

2018 QUEST AWARD GUIDELINES

The Quest Award recognizes a **new member** who embodies the essence of the [ALA Code of Professional Responsibility](#). This individual demonstrates conviction, dedication and relentless pursuit of personal and professional excellence through his or her engagement, advancement and influence in early interactions with the Association of Legal Administrators. Examples of this impact may include volunteering to support an initiative, activity or event-related program or project at the ALA chapter or international level; joining a committee or task force; serving as a chapter officer; recruiting new members; or, introducing innovative new ideas to elevate ALA at the chapter and/or international levels.

Our achievements are shaped by the terrain of our lives and the strength of the foundations we set. In building the organization we've imagined, we must be true to our beliefs, dare to be ethical and strive to be honorable. For integrity is the highest ground to which we can aspire.

John F. Kennedy

EVALUATION

In addition to measuring the new member's involvement through an essay entry, the judging panel will also use the [ALA Code of Professional Responsibility](#) to evaluate contest entries.

ELIGIBLE CANDIDATES

To be considered for the Quest Award, a candidate must:

- be an ALA Regular Member in good standing;
- be a first-time member of ALA (not someone who has rejoined);
- be a primary member of your chapter;
- have been a member for more than one, but less than three years. (We'll use the calendar year for measuring this element, so a 2015-2016 ALA join date [not a chapter join date] is required); and
- abide by the ALA Code of Professional Responsibility.

Only one candidate will be recognized; there will be no runners-up or honorable mentions.

ESSAY

Nominations are accepted from chapters only. Chapter Presidents “*Celebrate the Quest*” by nominating **one** eligible member by **January 12, 2018**. (ALA provides a list of eligible members to the chapter by email before November 1, 2017).

In **1,000 words or less***, please describe the:

- traits demonstrated in your candidate’s successful quest;
- local events or projects your candidate has participated in since he or she joined; and
- how your candidate exemplifies the ALA Code of Professional Responsibility.

Remember: The judging panel only knows what you tell them, so a thorough essay is in your candidate’s best interests. You do not, however, need to address regional or national engagement in your narrative; ALA staff will provide that information to the judging panel.

* Text exceeding the 1,000-word count will be deleted by ALA staff before the entries are given to the judges for review.

FORMAT AND DEADLINE

The essay should be sent in **Word format** to **awards@alanet.org**. Essays must be **received** on or before **January 12, 2018**. Include a **cover page** (not a part of the 1,000-word limit) with the following identifying information:

- Essay title: Quest Award Nomination for _____ (nominee’s name).
- Please include the phonetic (e.g., fə-’ne-tik) spelling of the nominee’s name so our volunteer leaders can correctly pronounce the finalists’ names when they present the award.
- Chapter name
- Name, telephone number and email address of the essay’s author **and** the chapter’s president

The essay itself should “make the case” for your nominee. Do *not* provide or attach any additional documentation regarding your nominee’s participation in various activities.

PHOTOGRAPH REQUIRED

As an attachment to your email, include a **high-resolution photo of your nominee**. Images should be at least 600 pixels W x 600 pixels H at a minimum of 300 dpi. (To determine image size, right click on the image file select properties and view the details tab.) **This image should be a standalone file; it should not be embedded in the Word document.**

CELEBRATE THE QUEST!

NOMINEE NOTIFICATION

Once essays have been forwarded to the judging panel, following the deadline for submission, each nominee will receive an acknowledgement email from ALA indicating that he or she is a finalist in the Quest Award competition.

Neither the award recipient, nor the nominating chapter, will be informed in advance of the entry's selection status prior to bestowing of the Quest Award.

RECOGNITION

The single recipient of the Quest Award will be recognized and receive the award during the ALA Annual Conference. Nominees' attendance at Annual Conference is strongly encouraged but not required.

QUESTIONS

Please direct questions regarding the Quest Award to awards@alanet.org.

Staff contact:

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CELEBRATE THE QUEST!