**Newsletter Award - Judging Criteria and Score Sheet**

Altrusa International of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publication Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Editor (Name & Email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Points = 85**

**Content –45 Points Points Earned**

1. President’s Message 3 \_\_\_\_\_
2. Advance notice of meetings, including date, place & time 3 \_\_\_\_\_
3. Program description 3 \_\_\_\_\_
4. Announcements of upcoming Board & Committee Meetings 3 \_\_\_\_\_

**Club News**

1. Upcoming & newly completed projects 2 \_\_\_\_\_
2. Committee reports 3 \_\_\_\_\_
3. Board actions 3 \_\_\_\_\_
4. New Member(s) (Brief biographical data) 3 \_\_\_\_\_
5. Complete minutes (business or program) 3 \_\_\_\_\_
6. Board Meeting highlights (or minutes) 3 \_\_\_\_\_

**District News**

1. Dates of upcoming Conference 2 \_\_\_\_\_
2. URL of District Three website 3 \_\_\_\_\_
3. Highlights from Governor’s letters 2 \_\_\_\_\_

**International News**

1. Dates of upcoming Convention 2 \_\_\_\_\_
2. URL of International website 3 \_\_\_\_\_

**Altrusa Accent**

Altrusa fact (Historical point/Altrusa news) 4 \_\_\_\_\_

**Format - 12 Points**

**Identification**

1. Newsletter Name, full name of Club (city & state) 1 \_\_\_\_\_
2. Club President/Editor email addresses 1 \_\_\_\_\_

**Appearance**

1. Clean reproduction, attractive & free of typographical errors 5 \_\_\_\_\_

**Photos and Graphics**

1. Effective use of photographs & graphics 5 \_\_\_\_\_

**Readability –10 Points**

1. Layout arrangement, page numbers, easy to follow & identify 5 \_\_\_\_\_
2. Writing informal, but concise, informational and lively 5 \_\_\_\_\_

**Distribution –18 Points (Club completes this section)**

Please ‘X’ next to each item submitted:

1. \_\_\_\_\_\_\_ Every member of the club 2 \_\_\_\_\_
2. \_\_\_\_\_\_\_ District Governor 5 \_\_\_\_\_
3. \_\_\_\_\_\_\_ District Officers 2 \_\_\_\_\_
4. \_\_\_\_\_\_\_ District Committee Chairs 2 \_\_\_\_\_
5. \_\_\_\_\_\_\_ District Service Bulletin Editor 2 \_\_\_\_\_
6. \_\_\_\_\_\_\_ International Officers 3 \_\_\_\_\_
7. \_\_\_\_\_\_\_ International Office 2 \_\_\_\_\_

Club President’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_/\_\_/\_\_

**Total Newsletter Award Points\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SEND Completed Award to:** [vicegovernordistrictthree@gmail.com](mailto:vicegovernordistrictthree@gmail.com)

*Email Confirmation of receipt will be sent, please contact me if you have not received one.*