

# Texas Bluebonnet Award Student Presenter Entry Form

Every year, a total of ten schools or public libraries statewide, one from each of the ten Texas Library Association districts, will be selected by random drawing for participation in the Texas Bluebonnet Award ceremony. This year the Texas Library Association (TLA) Annual Conference will be held April 16-19, 2024 in San Antonio, TX.

Complete and submit the following entry form to Texas Bluebonnet Committee Student Coordinator, Julie Crisafulli at [julie.crisafulli1@gmail.com](mailto:julie.crisafulli1@gmail.com), no later than November 1, 2023.

## Responsibilities and Procedures

### Criteria for TBA Student Participant

- The youth's school or public library or entity must be registered for the TBA program.
- The youth must currently be in grades 3-6 (public, private or home-schooled). The youth must have read at least 5 books on the current TBA list.
- The youth must read the winning Bluebonnet Award book before attending the luncheon.
- The youth may not be a relative of the nominating librarian

### Texas Bluebonnet Award Committee Responsibilities

- One-day conference registration fee (day of the luncheon) for the student presenter and **two guests (does not include the librarian)**
- TBA luncheon tickets for student presenter and **two guests (librarian may not be counted as guest)**.
- Stipend to help with travel costs to and from TLA Conference for student presenters residing outside a 50-mile radius of the convention center.
- Housing cost of one room for one night in a TLA Conference hotel.

### Librarian Responsibilities

- Registering for and attending TLA Annual Conference. Librarian is responsible for his/her own conference registration, luncheon ticket, housing, and travel arrangements. Conference registration information can be found [here](#).
- Choosing and contacting the student's family and informing them of this honor.
  - Obtaining permission for the student to participate.
  - Explaining the responsibilities for the day of the luncheon.
- Overseeing all necessary conference registrations, housing, and travel reservations made for the student presenter and guest.
- Seeing that all TLA and TBA forms are completed **and returned by deadline dates**.
- Assisting the youth participant in preparing his/her presentation if selected for one of the speeches and/or author interview questions.
- Sending publicity sent to local newspapers regarding the youth's participation in the Texas Bluebonnet Award Ceremony.

### Student Participant, Librarian, and Guest Responsibilities

- Completing and returning all forms promptly.
- Arriving on time for the morning rehearsal, reception, and luncheon.

**I understand that if my school or public library is chosen to represent my TLA district, I will fulfill all responsibilities, communicate clearly with the TBA Student Coordinator, and submit all forms in a timely manner.**

Librarian's signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

OR

Branch Library Director's signature \_\_\_\_\_ Date \_\_\_\_\_



Alternate schools/libraries will be chosen in the event the selected library is unable to comply with TBA deadlines or some unforeseen event prevents participation.





## **Texas Bluebonnet Award (TBA) Luncheon Student Travel Policy**

The purpose of this travel policy is to establish guidelines and procedures for youth participants and their family members traveling to the Texas Bluebonnet Award (TBA) Luncheon at TLA's Annual Conference. This policy ensures the arrangement of cost-effective and efficient travel, while maintaining compliance with the standards set by the TBA Endowment Fund.

### **TBA Luncheon Tickets**

TBA will provide a complimentary luncheon ticket for the student and two family members. Any additional family members attending the luncheon will be required to purchase a guest ticket.

### **Hotel Accommodations**

TBA will cover the cost of one hotel room for a one-night stay in a TLA Conference hotel. The reservation will be made by the TLA staff.

### **Food and Beverage Expenses**

TBA will not reimburse for any food or beverage related expenses.

### **Parking Fees**

TBA will not reimburse any parking expenses.

### **Ride Share Expenses (Taxi, Lyft, Uber, etc)**

TBA will reimburse ride share expenses solely for a round-trip ride from the airport to the TLA Conference hotel. Any additional ride share expenses will not be eligible for reimbursement.

### **Travel Reimbursements**

All travel expenses must receive prior approval from the TBA Chair. Failure to obtain approval in advance may result in ineligibility for reimbursement.

Family members are required to complete the travel request form on page two of this document, specifying the estimated costs for their mode of transportation. It is required for family members to book the most cost-effective mode of transportation.

TBA will reimburse travel costs to and from the TLA Annual Conference for the youth participant and one family member residing outside a 50-mile radius of the convention center.

TBA will reimburse the lesser amount of:

1. Mileage at IRS rate for one personal vehicle.
2. Rental car expenses for one vehicle along with fuel costs.
3. Flight expenses for the participating student and one parent if they are in financial need.

Following the conference, family members must complete the reimbursement form on page three and submit accompanying receipts. Travel funds will be reimbursed within 30 days of the conclusion of the event.

## Entry Information

TLA District Number \_\_\_\_\_ (Find your district number at <https://txla.org/tla-groups/tla-districts/>)

County \_\_\_\_\_

Librarian's Name \_\_\_\_\_

School District or Public Library System or Private School or Home School Consortium

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Name of School or Public Library or Home School

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School or Library Address including Street, City and Zip

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Library Phone \_\_\_\_\_ Librarian's Phone for after hours access \_\_\_\_\_

Librarian's E-Mail Address \_\_\_\_\_

### Texas Bluebonnet Award Endowment Fund Student Stipend

The TBA travel stipend applies to participating students living **outside** a 50-mile radius of **San Antonio, TX**. Please review the Texas Library Association TBA Student Travel Policy.

My youth participant \_\_\_\_\_ will or \_\_\_\_\_ will not need the travel stipend.

Note: The Texas Library Association and the Texas Bluebonnet Award Committee assume no responsibility for additional expenses incurred by youth, teachers, parents, or other participation in the TLA conference and assume no responsibility for any injury received while traveling to or from the conference or during the conference itself.

Deadline to enter: November 1, 2023

Submit completed entry form to: [julie.crisafulli1@gmail.com](mailto:julie.crisafulli1@gmail.com)

Email preferred, but if needed, entry form can be mailed to  
104 South Wisteria Street, Mansfield, TX 76063

Chosen schools or public libraries will be notified no later than November 14, 2023.

