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

	Points	Earned
a) Upcoming & newly completed projects	2	_____
b) Committee reports	3	_____
c) Board actions	3	_____
d) New Member(s) (Brief biographical data)	3	_____
e) Complete minutes (business or program)	3	_____
f) Board Meeting highlights (or minutes)	3	_____

District News

	Points	Earned
a) Dates of upcoming Conference	2	_____
b) URL of District Three website	3	_____
c) Highlights from Governor's letters	2	_____

International News

	Points	Earned
a) Dates of upcoming Convention	2	_____
b) URL of International website	3	_____

Altrusa Accent

	Points	Earned
Altrusa fact (Historical point/Altrusa news)	4	_____

Format - 12 Points
Identification

	Points	Earned
a) Newsletter Name, full name of Club (city & state)	1	_____
b) Club President/Editor email addresses	1	_____

Appearance

	Points	Earned
a) Clean reproduction, attractive & free of typographical errors	5	_____

Photos and Graphics

	Points	Earned
a) Effective use of photographs & graphics	5	_____

<u>Readability –10 Points</u>
    a)   Layout arrangement, page numbers, easy to follow & identify   5   _____
    b)   Writing informal, but concise, informational and lively   5   _____

Distribution –18 Points (Club completes this section)
Please 'X' next to each item submitted:
    a)   _____ Every member of the club   2   _____
    b)   _____ District Governor   5   ____
    c)   _____ District Officers   2   ____
    d)   _____ District Committee Chairs   2   ____
    e)   _____ District Service Bulletin Editor   2   ____
    f)   _____ International Officers   3   ____
    g)   _____ International Office   2   ____

Club President's Name: _____Date__/__/__

Total Newsletter Award Points_____

SEND Completed Award to: vicegovernordistrictthree@gmail.com
Email Confirmation of receipt will be sent, please contact me if you have not received one.