**Judging Criteria and Score Sheet**

**Purpose of the Award**

* To stimulate each club to make member communications a priority focus of their club by demonstrating that the following information is included in their Yearbook. By following the guidelines set forth below, a club can be assured of foundational communication for club members.
* To recognize each club that achieves these goals on an annual basis.

**Evaluation Committee**

A member of District Three will be appointed by the District Awards Coordinator to determine the club’s eligibility for a certificate based on the judging criteria noted below.

**Awards**

A certificate will be given to each club that meets the minimum criteria.

**Judging Criteria**

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

**Eligibility: The yearbook submitted must be from the current club year**.

# Format/Usability

# Cover page includes official name of club \_\_\_\_

# Pleasing, neatly presented \_\_\_\_

# Table of contents or index \_\_\_\_

# Logical arrangement of materials \_\_\_\_

# Readability \_\_\_\_

# Club Information

# Dates of organization and chartering page #\_\_\_ \_\_\_\_

1. Club goals page #\_\_\_ \_\_\_\_
2. Club calendar page #\_\_\_ \_\_\_\_
3. Officers and Board of Directors page #\_\_\_ \_\_\_\_
4. Charter members page #\_\_\_ \_\_\_\_
5. Past Presidents and dates served page #\_\_\_ \_\_\_\_
6. Committee chairs & committee members,

 listed by committee page #\_\_\_ \_\_\_\_

1. List of club projects page #\_\_\_ \_\_\_\_
2. Meeting dates, times and places page #\_\_\_ \_\_\_\_
3. Club Website page #\_\_\_ \_\_\_\_
4. Club Social Media pages page #\_\_\_ \_\_\_\_
5. Roster of members, including home or business

 addresses, e-mail, year became an Altrusan page #\_\_\_ \_\_\_\_

 and birthday

1. Space for adding new member information page #\_\_\_ \_\_\_\_

**District Information**

1. URL of District Three website page #\_\_\_ \_\_\_\_
2. List of District Officers, e-mail page #\_\_\_ \_\_\_\_
3. List of District Committee Chairs, e-mail page #\_\_\_ \_\_\_\_
4. Date & place of next District Three Conference page #\_\_\_ \_\_\_\_
5. States comprising District Three page #\_\_\_ \_\_\_\_
6. List of District Foundation members, including e-mail page #\_\_\_ \_\_\_\_

# International Information

1. URL of International website page #\_\_\_ \_\_\_\_
2. Date & place of next International Convention page #\_\_\_ \_\_\_\_
3. International office address, phone, e-mail page #\_\_\_ \_\_\_\_

# Altrusa Information

# 1. Responsibilities of Membership page #\_\_\_\_ \_\_\_\_

# 2. Principles of Altrusa page #\_\_\_\_ \_\_\_\_

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

**SEND Completed Award to:** vicegovernordistrictthree@gmail.com

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