



# 2009 National Newsletter Contest Guidelines Duchess Collins, National Chairman

It is time again to begin planning to enter your Courts newsletter in the 2009 National Newsletter Contest. We appreciate all the 2008 entries and we are looking forward to a larger participation in 2009. Newsletters insure the pursuit of common objectives and facilitate the flow of ideas and information between State and local courts. They should inform, motivate, and inspire the members. State and local Regents are encouraged to maximize this valuable communication tool.

All newsletter entries for the **2009 National Newsletter Contest, must be POSTMARKED ON OR BEFORE MAY 1, 2009.** Newsletter entries will not be accepted for judging after the deadline.

**The State Regent is responsible for setting the deadline for entries in the state contest.**

**Newsletters will be judged on the following categories:** **Layout:** appearance, neatness, use of white space, and contain all required elements; **Headlines:** interest, appeal; **Coverage** of local, State and National news and projects; **Journalistic Style:** Readability, spelling, objectivity; and **Special Features;** Art, humor.

**Failure to comply with any of the following guidelines will result in automatic disqualification.**

**Requirements for each Local Court entry:** Each newsletter must include the following:

1. Name, address and contact information of the Regent, Editor or both. This information must appear near the nameplate at the top of the newsletter or in a designated editor block or at the end of the newsletter.
2. Court name, number and location of the court must appear at the top of the newsletter.
3. All newsletters are required to include the Mission Statement and the Catholic Daughters of the Americas registered logo. (Pictured above)
4. Send **three (3) copies of each of the last three issues and include THREE (3) COVER SHEETS. ATTACH ONE COVER SHEET, COMPLETE WITH ALL THE REQUIRED INFORMATION, TO EACH SET OF NEWSLETTERS.**

***ATTACH THE COVER SHEET, SIGNED BY THE COURT REGENT, TO EACH SET OF NEWSLETTERS STATING THESE ARE THE IDENTICAL NEWSLETTERS SENT TO THE ENTIRE MEMBERSHIP. (Cover Sheet Included in packet)***

**For a newsletter to be eligible for the National Competition:** A Local Court's newsletters must be the first place winner in its category and division in the State Contest then sent to the State Regent by the State Newsletter Chairman. Territorial Courts will send their newsletter directly to the National Chairman.

1. Three (3) copies of each of the last three issues of the winning newsletters.
2. Completed Cover Sheets signed by the local court Regent stating these are the identical newsletters sent to the entire membership.
3. **A LETTER, SIGNED BY THE STATE REGENT, CONFIRMING THAT THIS ENTRY HAS WON FIRST PLACE IN THE STATE CONTEST.**

**All entries must be sent to: Duchess Collins, National Chairman  
330 Brook Forest Trail, Sugar Land, TX 77478**

## **LOCAL COURT NEWSLETTERS: FIVE CATEGORIES – TWO DIVISIONS**

**It is possible for a state to have winners in each Category and Division**

- CATEGORY I ----- Courts with 100 or less members
- CATEGORY II ----- Courts with 101 to 200 members
- CATEGORY III ----- Courts with 201 or more members
- CATEGORY IV ----- Newsprint (Regardless of the number of members or issues – **No Division**)

NEW



- CATEGORY V ----- Territorial Courts – States without a State Court - **No Division**

**(Territorial Court Newsletters are sent directly to National Chairman)**

- DIVISION I ----- 10 or more issues per year
- DIVISION II ----- 4 to 9 Issues per year



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## STATE COURT

### 2009 NATIONAL NEWSLETTER CONTEST GUIDELINES

To be eligible for the **2009 National Newsletter Contest**, all entries **must be POSTMARKED ON OR BEFORE MAY 1, 2009**. Newsletter entries will not be accepted for judging after the deadline.

State Courts and Territorial Courts will submit their newsletter contest entries to the National Chairman.

**Newsletters will be judged on the following categories:** **Layout:** appearance, neatness, use of white space, and contain all required elements; **Headlines:** interest, appeal; **Coverage** of local, State and National news and projects; **Journalistic Style:** Readability, spelling, objectivity; and **Special Features;** Art, humor, etc

**Failure to comply with any of the following guidelines will result in automatic disqualification.**

**Requirements for State Court entry:** Each newsletter must include the following:

1. The name, address and contact information of the State Regent, City and State of State Court.
2. Number of copies distributed per issue **at the present time.**
3. All newsletters are required to include the Mission Statement and the Catholic Daughters of the Americas registered logo. (Pictured above)
4. Must include the Category and Division in which it is to be entered.
5. Send **three (3) copies of each of the last three issues and include THREE (3) COVER SHEETS. ATTACH ONE COVER SHEET, COMPLETE WITH ALL THE REQUIRED INFORMATION, TO EACH SET OF NEWSLETTERS.**

**ATTACH THE COVER SHEET, SIGNED BY THE STATE REGENT, TO EACH SET OF NEWSLETTERS STATING THESE ARE THE IDENTICAL NEWSLETTERS SENT TO THE ENTIRE MEMBERSHIP. (Cover Sheet Included in packet)**

Entries must be sent to: **Duchess Collins, National Chairman**  
**330 Brook Forest Trail, Sugar Land, TX 77478**

#### STATE COURT NEWSLETTER: FOUR CATEGORIES - TWO DIVISIONS

CATEGORY I	-----	100 or less copies per issue
CATEGORY II	-----	More than 100 but less than 1,000 copies per issue
CATEGORY III	-----	1,000 or more copies per issue
CATEGORY IV	-----	Newsprint (Regardless of the number of or issues – <b>No Division</b> )
DIVISION I	-----	States publishing 4 or more issues per year.
DIVISION II	-----	States publishing less than 4 issues per year.