

NEWSLETTER CONTEST

The Chair coordinates all phases of the contest, encourages club participation, obtains the judges, provides the rules and announces the winners at the State Meeting. The basic purpose of this contest is to provide the clubs' editors with helpful tips and suggestions to improve their newsletter.

Rules and Categories: Review the rules. If a change is necessary, request the approval of the President. Participating clubs will be judged and placed as First, Second or Third place, regardless of their membership numbers.

Entry Form: The form, theme and rules information are due to the State Meeting Chair at the Midterm Executive Board Meeting or no later than November 1st. See sample form below

- The club's entry form and newsletters are submitted to the contest Chair by **March 1st**.
- Entries may be sent via email or regular mail. The post date is the determining factor in questions about meeting the deadline.

List of Participants: send the list of participating clubs to the State Meeting Chair for the Program Booklet, by their deadline but no later than **April 1st**.

Super State Rep Award: Club participation earns credit points towards the award. Email the Vice President a list of the clubs who have submitted entries by no later than **March 15th**.

Judges: Select three (3) judges. They may be out-of-state MOTC members, editors or professional journalists and should be able to receive and evaluate the entries electronically. Inform them of the purposes and activities of the MOTCs.

- Score sheets: provide to each judge for each entry to be evaluated. Allow space for judges' comments. See sample form.
- List the clubs participating.
- Judging: request judges to add comments in any of the categories or point awards.
- Deadline for judges scores to be returned to the chairman – **April 1st**
- Give a thank you note with a \$10 gift card. The cost not to exceed the budget.
- Request a refund using the voucher with receipts attached.

Awards/Certificates: Review the scoring sheets and determine the first, second and third place winners.

- The final results as well as judges' comments and scores on all entries are confidential.
- Prepare the certificates for club participation. You may opt to provide the winners' names and certificates to the Calligrapher

At the State Meeting: Consult the President for your placement in the agenda. Announce the judges' names and the clubs who participated. Winners in Third, Second and First place are announced in that order.

Score Sheets: Return scores to the individual clubs. If a club does not pick up or request them by November, they should be destroyed.

Contest Plaque: The club's name of the First place winner and year is engraved on a bar on the plaque.

- The plaque is to be safely kept.
- It is displayed at the annual State Meeting.
- Once filled, the plaque is transferred to the Archivist.
- A new plaque (12 bars) may be purchased with the approval of the President.
- This expense is paid from the Eleanor Siegel Fund.

Executive Board Meetings: Present a written activity report. Provide eight (8) copies: one each for the Officers and the Minutes Approval Committee.

Newsletter Articles: Include articles encouraging clubs to participate. Provide the contest rules and entry form in the Jan/Feb Presidential Papers, before the State Meeting. Include the list of winners in the May/June issue.

Website: E-mail the contest rules and entry form file to the Webmaster to be posted on the website.

Files: reports, vouchers, the Contest Plaque and badge are transferred to the new Chair or returned to the Procedure Manual Chair at the end of your term.