

North Carolina Association of Educational Office Professionals, Inc.

LOCAL NEWSLETTER AWARD

Local Unit _____

District No. _____ Title of Newsletter _____

Local President _____

Newsletter Editor(s) _____

Instructions for Local Presidents: Newsletters for competition should be sent to the NCAEOP Newsletter Editor on or before February 1st. Please submit three (3) copies of one newsletter for judging. Attach three (3) copies of the *Judges' Checklist* with the top portion filled in and the "On Page(s)" sections completed.

➤ *Charge to Judges* ◀

The North Carolina Association of Educational Office Professionals, Inc. annually recognizes three local units in the state for their newsletters at the annual conference. Local newsletters are submitted to the NCAEOP newsletter editor for competition and display at the annual conference. The local newsletter contest will be executed in the same manner as the district competition.

You, as judges, have the task of giving all newsletters your fair and just consideration in selecting the first, second and third place recipients of these awards.

Judges' Checklist

A. FRONT PAGE / COVER		24 POINTS _____
1. Logo/Title of Publication	On Page(s) _____	
0 1 2 3		x 2 = _____
2. Name of Association	On Page(s) _____	
0 1 2 3		x 1 = _____
3. Month/Quarter/Year of Issue, Circulation No.	On Page(s) _____	
0 1 2 3		x 1 = _____
4. Name/Address of Editor(s)	On Page(s) _____	
0 1 2 3		x 2 = _____
5. Names and Addresses of Officers	On Page(s) _____	
0 1 2 3		x 2 = _____

JUDGES' COMMENTS: _____

B. EDITORSHIP (No Penalty for Reproduction)		24 POINTS _____
1. Typing: neat, clear, orderly, spaced headings, margins		
0 1 2 3		x 4 = _____
2. Spelling, Grammar, Punctuation		
0 1 2 3		x 4 = _____

JUDGES' COMMENTS: _____

Judges' Checklist – Local Newsletter Award (continued)

C. OVERALL APPEAL, INTEREST, OUTSTANDING FEATURES, ORIGINALITY **9 POINTS** _____
0 1 2 3 x 3 = _____

JUDGES' COMMENTS: _____

D. ASSOCIATION NEWS **75 POINTS** _____

1. Calendar of Events	On Page(s) _____	x 3 = _____
0 1 2 3		
2. Meeting Announcements (Date, Time, Place)	On Page(s) _____	x 4 = _____
0 1 2 3		
3. Review/Reports of Previous Programs/Meetings	On Page(s) _____	x 3 = _____
0 1 2 3		
4. Materials Contributed by Officers, Committee Chairmen, Members	On Page(s) _____	x 3 = _____
0 1 2 3		
5. Personal News/Association-Related News of Members	On Page(s) _____	x 3 = _____
0 1 2 3		
6. Promotion of Association / Activities from:		
<i>Local Unit</i>	On Page(s) _____	x 3 = _____
0 1 2 3		
<i>State (NCAEOP)</i>	On Page(s) _____	x 3 = _____
0 1 2 3		
<i>National (NAEOP)</i>	On Page(s) _____	x 3 = _____
0 1 2 3		

JUDGES' COMMENTS: _____

E. MISCELLANEOUS **18 POINTS** _____

1. Events/Programs of Interest to Office Personnel Not Necessarily Related to the Education Profession	On Page(s) _____	x 2 = _____
0 1 2 3		
2. Helpful Hints Regarding the Profession	On Page(s) _____	x 2 = _____
0 1 2 3		
3. Variety of Subjects Appealing to All Members	On Page(s) _____	x 2 = _____
0 1 2 3		

JUDGES' COMMENTS: _____

TOTAL (150 POINTS) _____