

Texas Catholic Daughters of the Americas 2013 Convention Workshop

Local Court SCRAPBOOK – Memory Book - Archive

The Local Court SCRAPBOOK is a book that archives 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, members have the opportunity to reminisce on the activity and achievements of the court, and prospective candidates and new members are informed; it stimulates an interest in court projects and motivates members.

All courts are encouraged to compile a SCRAPBOOK where historical entries can be housed safely in one area for the entire court to 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 50 projects. Nor will a court recording data from 50 plus projects with numerous awards and thank you notes be judged unfavorably for having a large book.

The Court Scrapbook is the HISTORICAL ARCHIVE for ALL Court Activity

Judging Categories:

Division I	- 50 Members
Division II	51 - 100 Members
Division III	101 - 180 Members
Division IV	181 - plus Members

Scrapbook Guidelines and Format

I. The Book

1. The original CDA 14 X 17 refills may be ordered from National.
2. Scrapbooks may **not be larger than 14” x 17”** and **not smaller than 12” x 12”**
3. Scrapbooks with clear insert pages (sheet protectors) are allowed.
4. No photo albums with individual picture slots or magnetic pull-back sheets will be allowed.

II. The COVER is NOT judged at conventions.

III. Title/Cover Page – First page with court identification is one sided; the back must not be used. Title page should contain:

1. Court Name, Number, City and Parish(s)
2. Regent's name for the first year
3. Regent's name for the second year
4. Court Membership as of March 31, the year of the convention
5. Date the book: **April 1, 20.. to March 31, 20..**

IV. Activity Pages

1. Contents should be court activity at or outside the parish, not parish events.
2. May include standing rules, membership books, and annual budget with service projects.
3. Use ONLY ONE PAGE, single or double sided (front only / or front and back of only one page) by date and/or event. (This includes the use of photos).
 - a. EXAMPLE:
 - b. State Convention day 1 information on one page (front only / or front and back of one page is acceptable), State Convention day 2 information on one page (front only / or front and back of one page is acceptable).
4. EXCEPTION to one page rule:
 - a. You may use as many pages necessary to include all thank you notes, important correspondence, and award certificates.
 - b. 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 YOUR members.
5. Each page MUST be in **CHRONOLOGICAL order**.
 - a. Awards, certificates and correspondence 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.
 - b. Thank you notes MAY be posted all together in one area at the end of the scrapbook.
6. Page Heading Titles may be for one specific day/event or for an entire month. The one page ruling of front or front and back pertains to the coverage of one event or one day of events such as a convention.
7. Event Sub-Titles should be used for all events or activity for each entry on all pages. They should be dated and clearly identified.
8. Photographs must have a cutline identifying the event and should include the date.
9. Identify each person in a photo L-R (left to right) and F-B (front to back by row 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., and must be identified by Event and Date).

V. Mounting

1. Events, newspaper clippings, photos and correspondence should be mounted using any scrapbook adhesive (glue or 2-sided taped). NO adhesive tape may be visible on the face of your entries.
2. Clear or solid colored labels and card stock may be used for titles and cutline information.
3. No Design, graphic, or Art Deco Paper can be used as a background or boarder.
4. Pictures may be mounted traditionally; square, rectangular or creatively; round, oval etc.
5. Solid Colored backgrounds and borders may be used in mounting
 - a. Borders may not exceed ½ inch.

VI. Making it Fit Hints (options)

1. You may (not must) 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 (not must) 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. You may use pockets (like those used for the library check out card)
6. For very large books, you may (not must) index your scrapbook.

VI. Cards and Correspondence

1. It is NOT necessary to include the envelope for cards and correspondence but must record the postmark or date with each article of correspondence.
 - a. Note: Envelopes make great pockets to house correspondence providing all necessary data

VII. Media Coverage

1. All media coverage must include the source name (i.e. Houston Chronicle, May 15, 2013; State Newsletter, Fall 2012)
2. Media coverage is defined as: Newspaper articles, State or National Newsletter or Share Magazine clippings, and Parish Bulletins; **any clipping** from an article that provides information about your court involvement.

VIII. Try To INCLUDE the Following:

1. Court, State, and National Convention programs, special liturgical booklets and banquet programs.
2. District meeting and retreat handouts and 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 (but must adhere to the one page front and back guideline)
7. Fundraising posters and Service Project data
8. Court Newsletters; the entire newsletter.
9. National & State Newsletters -Use only the portion that pertains to your court with Newsletter Heading and date.
10. Share Magazine - Use only the portion that pertains to your court with Magazine heading and date.

IX. Do Not use the following:

1. Ribbon (unless solid as boarder up to ½ inch)
2. Buttons
3. Stickers

Each scrapbook is judged by three judges with a total score of 100 points per judge; grand total of 300 points.