDCCR. In that case, the YPLA Task Lead still needs to make sure that an award announcement is given to the Communications Chair and the editor of *Connect*.
- d) Each branch receives a copy of the award book, so books to be ordered for distribution to the presidents of each branch. This was accomplished in recent years by ordering from Amazon and having a book sent directly to each branch president's address. The books ship free and this process makes sure that each branch receives a copy to donate to their local library.
- e) Ordering award books:
 - The AAUW NC Treasurer has the association credit card, so books are ordered on Amazon. Shipping is free and orders for a certain number of copies provides a discount.
 - The Treasurer needs the address for each branch president in order to make sure they are sent to the correct person.
 - AAUW NC also donates a copy of the award book to our collection of YPLA winning books housed at UNC Charlotte. The contact person at Special Collection is:

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Dawn Schmitz, Associate Dean of Special Collections at UNC Charlotte

**J. Murrey Atkins Library
9201 University Blvd.
Charlotte, NC 28223-0001**

- The Charlotte branch is sent two YPLA award books:
 - One to donate to the Charlotte public library, and
 - Another for the special collection copy for UNC Charlotte.Recently the president of Charlotte AAUW branch has arranged with Dr. Schmitz to present the YPLA award book in person. This provides an opportunity for photos and a public relations release for local news outlets.
- f) Each branch president needs to be notified the award book is being sent and when to expect it to arrive. Email is best for this step. Also Include Dr. Schmitz (Dawn.Schmitz@uncc.edu, 704-687-1674)
- g) The YPLA Task Lead needs to follow up with a letter to each president explaining the YPLA award and why they are receiving the book. Also, if the Board desires a bookplate to be placed in each book being donated to a local library, the printed bookplate can be included in the letter to the presidents, along with instructions about where to place it in the book. Branch presidents might be encouraged to donate their book in person to their local librarian and take a photograph which can be put up on their branch website, sent to the local newspaper, etc. for branch publicity. A sample short letter to the library representative concerning the book gift and some information about why AAUW NC provides this award could be offered to branch Presidents to deliver with the book. AAUW NC could offer an art contest to create a bookplate that could be used for a period of time, e.g. re-evaluated every three years. See the sample bookplate on the right from 2019.
- h) The winning author is always invited to attend the state spring meeting (whether an in-person conference or virtual Annual Meeting) to speak to our members and receive special recognition from AAUW NC.
 - Either the president or the YPLA Task Lead can extend that invitation at the time the award is announced in November. It is the responsibility of the YPLA Task Lead to follow up to make sure the author receives information about the spring AAUW NC event and that the details for the



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author's participation are carefully planned and communicated to the author.

- Authors may wish to bring their own books to sell at an in-person spring event. The YPLA Task Lead plans with the Event Coordinator to have a table available for selling the winning title and for the author to use while autographing copies. If the author does not have their own copies for sale, then the YPLA Task Lead needs to order books from a local bookstore that will be available for sale the day of that event. Note: We have used local booksellers whenever possible, as long as the bookstore agrees to allow the return of any unsold copies.
 - Sale of the books during the spring event will require a few volunteers to manage the sale of books, as well as assist the author with the book signing. The AAUW NC Treasurer needs to be included in planning for book sale payments. For an in-person spring AAUW NC event, the YPLA Task Lead needs to do advance planning with both the AAUW NC Treasurer and the spring event planner to make sure the book sale and the autographing proceed smoothly.
- i) When there is no in-person spring event, the author is invited to speak at the virtual spring meeting. This needs to be coordinated with the Communications committee who are planning that event. The YPLA Task Lead needs to coordinate with the author about the specific timing and any other details which are critical for the success of their remarks.
 - j) In recent years AAUW NC has given a trophy to the author – to be presented at the mid-November meeting of the NC Literary and Historical Association. (As noted earlier, during COVID, there were no in-person meetings, so our trophy was presented during the virtual Annual Meeting of AAUW NC in the spring.)
 - k) The YPLA Task Lead is responsible for ordering a trophy and making sure it is given to the AAUW NC leader who will present the award at the annual award presentation by the Literary & Historical Association in November.
 - l) The design of the trophy has not been consistent over the years. This is something that needs to be determined, so future trophies have the same design and wording for our award.
 - Note: The original trophy for the AAUW NC juvenile book award is located in a trophy case on the main floor of the North Carolina Dept. of Cultural and Natural Resources building in Raleigh. President Jane Terwillegar did have permission to bring the trophy to the Asheville conference in 2020, which was cancelled due to COVID. It still is a good idea to do that at a future in-person conference.

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Grants to Branches (Mini-grants)

Board Approved: June 2022

Introduction

AAUW NC offers mini-grants to branches on a rolling basis.

We encourage action-oriented projects or other meaningful branch proposals that promote the mission of AAUW and/or current national and state priorities. We look for impact on the local community. However, awards may be made for branch infrastructure and outreach programs, particularly if they are tied to building the capacity of the branch to do community action projects in the future.

Reminders

Mission: AAUW advances gender equity for women and girls through research, education and advocacy

Diversity Statement: There are no barriers to full participation on the basis of gender, race, creed, age, sexual orientation, national origin, disability or class

Application Timeline

The application can be made at any time. The Executive Committee, with advice from the appropriate leadership team(s), will decide on the award within two weeks after the application is submitted.

Grant Limits

The amount of the grant will be at the discretion of the Executive Committee, taking into consideration the justification provided by the branches. The board will be responsible for including a limit in each year's budget.

Applications will be accepted for the following types of projects with the following limits:

1. Community action, public policy and social justice projects
This project must involve an event or other activity that reaches nonmembers
Limit: \$500
2. Other projects that increase branch capacity
Limit: \$100

Mini Grant Application Process

The application must contain the following information:

- **Project Title**
- **Branch Name**
- **Name/Phone/e-mail for Branch President. Name/Phone/e-mail for Project Leader**

For applications for the \$500 community action and \$100 branch capacity projects, include

1. Concise project description
2. Specific long term goal(s) that this project addresses. These should be tied to the mission and/or current AAUW and AAUW NC priorities
3. Specific action steps that this grant will fund with estimates of actual costs and the time frame
4. Background on other branch efforts to address the goal, i.e. include other action steps where applicable
5. Discussion of why this money is needed and what other funds are available to address the goal. A simple budget is applicable here
6. Discussion of how will you know whether the action steps get you closer to your goal(s)
7. A date, no more than 12 months after the date of the application, when the project will be completed and the final report submitted.

Send the completed packet via email to the AAUW NC President at
<mailto:president@aauwnc.org>

Other notes

The Executive Committee will award grants based on

1. Application containing all the requested information
2. Amounts requested and financial justification for those amounts
3. Preference for new projects
4. Expected impact for the benefit of AAUW NC and its branches

Grants will be payable to the branch and sent to the branch Treasurer.

There is no requirement that the Executive Committee distribute all the allocated funds. They may make awards for less than the requested amounts.

Any branch receiving an award is required to submit a final report that includes:

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1. Summary of how the funds were used
2. Evaluation of progress toward the long term goal
3. Any specific benefits that the project brought to the branch or AAUW NC
4. Links to web articles about the project or other external documentation

This report should be submitted within two weeks of the completion of the project, and any branch that has not submitted a report by the deadline specified in their application, will be asked to return the funds.

5 Star Program

AAUW NC is working towards achieving AAUW 5 Star Program Recognition. More information about this program is on the AAUW website at: <https://www.aauw.org/resources/member/initiatives/5-star-program/>. The current National Program extends from July 2021 through June 2022. As such, this section of the AAUW NC Guidelines and Procedures should be reviewed and updated annually.

The AAUW NC President for 2021-2023 and the Board identified a goal for the 2021-2022 fiscal year as:

- Defining measurable goals based on the AAUW 5 Star Program recognition criteria and the AAUW Strategic Plan 2.0 priorities
- There are a total of 11 Criteria Required for this Award/Recognition. The specific criteria below provides more details.
 - Advancement: (Only 3 Required)
 1. Raise \$30 per member in FY22 towards the Greatest Needs Fund
 2. Increase contributions to the Greatest Needs Fund by 25% from FY21
 3. Retain at least 90% of branch membership
 4. Increase Legacy Circle membership by 10% (2) over FY21
 5. At least 10% (2) of branches are participating in Five-Star Program in FY22
 6. Make a state affiliate contribution to the Greatest Needs Fund
 - Public Policy & Research:
 7. Appoint a state public policy chair and at least 60% of branches have a public policy chair.
 8. Conduct an annual meeting with a member of Congress, Governor, or a member of their staff around a strategic plan focus.
 9. Host a Lobby Day at the statehouse focused on AAUW public policy priorities.
 - Governance & Sustainability:
 10. Institute a succession plan
 11. Develop and use a strategic plan that aligns with AAUW national
 12. Appoint a state Diversity Officer to lead diversity and inclusion planning on behalf of the state and with support of the board
 - Programs:
 13. At least 90%(15) of branches hold 2-4 programs with a strategic plan focus
 - Communications & External Relations:
 14. All existing website and social media accounts use current AAUW branding and have 3-5 postings with a DEI focus in FY22.