

New York State Association of Educational Office Professionals

Newsletter Competition



Please read carefully and follow the Guidelines

Applications MUST be postmarked by July 1 and mailed to:

**Terri Linendoll
NYSAEOP *Empire News* Editor
WSWHE BOCES
1153 Burgoyne Ave Suite 2
Fort Edward, NY 12828**



**NEW YORK STATE ASSOCIATION OF
EDUCATIONAL OFFICE PROFESSIONALS**

NEWSLETTER CONTEST ENTRY APPLICATION

Name of Association: _____
(Use full name)

Name of Association President: _____

Name of Editor(s): _____

Name of Publication: _____

Date of Publication: _____

Approximate number of newsletters provided to current NYSAEOP members: _____

NOTE: Date of publication must be between July 1 of the previous year and June 30 of the current year.

FOR INFORMATION ONLY: Please check the appropriate classification for your association.

- Local Newsletter - 25 members or less
- Local Newsletters - 26 members or more
- County Newsletter - 25 members or less
- County Newsletter - 26 members or more
- Multi County Newsletter - 25 members or less
- Multi County Newsletter - 26 members or more

TO QUALIFY FOR JUDGING: ENTRIES MUST INCLUDE FOUR (4) COPIES OF THE SAME ISSUE AND FOUR (4) COPIES OF THIS ENTRY BLANK AND JUDGING SHEET (Completed as indicated). A \$15.00 FILING FEE, MADE OUT TO NYSAEOP, MUST ACCOMPANY THIS APPLICATION

Application Completed by: _____ Date: _____
Name of Current NYSAEOP Member

ENTRIES MUST BE POSTMARKED BY JULY 1

Mail entry to: Terri Linendoll, NYSAEOP *Empire News* Editor
WSWHE BOCES
1153 Burgoyne Ave Suite 2
Fort Edward, NY 12828

Members will not be eligible to submit, or be considered for, any recognition or awards if dues are not paid by June 30th of the current year.



**NEW YORK STATE ASSOCIATION OF
EDUCATIONAL OFFICE PROFESSIONALS**

NEWSLETTER CONTEST – JUDGING SHEET

Name of Association: _____

Name of Publication: _____

Type of Publication (For Information Only):

- Local Newsletter - 25 members or less
- Local Newsletters - 26 members or more
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CRITERIA FOR JUDGING THE NEWSLETTER

Association must enter the correct page number in the listing below [use abbreviations if applicable: Front Page (FP), Inside Front Page (IFP), Back Page (BP) or Inside Back Page (IBP)].

(* items will be mandatory for your publication to be considered as a finalist)

A: FRONT PAGE, COVER, VITAL INFORMATION: _____ 10 Points

- | | Page# |
|----------------------------------------------------------------------------------|--------------|
| <input type="radio"/> Logo | _____ |
| <input type="radio"/> Title of Publication | _____ * |
| <input type="radio"/> Name, address for Editor of Publication | _____ * |
| <input type="radio"/> Month, Quarter, Year of Publication | _____ * |
| <input type="radio"/> Purpose/Mission Statement of Organization | _____ |
| <input type="radio"/> Name of Association | _____ * |
| <input type="radio"/> Name, addresses, phone number or email address of Officers | _____ * |

Judges Comments:

B: FORMAT AND LAYOUT: _____ 15 Points

- | | Page# |
|------------------------------------------------------------------------------------------------------------------------|--------------|
| <input type="radio"/> Layout: Columns, margins, orderliness, interesting arrangement and overall look | _____ |
| <input type="radio"/> Readability: Easily read, including white space to aid reader, clarity of photos (if applicable) | _____ |
| <input type="radio"/> Typeface/artwork: Consistent usage and readability, usage and appropriateness of art work | _____ |
| <input type="radio"/> Headlines: Headlines tell a story, spaced properly | _____ |
| <input type="radio"/> Spelling, grammar, punctuation including proofreading | _____ |
| <input type="radio"/> Credits: Author/ publication title listed for submitted/copied works | _____ |

Judges Comments:

C: CONTENT: _____ 15 Points

Page#

- Timely articles of interest about the profession, helpful hints regarding the profession _____
- Material produced by members, committee chairs or officers _____
- Variety of subjects of interest and appealing to all members _____
- Calendar of events _____
- Announcements of upcoming events and meetings _____
- Review/report of past meetings and events or programs _____
- Association activities _____
- Personal news regarding members of the association _____
- News or promotion of NYSAEOP and NAEOP _____

Judges Comments:

D: OVERALL APPEAL, APPEARANCE, CONTENT, OUTSTANDING FEATURES AND ORIGINALITY: _____ 10 Points

Judges Comments:

Points: Section A: _____
 Section B: _____
 Section C: _____
 Section D: _____

Total Points: _____

Judge:

Name

Signature

Date