

# Reminder

## 2024 Newsletter Contest

Barb Ward, National Director and Newsletter Contest Chairman

April 1<sup>st</sup> will soon be here. For those of you who are State Newsletter Contest Chairmen, here are a couple of friendly reminders for you.

- The State Regent, or State Newsletter Chairman, must send the 1<sup>st</sup> Place winner in each category and division with a signed letter from either party verifying that each submitted entry was their state's 1<sup>st</sup> place winner. They need to be sent to the National Newsletter Chairman **POSTMARKED ON OR BEFORE APRIL 1, 2024**. Newsletters will not be accepted for judging if not postmarked by this deadline date.
- Three (3) sets of the last three (3) published newsletters must be submitted.
- Make three (3) copies of your cover sheet and scoring sheet and attach one to each set.
- Fill out the **entire cover sheet** but only the **top portion** of the **scoring sheet**. Leave the Requirements and Categories portions on the scoring sheet **blank** for the national judges to use. Make sure your Scoring Sheet and Cover Sheet match up with your entry.
- Binder clip or paper clip each set of documents together with the scoring sheet on top. Do not use plastic sleeves or folders.
- Send entries early enough that bookkeeping errors can be corrected before the deadline, such as no verification letter, no clean scoring sheet, only one copy of each issue instead of three, etc. No changes to the newsletter itself can be made once it has been published.
- Please enclose your email and/or phone number to be contacted if needed.
- All this information, plus the requirements, were printed in the Fall 2023 quarterly and are on the national website under "forms" then "2023-2024 Contests" then "Newsletter Contest".
- Territorial and state court entries are to be sent directly to the National Newsletter Chairman. Entries must be postmarked on or before **April 1, 2024**, for those entries also.

Mail entries to:

National Newsletter Chairman  
Barb Ward  
3160 North Buttercup Circle  
Frederick CO 80516