

Catholic Daughters of the Americas

Local Court Scrapbook Contest Guidelines 2015-2017

Your **local court scrapbook** is a history of your court's events, activities and achievements. It should be displayed with pride at special court events, i.e., anniversary celebrations, membership drives, receptions of new members, and National CDA Day celebrations. This not only affords new members the opportunity to be informed of the court's activities, but also gives regular members a time to reminisce and appreciate their accomplishments. It can also help stimulate an interest in court projects and motivate members.

Courts are encouraged to compile a scrapbook and enter it in State competition at the biennial Texas State Convention in April 2017. Each court should have a scrapbook committee to collect items needed and to work on the scrapbook throughout the next two years. Regents are encouraged to work closely with the scrapbook committee to enable them access to memorabilia.

Scrapbooks entered in State competition will be judged categorically, according to their membership:

Division I	50 or less members
Division II	51 – 100 members
Division III	101 – 180 members
Division IV	181 – plus members

A court with recorded events of 5 service projects will not be negatively compared to a court with 100 projects; nor will a court recording data from 100 projects with numerous awards be judged unfavorably for having a large book. Your court scrapbook is the **Historical Archive** for all court activity and should reflect your court's events and achievements. It should be kept in a safe environment and be available for viewing year after year, regardless of who serves as officers of the court.

Scrapbook Guidelines and Format:

I. Cover and Insert Pages

- A. The original 14"x17" refill pages may still be ordered from the CDA National office, however, National no longer carries the 14"x17" cover. You may make the cover yourself or purchase from other sources (i.e., Hobby Lobby, JoAnn's, Michael's, Target, Creative Memories, etc.) Should your scrapbook be too large and is converted into two volumes (Volume 1 of 2 and Volume 2 of 2), please try to use identical covers. **The covers will not be judged at convention.**
- B. Scrapbooks purchased at local businesses may **not be larger than 14"x17"** and **no smaller than 12"x12"**. Scrapbook pages should be white, and clear insert pages, similar to sheet

protectors, are allowed. No photo albums with individual picture slots or magnetic pull-back sheets will be allowed.

- II. **Title Page** - The first page of your scrapbook should be one-sided and must show your court's identification. The back side must not be used. A blank page may be inserted before your title page and after the last page in your scrapbook to prevent sheets from tearing at the posts. The title page should contain the following information:
- A. Court name, number, city and parish(s)
 - B. Regent's name for 2015-2016
 - C. Regent's name for 2016-2017
 - D. Court membership as of March 31, 2017
 - E. Date the book: April 1, 2015 to March 31, 2017
 - F. Volume 1 of 2, or Volume 2 of 2 (if necessary)

III. **Activity Pages**

- A. All events must be in **CHRONOLOGICAL ORDER**, and cover court participation **beginning April 1, 2015 through March 31, 2017**.
- B. Contents should be local court activities, not parish events. If the Court hosts or chairs an event for the parish, you may include only that portion.
- C. Use **ONE PAGE only** per date and/or event. You may use either front or back of one page.

EXAMPLE: Day 1 information of the State Convention may be placed on one page (front only **OR** back of one page). Day 2 information of the State Convention may be placed on another page (front only **OR** back of one page), etc.

EXCEPTIONS:

- 1. You may use as many pages as necessary to include all "thank you" notes, important correspondence and award certificates. These may be placed on the date issued or they may be placed on the date of a local court meeting when the information was shared with the membership. "Thank you" notes may be posted all together in one area at the end of your scrapbook.
 - 2. You may use the necessary number of pages to record State and/or National Newsletters, Share Magazine and newspaper articles that pertain to your court and members.
- D. **Page Heading Titles** may be for one specific day/event or for an entire month. The one page ruling of front or back pertains to the coverage of one event or one day of an event such as a convention.
 - E. **Event Subtitles** should be used for all events or activity for each entry on all pages. They should be dated and clearly identified.
 - F. **All photographs** must have a cutline identifying the event and should include the date. Identify each person in a photo L-R (left to right) and F-B (front to back by rows 1, 2, 3). **EXCEPTION:** Groups of more than twelve (12) may be identified by group with a cutline. (Example: event guests, processions, court members, convention delegates, etc., but must be identified by event and date). National, State and Local court officers should be identified in each group photo, unless more than twelve (12) officers are in the photo.

IV. **Mounting**

- A. Events, newspaper clippings, photos and correspondence should be mounted using any scrapbook adhesive (glue or 2-sided tape). NO adhesive tape may be visible on the face of your entries.
- B. Clear or solid-colored labels and cardstock may be used for titles and cutline information.
- C. No design, graphic, or art deco paper can be used. **NO bling and no stickers allowed.**
- D. Solid-colored borders may be used in mounting, but may not exceed ½-inch.
- E. Pictures may be mounted square, rectangular, round or oval, or as a cut-out.
- F. Solid-colored pockets may be used for correspondence.

V. **Options for “Making It Fit”**

- A. Photocopy reductions may be made of Share Magazine and newspaper clippings of your court’s coverage. **DO NOT** include the entire newspaper page or the entire Share Magazine. You may use the Share Magazine cover page heading with your article.
- B. Photocopy reductions may be made of award certificates and event invitations.
- C. The various media coverage of your court activity may be reduced to allow for date and event placement on one page (front and back) in your scrapbook.
- D. When you have a large event, you may use flip tabs like a photo album to mount photos and “thank you” notes.
- E. You may index your scrapbook if it is a very large book, or make into two volumes.

VI. **Cards and Correspondence** – It is **NOT** necessary for cards and correspondence to have the envelope included but must include the postmark date with each article of correspondence. **Note:** Envelopes make great pockets to house correspondence, providing all necessary data.

VII. **Media Coverage** – Media coverage is defined as newspaper articles, State or National newsletters, Share Magazine clippings, parish bulletins—any clipping from an article that provides information about your court’s involvement. All media coverage must include the source name (i.e., Houston Chronicle, May 15, 2015; State Newsletter, Fall 2015). Should news articles be printed several days after an event is held, that article may be mounted on the page with the event date and photos. Be sure to highlight the date of the event within the news article.

VIII. **Items that may be included in your scrapbook, and should be limited to four pages of each item:**

- A. Court, State and National Convention programs, special liturgical booklets and banquet programs. **Do not include the entire item.**
- B. District meeting and retreat handouts, guest speaker handouts.
- C. Invitations, programs and local court handouts.
- D. New member recruitment letters.
- E. Court press releases and all newspaper clippings.
- F. Photographs
- G. Fundraising posters and service project data.
- H. Court newsletters
- I. National and State newsletters; use only the portion that pertains to your court with magazine heading and date.
- J. Standing rules, annual budget with service projects listed, and membership roster.