# Handbook for the

# Local Council

# Membership Director

2015-2016



## Amanda Snow

Director of Membership Development

2812 Pine Hollow Rd.

Van Buren, AR 72956

Cell: 479-208-0025

Email: [amanda@arareading.org](mailto:amanda@arareading.org)



July 2015

Dear Council Membership Chairs,

As Arkansas Reading Association Director of Membership, one of my goals is to attract and retain members in ARA. I have gathered ideas from successful campaigns from across the nation and placed them in this membership handbook. I hope that this booklet will serve as a springboard for you as you plan your membership campaigns. I look forward to adding your ideas and samples of flyers, posters, poems, image brochures, etc. to this booklet.

A renewal membership form will be mailed to each current local council/ARA member at the end of August or first of September. Our membership year runs from July 1 through June 30. I have provided you a list of current members. Those with an **\*** have already joined or renewed for 2015-2016. Now it is your job to recruit new membership as well as to encourage everyone to renew at the local, state and international levels. To assist you in contacting members, membership lists can be obtained by contacting me. You can receive local council rosters and a report listing local International Literacy Association (ILA) members with ILA numbers and expiration dates. When contacting prospective members, please inform them about ARA and its programs.

ARA is an affiliate in good standing with ILA. It is our obligation to also encourage membership in the International Literacy Association. Remember all officers must be ILA members to qualify for honor council and to be in good standing for all ARA programs and awards.

If you have any questions or comments about ARA or ILA membership, please feel free to contact me. Thank you in advance for your help.

Sincerely,

Amanda Snow, Director of Membership

2812 Pine Hollow Rd.

Van Buren, AR 72956

Cell: 479-208-0025

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# email: Amanda@arareading.



**Membership Goals**

* Maintain present members
* Encourage ILA members to join state and local
* Increase ILA, state, local, and student memberships by 3%
* Target educators \_Homeschoolers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARA Membership Benefits**

Membership in the ARA provides the following valuable literacy opportunities:

* **Community Involvement**: Join a local reading council and promote reading and literacy activities in your school and community.
* **Annual Conference**: Attend the outstanding annual ARA Conference held each November in Little Rock, Arkansas. The conference features many presenters, workshops, special events, exhibits, meal functions and nationally renowned authors and illustrators. ARA members receive discounted registration fees and conference information mailed directly to them.
* **Scholarships/Grants**: Each year thousands of dollars are granted to ARA members through the Jo Flanigan Scholarship, Studies and Research Grants, the Local Council Literacy Grants, and the Local Council Honoree Award.
* **Publications**: As a member of ARA, you receive the professional ARA journal, “the *Reader*”, the ARA newsletters, monthly e-newsletters and the conference promotion and registration information mailed to your home.
* **Recognition**: ARA recognizes outstanding literacy educators, authors and other individuals through annual literacy awards such as the Administrator in Reading Award, Celebrate Literacy Awards and the Exemplary Reading Program.
* **Networking**: Meet and share information with people from your community and all across Arkansas who are interested in prom

ARKANSAS READING ASSOCIATION

**TARGET MEMBERSHIP**

The Arkansas Reading Association has targeted home schoolersfor membership growth this year. Each local council is asked to make special efforts to recruit five new members from this group. Membership directors are to complete this form when the target membership goal has been met for their local council.

**Council:**

# TARGET MEMBERSHIP RECRUITS

## LOCAL COUNCIL

1. **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_**

1. **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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### DUE MARCH 1, 2016 to ARA Membership Director

## MEMBERSHIP NOTICES

1. **RENEWAL NOTICES:**

Renewal notices will be sent to all ARA members whose membership has lapsed as of July 1 of the current year. The membership year runs from July 1 to June 30 of the next year.

1. **MEMBERSHIP FORMS:**

**I strongly encourage everyone to join online and encourage all members to update their information and log-in to our new member database at** [**www.arareading.org**](http://www.arareading.org)**.** The triplicate membership forms can be used for new members or for renewals. Please encourage members to fill out the form completely, **especially a complete mailing address with zip code**, adding ILA# if applicable. Send the forms and a check or checks to the Director of Membership. Also, see Directions for Using Reporting Forms further into the booklet. **Please remember that you can now also join or renew on-line at our website** [**www.arareading.org**](http://www.arareading.org) **by using your credit card.**

1. **MEMBERSHIP RECEIPTS:**

Each member will receive a receipt if membership is sent directly to the ARA DOM. Memberships paid at local council meetings will be provided receipts by the local council DOM.

# MEMBERSHIP MONEY FACTS

\*As of July 1, 2011, membership costs $10.00 per year for ARA membership ***PLUS*** local council dues which vary from council to council. A student who joins ILA automatically becomes a member of ARA and the local council is encouraged to waive local dues also.

\*Membership checks should be made payable to **Arkansas Reading** **Association** (ARA). These checks should be made for **$10 per regular member plus the local council dues if sent directly to me.**

# MEMBERSHIP REPORTS

Each council can request the following reports from the ARA DOM:

* **Local Council Roster:** This is a listing of all current members of that local council, which will also show ACTIVE if that member is a current ILA member.
* **ILA Report:** This is a listing of current local council members with current ILA number and expiration date. This report can also be listed with mailing addresses.

ILA (International Literacy Association) membership is separate from ARA (Arkansas Reading Association) membership. Membership in ARA does not automatically make you a member of ILA. ***ILA*** ***requires a separate membership form fee.*** The bottom portion of the ARA/local council membership form is the ILA membership form.

Membership Chairs can also get ILA membership forms by sending in an order to the International Literacy Association. This order form is in your local council president’s packet from ILA and these are free.

# THE ROLE OF THE LOCAL COUNCIL

# MEMBERSHIP CHAIR

1. Recruit new members and maintain current members.
2. Remind members to renew their membership so they are not dropped.
3. Devise and carry out membership recruitment activities to increase their council’s membership.
4. Remind members to notify ARA Director of Membership of any address/phone/email changes. Each council should have some Post Office Address Notification Cards (PS form 3576) available at the meeting for members to use. These change-of-address cards are available at any post office.
5. Look over monthly reports. Check to see which members have an ILA expiration date for the following month. Making a phone call to these members may be a great way to prevent them from being dropped by ILA for not renewing.
6. If your council provides gift and/or lifetime memberships for certain members, the ARA DOM must be notified.
7. Recruit for ILA (International Literacy Association), too. A certain number of ILA members is required to qualify for ILA Honor Council (check with your local president) based on your council’s membership and you must maintain a minimum of 10 ILA members to be a council in good standing. ***Please remember that ILA is different from ARA and it requires a different form and a separate check.***

**MEMBERSHIP PRIMER**

**Who You Are and What You Do**

As a membership director, you will be one of the most influential officers in the council when it comes to encouraging educators to join your council, the state/provincial council, and the International Literacy Association. The key responsibilities of your position are:

* To plan and carry out programs designed to recruit new members and to encourage current members to renew their memberships.
* To maintain an accurate record of members, including their addresses and telephone numbers, and a record of the various levels of ILA in which they are members (local, state, international).
* To collect dues and turn over monies to the council treasurer.
* To provide a current membership roster and/or directory to the officers of the council, as well as to other ILA personnel who may request such information.
* To notify members when dues are owed.
* To recruit and train a membership committee to assist with the functions of this office.

This manual will provide details to help you carry out your duties, and offers instructions for guiding the activities of your membership committee.

**Building Representatives—The Key to Membership and Meeting Success**

Councils report that one of the most effective ways to build membership and attendance at meetings is through a network of building representatives. The model is not complicated, and it is effective.

**STEP ONE** For each building served by the council, a key teacher or administrator is identified as the building representative.

* The building representative ***MUST*** be a member of the council, and one who has agreed to serve—not one who has been “volunteered.”
* A person who regularly attends council meetings.

**STEP TWO** The network of building representatives should be identified during April or May of the preceding council year.

* Prepare and distribute to each building representative a “job description,” a one-page summary of exactly what you want them to do.
* If possible, give the date of the building representative workshop to be held in either August or September. (Get the date on their calendars early!)

**STEP THREE** For each building representative, prepare a packet of materials—schedule of council meetings, council membership applications, ILA membership blanks, copies of journals, etc. If your council publishes a council directory (names and addresses of officers, committees, dates of meetings, and members), make certain each building representative has a copy.

**STEP FOUR** Plan a get-acquainted social or workshop in either August or September. The date would depend upon the opening date of the school(s) served by the council.

* If possible, plan a professional program by an author, consultant, or reading faculty member specifically for the building representatives. A program such as this will add to the importance of the representatives’ job and enhance their value to the council.
* Review with the reps their job description and the council plans for the year. If possible, present each building representative with a calendar so that meetings and other deadlines can be highlighted.
* Outline the steps you would like each rep to take in terms of publicizing council meetings and projects—for example, things to do a month before, two weeks prior, one week before, and the like.
* Go over the steps in processing membership at the council level, state level (if applicable), and the international level (ILA). Review for them the benefits of membership. You might divide the representatives into groups of three and have them brainstorm questions they feel will be most frequently asked. Review these questions, as well as others they might have missed, regarding membership or anything else about the council.

**STEP FIVE** The council president should send to each building representative’s supervisor a letter commending him/her for professional commitment and willingness to serve. Be sure to send a copy to the building representative.

**STEP SIX** If possible, have a building representative newsletter published three or four times a year. The newsletter will carry information on upcoming meetings, membership data, and reminders of approaching deadlines.

**STEP SEVEN** The one thing one cannot do enough of in a volunteer organization is thank people. And this certainly applies to building representatives. From time to time, reps can be recognized and thanked at council meetings—and certainly at the end of the school year.

Building representatives can make the difference in membership, attendance at meetings, communications, and leadership development. What we have presented is only a model, but a model that has been adopted successfully by many councils.

**Building Representative—A Job Description**

* Should be members of the councils.
* Attend the orientation meeting at the beginning of the school year to become acquainted with the goals of both the council and ILA.
* Request from the membership director necessary supplies and materials. If needed, order from ILA Headquarters.
* Maintain a list of all members in your school. If individuals have failed to renew their membership, be certain they receive a gentle reminder.
* At the beginning of the school year and at other appropriate times, speak briefly at faculty meetings about the council, the value of membership, and upcoming activities.
* Develop a procedure and time table for notifying faculty and administrators about upcoming meetings and activities. For example, two weeks before a council meeting, a poster could be placed on the bulletin board in the faculty lounge or other appropriate place. Ten days prior to the meeting, place flyers in each teacher’s mailbox.
* Maintain a bulletin board of local, state and international activities.
* Encourage your librarian to subscribe to state and ILA publications.

**THE VALUE OF ONE MEMBER**

Ten little members standing in a line,

One disliked the president and then there were nine.

Nine ambitious members offered to work late,

One forgot her promise, then there were eight.

Eight creative members had ideas good as heaven,

One lost enthusiasm, then there were seven.

Seven loyal members got into a fix,

They quarreled over programs, then there were six.

Six members remained with spirit and drive,

But one moved away, then there were five.

One became indifferent, then there were four.

Four cheerful members who never disagree,

‘Til one complained of meetings, then there were three.

Three eager members – what do they do?

One got discouraged, then there were two.

Two lovely members (our rhyme is nearly done),

One joined a bridge club, then there was one.

One faithful member was feeling rather blue,

Met with a neighbor, then there were two.

Two earnest members each enrolled one more,

Doubled their number, then there were four.

Four determined members just could not wait

‘Til each won another, then there were eight.

Eight excited members signed up sixteen more,

In another six verses, there will be

A thousand-twenty four!

poem/98wksp

**ARA/Honor Council Program**

**Date due to ARA: September 30**

## Description of Membership Campaign

(To increase membership at local, state/provincial, and international levels)

# ITEM III-R1

Council Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TARGET AUDIENCE:

OBJECTIVES:

PROCEDURES:

EXPECTED OUTCOME:

Please return this completed form postmarked by *September 30* to:

Arkansas Reading Association

Amanda Snow

Membership Director

2812 Pine Hollow Rd.

Van Buren, AR 72956

**MEMBERSHIP REPORTING FORMS**

**DIRECTIONS FOR USING REPORTING FORMS**

1. The Local Council Membership Report Form is sent in at the end of each month until the membership campaign for the year has been completed, ***if you have any memberships to*** ***report***. The number of reported members and the amount of money must balance. This summary sheet is included with the membership forms of new members for the month being reported.
2. The triplicate Membership Form is used to report names, addresses, and other information about local members. If a computer printout is used, this form is not necessary. Since this information is used for corresponding with state members and for various reports, please make sure that all information is complete and accurate, especially a complete mailing address. **Please, please, please put these forms in alphabetical order.**
3. The Target Membership Form is used to report the names and addresses of the target group for the year. A different target group is selected each year. The new target group for the upcoming council year is announced at the Summer Leadership Workshop each summer. **THIS FORM IS DUE BY *MARCH 1.***

IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THESE REPORTS, PLEASE CONTACT ME. MY TELEPHONE NUMBER IS 479-208-0025

AND MY EMAIL ADDRESS IS [Amanda@arareading.org](mailto:Amanda@arareading.org) .

PLEASE MAIL ALL REPORTS TO:

AMANDA SNOW

2812 Pine Hollow Rd.

Van Buren, AR 72956

ARKANSAS READING ASSOCIATION

**LOCAL COUNCIL MEMBERSHIP REPORT**

**Membership reports are due *if* you are reporting any new membership. Reports include the new members since your last report. Please be sure that all reports contain all of the information needed. A check for the memberships must be sent with each report.**

**COUNCIL NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNCIL #:\_\_\_\_\_\_\_\_\_**

**MEMBERSHIP DIRECTOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #:\_\_\_\_\_\_\_\_\_\_\_**

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NEW #Regular\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ $10.00 = \_\_\_\_\_\_\_\_\_\_**

**RENEW #Regular\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ $10.00 = \_\_\_\_\_\_\_\_\_\_**

**TOTAL #Regular\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ $10.00 = \_\_\_\_\_\_\_\_\_\_**

**#Regular\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NO DUES (if student joins ILA)**

**GRAND TOTAL\_\_\_\_\_\_\_\_\_\_\_**

**ILA MEMBERS THIS REPORT:\_\_\_\_\_\_\_\_**

**TOTAL COUNCIL MEMBERSHIP TO DATE:\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL ILA MEMBERSHIP TO DATE:\_\_\_\_\_\_\_\_\_**

***REMEMBER:***

**Please include this report with the white membership forms. Your number of memberships and check amounts must balance. Please put the forms in ABC order.**

**ARKANSAS READING ASSOCIATION**

**an affiliate of**

## INTERNATIONAL LITERACY ASSOCIATION

# MEMBERSHIP AWARDS FOR LOCAL COUNCILS

Three local councils will be recognized for their efforts to increase membership at the state and local council level. The top ***three*** councils with the greatest percentage increase in membership will be awarded a certificate and a monetary award as follows:

### First place, $100.00; Second place, $75.00; and Third place, $50.00

The membership report prepared by the Director of Membership, Arkansas Reading Association, and ***mailed to ILA by March 1st*** will be used to determine the final membership standings for each local council. A council MUST be in good standing with ILA meaning that all officers are current members of a local council, ARA and ILA and the council must have at least 10 ILA members.

The award will be presented at the Council Leadership Institute.

Outstanding Achievement in ILA Membership Award

The OUTSTANDING ACHIEVEMENT IN ILA MEMBERSHIP AWARD recognizes the local council with the greatest percentage of ILA members. The award includes a **certificate of recognition and $200.00.**

The membership report prepared by the Director of Membership, Arkansas Reading Association, and ***mailed to ILA by March 1st*** will be used to determine the final membership standings for each local council. A council MUST be in good standing with ILA meaning that all officers are current local council, ARA and ILA members and the council must have at least 10 ILA members.

The award will be presented at the Council Leadership Institute.

**RESOURCES FOR LOCAL COUNCIL DOMs**

The next few pages include ideas and tools that local council DOMs may use to increase membership.

**MEMBERSHIP PROMOTION IDEAS**

* **Have a membership booth at each council meeting. A tri-fold display board can be quickly set up and easily stored.**
* **Select a membership theme for the year. Your state theme usually works well at the local level.**
* **Send reminder notes or make phone calls to last year’s members that haven’t renewed. Remember that the personal touch works best!**
* **Use Building Representatives at each campus to help with the membership campaign. Don’t try to do everything yourself.**
* **Encourage school administrators to join.**
* **Give local and state memberships to your local legislators. This will insure that they receive the state publications and are kept informed of council activities. Target parents and other community leaders for membership.**
* **Give memberships as door prizes or offer prizes for members who recruit a given number of new members.**
* In**vite public librarians and preschool teachers to become members. Include private school educators, home schoolers and day care providers as potential members. Work with local colleges and universities to recruit student members.**
* **At each council meeting introduce new members. They may wear a ribbon or etc. signifying new members. Recognize members for special achievements.**
* **Establish some traditions within the council such as an annual awards banquet or an administrator’s night. Recognize long-term members at a council meeting.**
* **Traditions build morale in an organization.**
* **Develop an “Each One – Reach One” campaign. Each member tries to recruit a new member. Sponsor a “two for one” sale. For a given time, two can join for the price of one.**
* **Plan a membership celebration to honor building representatives and other members who were instrumental in helping the council meet its membership goals. An example would be “A Piece of Cake” celebration. (This membership drive was a “piece of cake”.) You can serve cake and ice cream.**

**BENEFITS OF ILA, ARA AND LOCAL READING COUNCIL MEMBERSHIP**

* Prestige of professional affiliation
* Professional networking
* Professional growth opportunities through conferences and institutes
* Opportunities for leadership development
* Increased voice on promoting literacy
* Professional development opportunities
* Opportunities for scholarships and mini-grants
* Opportunities to receive professional publications
* An influential voice for speaking on literacy issues at local, state & national levels
* Special recognition through awards and programs
* An expanded circle of friends
* Renewed enthusiasm
* Community service opportunities
* Opportunities to interact with peers
* Opportunities to be involved in world literacy efforts
* **FUN! FUN! FUN!**

**SUGGESTIONS FOR ENLISTING NEW MEMBERS**

--Offer reduced dues for first year for new members.

--Have “old” members sponsor new members and offer incentive to

sponsor.

--Free membership for 1st year for beginning teachers.

--Recruit through the building reps.

--Offer free membership as door prizes at meetings (local).

--Have local council members and building reps provide information

on benefits. Discuss journal articles, etc.

--Offer workshop on grant writing and other pertinent issues; open to

all educators.

--Begin a network to share ideas.

--Send personal written notes inviting teachers new to school or

district to join local councils.

--Provide small token—bookmark—to teachers at beginning of year.

--Offer “teacher stuff” from local supply stores as door prizes.

--Place new members in a “hat” for a gift certificate.

--Introduce them at meetings. List names of new members in local

council newsletter.

--Personal contact by local council members.

--Highlight memberships accomplishments (ie, publications,

promotion, presentations, etc.).

--Circulate copies of local newsletters and information beyond

membership, including coops to distribute to all schools.

**TWENTY-FIVE WAYS**

**TO**

# SUCCESSFUL MEMBERSHIP DEVELOPMENT

The strength of any Reading Council is dependent on a sound and growing membership. Therefore, a goal of every council should be to maintain and increase membership.

REMEMBER: Communication leads to involvement, and recognition leads to continued involvement.

* Establish a program of using “Building Reps” for each school and administrative center to assist in soliciting members and advertising council events.
* Provide a training session for all Building Reps prior to the school year.
* Send welcome letters and packets to all Building Reps. Include calendar of deadlines, information about activities, membership promotion ideas, and list of members from previous year.
* Make weekly telephone calls to selected schools (Building Reps) to see how things are going and establish a strong link to the council.
* Reward all Building Reps who achieve membership growth. Offer contests for the greatest number and/or percentage of members and announce the winner at each Council Meeting.
* Try to make membership a “prerequisite” of everything you do—for example, only members are eligible to receive awards, win door prizes, and so forth.
* Send all communication to Building Reps in envelopes. Identify context—for example, “Next Council Meeting”, “Membership Information”, etc.
* Use humor in your communication.
* Target a special group for membership-administrators, parents, private schools, businesses, media specialist, teachers’ aides, etc.
* Plan your campaign in stages. It often takes more than one appeal to get a new member.
* Send a special welcome letter to new members
* Send membership certificates or cards. People don’t often use them, but they like them and associate a value with them.
* Use photos and testimonials in all your ads. Give members a chance to shine!
* Always try to use the top right hand corner of printed materials—it’s the best read part of the page.
* Publish numbers and/or names of members from each school.
* Have a “people” section in your newsletter. It’s basic human nature: We love to see ourselves and our colleagues.
* Build fun into your events. Have contests where members are encouraged to meet other members.
* Look for ways to link your council with other associations to increase your reach.
* Use variety of awards programs for competition among schools at meetings.
* Provide ribbons or special name tags to identify schools at meetings. Send these to Building Reps prior to meetings so they can encourage members to attend.
* Provide certificates of recognition or appreciation to local members for special activities performed in classrooms related to reading. Be sure to include certificates of appreciation to Building Reps.

**Reasons to Join a Local Council**

* To be with people with common interests and advocacy
* To promote literacy
* To share ideas
* To stay informed on current trends and ideas in literacy
* To attend the state conference
* Increases professionalism
* Good for resume
* In-service credit
* Access to professional library
* Good source of ideas to use in classroom
* Network with others even in own area
* Inspiration
* Support
* Introduction to new books and professional literature
* Network to other areas
* To be a role model
* Meet with teachers from other schools
* New ideas
* Help with reading instruction
* Positive service within school
* Meet with teachers within grade levels and local schools
* Schools work with other schools
* Professional growth
* Love of reading
* Promotes literacy
* Literature to read
* Reduced rates
* Information
* Awards/Recognition
* Chance to serve
* New ideas for teaching/books
* Hear speakers
* In-service hours
* State conferences
* Door prizes
* Food
* Fun
* Renew enthusiasm in reading
* Camaraderie
* Honor people

**Local Council Profile Form**

**(Optional**)

Local Council\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Membership Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Number of Local Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Composition

**GROUP** **NUMBER** **PERCENT**

Elementary Classroom Teachers \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Secondary Classroom Teachers \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Media Specialists \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Special Reading Teachers \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Administrators \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Central Office Personnel \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

University Personnel \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Literacy Specialists \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

College Students \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Parents \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Other (identify) \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**TOTAL** \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**Not Required**

**(Optional)**