



**2010 National Newsletter Contest Guidelines
Duchess Collins, National Chairman
Local Court**

It is time again to begin planning to enter your Courts newsletter in the 2010 National Newsletter Contest. We appreciate all the 2009 entries and we are looking forward to a larger participation in 2010. 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 **2010 National Newsletter Contest must be POSTMARKED ON OR BEFORE MAY 1, 2010.** 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 any of the Catholic Daughters of the Americas registered logos located at www.catholicdaughters.org
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. STATE REGENTS DO NOT SEND LOCAL COURT SCORE SHEETS TO THE NATIONAL CHAIRMAN. SEND STATE 1ST PLACE WINNERS 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	



Catholic Daughters of the Americas
NATIONAL NEWSLETTER CONTEST
Local Court Scoring Sheet
SUGGESTIONS FOR NEWSLETTER CONTENT

Court Name & No. _____ Location: _____

Category _____ Division: _____ Regent's Name: _____

Max Points	Categories	Judge's Score
20	LAYOUT (Appearance, neatness, good use of white spaces, etc.) Newsletters are to include the: Mission Statement & the CDA registered logo. Name, address & contact information of the Regent and Editor. Court name, number and location of the Court. Publish contact information for Chaplain, Court Officers & District Deputies Even margins add to appeal.	
10	HEADLINES (Informative, eye catching, capture interest) Comments: Headlines are merely labels of the content of the article. Make them interesting and easy to read. Include the name of the person writing the article under the headlines	
20	COVERAGE (Local projects & news) Comments: Regent's message keeps members informed Chaplain's Message is always welcomed. (This could also be under "Special Features") Local & community projects, special & current events, members needs. Dedicate a page for local court happenings	
15	COVERAGE (National projects & news) Comments: Current updates of the National Projects and National News. This information comes from the quarterly packet from National. <p style="text-align: center;">(Divide this up into three issues)</p>	
15	COVERAGE (State Projects & News) Comments: Current updates of the State News and State sponsored projects. Keep members aware of the States activities. This information comes from the State Newsletter. <p style="text-align: center;">(Divide this up into three issues)</p>	
10	JOURNALISTIC STYLING (Readability, spelling objectivity) Comments: Be creative in your writing, use correct grammar - Margin justification can really add to a newsletter Future events should be featured - do not bury them at the end of news about past events.	
10	SPECIAL FEATURES (Art, humor, etc.) Comments: Do not overuse art work. Add some humor, maybe a joke, a prayer or a poem - use quotations. Take care not to crowd your newsletter with too many pictures of a given event.	
100	Total Points Possible	Total