

# Catholic Daughters of the Americas

## 2009 - 2011 Guidelines for Local Court Scrapbooks

The SCRAPBOOK is a treasure book that records in CHRONOLOGICAL order the actual history of the COURTS events. It is to be displayed at Court Anniversary celebrations, meetings, Receptions of New Members and on National CDA Sunday. By displaying the scrapbook at these special events, not only do members have the opportunity to reminisce on the activity and achievements of the Court, but prospective candidates and new members are informed, and it stimulates an interest in Court projects.

All Courts are encouraged to compile a SCRAPBOOK and have a committee with co-chairs working on the book throughout the two year term. These historical entries are then housed safely in one area for the entire court. Establishing one location for storage of your scrapbooks will ensure the availability of their viewing year after year regardless of who serves as officers of your court.

Scrapbooks should be entered in the State Scrapbook contest at each biennial convention. 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 be judged unfavorable for having a large book. The Court Scrapbook is the HISTORICAL ARCHIVE for all Court Activity.

<b>Judging Categories:</b>	Division I	- 50 Members
	Division II	51 - 100 Members
	Division III	101 - 180 Members
	Division IV	181 - plus Members

### Scrapbook Guidelines and Format

#### I. Scrapbook supplies

1. Scrapbooks bought at local businesses may **not be larger than 14" X 17"** and **not smaller than 12 x12**
2. Use Scrapbooks (scrapbooks with clear insert pages, similar to sheet protectors, are allowed) not photo albums with individual picture slots nor magnetic pull-back sheets.
3. Scrapbook supplies are available from the National Office if you wish to use those items.

II. The COVER is NOT judged at conventions.

III. **Title Page** – First page with Court identification is one sided; the back must not be used.

1. Court Name, Number, City and Parish(s)
2. Regent's name for 2009-2010
3. Regent's name for 2010-2011
4. Court Membership as of March 31, 2011
5. Date the scrapbook - April 1, 2009 to March 31, 2011

**The title page may be made to fit the entire page of the scrapbook (does not have to be typed on an 8X10 sheet). Solid color cardstock may be used for title page.**

#### IV. Activity Pages

1. Contents should be Court activity, not parish events. If the Court hosts or chairs an event for the parish, you may include only that portion. (This will be judged carefully.)
2. Include Standing Rules, Membership books, and Service Projects.
3. Use ONE to TWO PAGES, single or double sided by date and/or event.  
(This includes the use of photos/invitations and journaling of the event.)

##### EXAMPLE:

- a. State Convention – Opening Mass may be one event, State Convention opening meeting one event, Friday Night Fun Night, 1 event, etc...
- b. EXCEPTION: 1) You may use as many pages necessary to include all thank you notes, important correspondence and award certificates. 2) You may use the necessary number of pages to record State and/or National Newsletter,

Share Magazine and newspaper articles that pertain to your court and members.

4. Page Heading Titles may be for one specific day/event or for an entire month.
5. Event Sub-Titles should be used for all events or activity for each entry on all pages. They should be dated and clearly identified.
6. Photographs must have a cutline identifying the event and should include the date.
7. Identify each person (if you can) in a photo L-R (left to right) and F-B (front to back by row 1, 2, 3) (Example: Jane Doe and Jane Smith selling baked goods at CDA Bake sale to Parish Members)

EXCEPTION: groups 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).

#### V. **Mounting**

1. Events, newspaper clippings, photos and correspondence may be mounted using any scrapbook type adhesives (mounting squares, tape or glue) on the front and/or back of one page by date and event.
2. Clear or solid color labels may be used for titles and cutline information.
3. Solid Color cardstock Paper can be used for labels and titles.
4. Solid Color boarders may be used in mounting but may not exceed ¼ to ½ inch.
5. Solid Color pockets may be used for correspondence.

#### VI. **Making it Fit Hints (OPTIONS)**

1. You may make photocopy reductions of Share Magazine and Newspaper clippings of your courts coverage. DO NOT include the entire newspaper page or the entire Share Magazine. You may use SHARE cover page heading with your article!
2. You may make photocopy reductions of award certificates and event invitations.
3. The various media coverage of your court activity may (not must) be reduced to allow for date and event placement on one (front & back) page in your scrapbook.
4. You may (not must) use flip tabs like a photo album to mount photos and thank you notes when you have a large event.
5. For very large books, you may (not must) index your scrapbook.

#### VII. **Cards and Correspondence**

1. It is NOT necessary for cards and correspondence to have the envelope included but must have the postmark or date included with each article of correspondence.

#### VIII. **Media Coverage**

1. All media coverage must include the source name (i.e. Houston Chronicle, May 15, 2009, page 14B)
2. All media coverage is defined as: Newspaper clippings, State or National Newsletter articles, Share Magazine clippings, any clipping from an article that provides information about your court involvement. Cut out and use only the portion that pertains to your court along with Newsletter or Magazine Heading with date.

#### IX. **The Following should also be included:**

1. Court, State and National Convention programs, special liturgical booklets and banquet programs.
2. District meeting and retreat handouts – Guest speaker handouts
3. Invitations, programs and local court handouts
4. New Member Recruitment letters
5. Court press releases and all newspaper clippings
6. Photographs
7. Fundraising posters and Service Project data
8. Court Newsletters
9. National & State Newsletter articles that pertain to your court.
10. Share Magazine articles that pertain to your court.