

## **Rules for all Department Awards for the Senior Unit and District Media Book**

*Include all newspaper items and computer generated items from  
May 1, 2018 through April 30, 2019*

1. All articles shall be placed in chronological order starting with May 1, 2018
2. The book cover may be no larger than 12' x 15' and may have a simple display title and/or Auxiliary logo.
3. Unit Book's first page shall contain the following information:
  - A. Unit name, Unit number, address, and total membership
  - B. Name, phone number, and address of the Unit Public Relations Chairman

### **For the DISTRICT Book**

- A. Name of Department, Division, District
  - B. Name, address, phone number of the District Chairman
  - C. List total number of Units in the District and total District Membership
4. Page 2 should have a copy of the Unit (District) Annual Report Form
5. Page 3 should have a list of newspapers where the articles were published
6. Page 4 may contain a Table of Contents, if your Unit (District) has the following: newspaper articles, computer generated newspaper articles, web page, and radio and television news.
7. **No copies allowed**
8. Articles must all run in the same direction
9. Only put newspaper articles and newspaper pictures (no photographs), computer generated articles
10. Use tabs when having a Table of Contents for the different sections
11. Include a cd disk with information used on the internet. Put this in a sleeve in the back of the Press Book
12. All articles MUST have the name of the newspaper and the date of publication which appears on the page where the article was published. **NO PAGE NUMBER REQUIRED**
  - A. The name of the newspaper and date must be placed above the respective article
  - B. Arrange press clippings according to date of publications (chronological order)
  - C. Use both sides of the pages
13. **DO NOT FOLD** anything – all items are to be flat. Posters (no larger than 8x11), if larger, shrink original for copy not larger than 8x11. Type notes as to original size.
14. For newspaper clippings too large for the book's page, neatly cut and glue the remainder of the article along the first portion. This may mean that you may have to cut and paste the rest of the article in the same order.
15. The press clippings should contain only news of the Unit, County, District, Division, or Department **ONLY** when the UNIT is involved
16. Page protectors may be used
17. Include your Unit websites – a separate page/section of the book can show a printout of your website. You should notate the number of hits during the year and the dates of your website updates

**UNITS send your Press Book to your DISTRICT CHAIRMAN to be judged**

DISTRICT CHAIRMAN will have the UNIT Press Books judged and forward the winning UNIT PRESS BOOK to the DEPARTMENT CHAIRMAN along with the DISTRICT PRESS BOOK. Same rules follow for the DIVISIONS.

The Department Chairman will have the Unit and District Press Books judged for an award at the Department Convention. You will need a total of **four** newspaper articles. Two copies to be sent to Department Chairman; one used for the Department Press Book and the other to be sent to National. Your Unit also needs one for the District and one for the Division Press Book.

**PLEASE DO NOT KEEP THE ARTICLES BUT SEND THEM TO DEPARTMENT PUBLIC RELATIONS CHAIRMAN AT LEAST EVERY OTHER MONTH**

**DEPARTMENT PUBLIC RELATIONS CHAIRMAN ADDRESS**

**Karen Melone  
1338 W. Mulloy Drive  
Addison, IL 60101**

Guidelines for Unit newsletter/bulletin books

1. The first page of the entry must include the name and address of the Unit and the Unit Chairman and the total Unit Membership
2. Dates must be May 1, 2018 to April 30, 2019
3. Put newsletters or bulletins in clear 3-hole punch sheet protectors and place in a 3 ring binder in chronological order, one newsletter or bulletin per sleeve
4. Do not highlight or underline any item
5. **No photocopies or actual photographs allowed**

**MAY 15, 2019 IS THE DEADLINE FOR ALL DEPARTMENT COMPETITORS BOTH UNIT AND DISTRICT.**