

**Council Acknowledgment of Participation and Achievements
(CAPA)**

**These are the CAPA FORMS TO BE USED FOR
2017 – 2018**

FROM APRIL 1, 2017 TO MARCH 31, 2018

ALL FORMS ARE TO BE TURNED IN TO

**Nancy Sieh, Epsilon Phi Master, Chairman
Alice White, Epsilon Phi Master, Co- Chairman**

Deadlines of forms:

1. Committee Participation Form – March Council Meeting

This form is to be used by all Committee Chairman to report who all worked on the various committees. If you don't turn one in members who put their names on working on committees will not be able to count on the form.

2. Letter of Intent Form - March Council Meeting

This form is used to let the committee know if you are entering Yearbooks or Scrapbooks for judging.

3. Council Participation Form - April Council Meeting

4. Chapter Participation Form - April Council Meeting

5. All Mini Contests - April Council Meeting

Contest for Program, Service, Social and Way and Means

**Council Acknowledgment of Participation and Achievements
(CAPA)
Contest Rules
APRIL 1, 20____ to MARCH 31, 20_____**

1. Houston City Council will sponsor a Council Acknowledgment of Participation and Achievements (CAPA) contest for all chapters desiring to enter. The contest dates are April 1 through March 31. **Entries must be postmarked or delivered to the Chairman no later than the April Council Meeting. NO ENTRIES IN ANY CATEGORY WILL BE ACCEPTED AFTER LEAVING THE APRIL COUNCIL MEETING.**

2. Chapters may enter any or all of the following contests:
 - Council Participation
 - Chapter Participation
 - Best Program
 - Best Service Project
 - Best Social Event
 - Best Ways and Means Project or Event
 - Scrapbook Entry
 - Yearbook Entry

3. Entries in the Best Program, Service Project, Social Event or Ways and Means Project or Event will be scored on a scale of 1 to 10 with 1 being the lowest and 10 being the highest by the judges on the following characteristics:
 - Originality
 - Creativity
 - Development-use of the Annual Theme from International (where applicable)
 - Entertaining/Purpose
 - Overall neatness of entry

4. Descriptions included with the form of the “Best of” contests will not have more than one 8.5 x 11 double spaced typed page. The back of the form is recommended. **Questions on the Mini Contest pages must be Answered and on that page.**

5. A chapter voted into Houston City Council before April 1 will be eligible for the CAPA contest. Chapters voted into Houston City Council start counting points from the day the vote passes. No points may be taken for any event for any member before this date. There will not be any prorating for a partial year of activity in Council.
6. Members in an established Houston chapter becoming new members in the aforementioned new chapter are counted on the point system for the established chapter's form ONLY AS LONG AS THEIR NAME APPEARS ON THEIR CHAPTER ROLL. The established chapter and the new chapter MUST indicate this date on their CAPA form. A member may not be active on the rolls of two chapters at the same time.
7. Chapters not having paid ALL Council dues and/or outstanding bills by the March City Council meeting will automatically be disqualified from the CAPA contest.
8. In compliance with International Chapter requirements a Friendly Venture Chapter of Nu Phi Mu or Ritual of Jewels Degree or a chapter formed around transferee's MUST contain TEN (10) members to qualify for the Houston City Council CAPA points in the Chapter Participation Contest Section 3 O(C). (To clarify any friendly venture chapter not chartered without 10 members of any degree may not participate).
9. GUEST(S) OR HUSBANDS AT COUNCIL FUNCTIONS. DO NOT COUNT IN THE ATTENDANCE PERCENTAGE POINTS OF THE MEMBERS. THIS MEANS ROLL LIST MEMBERS ONLY.
10. In figuring points for percentages, please refer to the following "Percentage Table". If a percentage falls between two points, use the higher figure only if it is more than halfway. Use the lower figure if it is less than halfway (i.e., 54% would go as 55% while 51% would go to 50%).

Percentage Table (use to figure all)

%	0-14	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	99	100
Pts	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

11. If a member transfers or progresses to another Houston City Council chapter and the allocation of her earned City Council Participation points for CAPA contest cannot be determined, the chapter involved should contact the CAPA committee for resolutions with the Executive Board approval.
12. If your chapter has an adviser who is a member of another Houston City Council chapter, we request that you advise this committee in writing so we might have a reference at the time of grading CAPA entries.
13. All inquiries concerning this contest MUST be referred to the Chairman or Co-Chairman. THIS DECISION, WITH THE GUIDANCE OF THE EXECUTIVE BOARD, SHALL BE FINAL.
14. The winners will be recognized in accordance with City Council Standing Rule Number 9. (All chapters shall compete equally in all CAPA contests. The first place winners shall be recognized with certificates and cash awards as determined by budget allowances.)
15. If there are any changes in points turned in by the Chapters, for any reason (such as mathematical errors), the chapter involved will be notified by the CAPA committee prior to Founder's Day.
16. All Chairman of all committees and sub-committees should keep an accurate record of all of the workers on their committee and submit this list to the CAPA chairman as soon as possible after their event is over. We would like to suggest that a sign-in sheet be available at the initial committee meeting and add to it as needed.

**Entries must be postmarked or delivered to the chairman no later than the April
Council meeting
No entries will be accepted after leaving the April Council Meeting**

**Council Acknowledgment of Participation and Achievements
COUNCIL PARTICIPATION FORM
Contest dates are from April 1 through March 31**

Chapter Name _____
Degree _____

A. Attendance Percentage of chapter members attending council sponsored functions
Refer to "Percentage Table" for points. Maximum 20 points each.

Founder's Day _____ # active members attending
Divided by _____ # chapter active members = _____ % = table points _____ 20

Fashion Show _____ # active members attending
Divided by _____ # chapter active members = _____ % = table points _____ 20

Sweetheart Ball _____ # active members attending
Divided by _____ # chapter active members = _____ % = table points _____ 20

Sweetheart Tea ---- Sweetheart and one guest maximum 2 points _____ 2

Summer Social _____ # active members attending
Divided by _____ # chapter active members = _____ % = table points _____ 20

Legacy Tea _____ # active members attending
Divided by _____ # chapter active members = _____ % = table points _____ 20

Ritual Day _____ # active members attending
Divided by _____ # chapter active members = _____ % = table points _____ 20

Special Appoint Committee _____ # active members attending
Divided by _____ # chapter active members = _____ % = table points _____ 20

MAXIMUM 142 POINTS Part A Total

B. Legacy Tea/Envoy II

1. Each New Legacy or Envoy II receiving the Rituals – 1 point each

List Names Here:

Maximum 5 points

(5) _____

2. Guests attending (Includes past Legacy/Envoy II, MAL, friends)
1 point each

List Names Here: _____

Maximum 5 points

(5) _____

MAXIMUM 10 POINTS

PART B TOTAL

C. Officers/Committees Work/Advisers

1. Elected or appointed officer on the Executive Board – 12.5 points each

List Name/Office _____ / _____
 _____ / _____

Maximum 25 points _____ (25)

2. An appointed chairman or co-chairman of the following committees – **5 points each**

	CHAIRMAN	CO-CHAIRMAN
A. Audit	_____	_____
B. CAPA	_____	_____
C. Directory	_____	_____
D. Fashion Show	_____	_____
E. Friendship	_____	_____
<hr/>		
F. Historian	_____	_____
G. Legacy	_____	_____
H. Librarians	_____	_____
I. Membership	_____	_____
J. Prism	_____	_____
K. Photographer	_____	_____
L. Publicity	_____	_____
M. Service	_____	_____
N. Sweetheart Ball	_____	_____
O. Web Master	_____	_____
P. Wick	_____	_____
Q. Ritual Day	_____	_____
R. Appointed Committee	_____	_____
S. HCC Convention (yr of event)	_____	_____

Maximum 190 points

_____ (190)

3. Sub-Committee Chairman – If names and correct Sub-Committee information is not listed, the points will be disqualified **4 points each**

Name	Sub-Committee Chr.
_____	_____
_____	_____

Maximum 16 Points _____(16)

4. An active participating member on any council committee – if names and correct committee information is not listed, the points will be disqualified - **2 points each**

Name	Sub-Committee
_____	_____
_____	_____
_____	_____
_____	_____

Maximum 10 Points _____(10)

5. A member adviser to another chapter - **5 points each**

Name _____ Adviser to _____
Maximum 5 points _____(5)

Maximum 246 Points

PART C TOTAL ■

D. CITY COUNCIL SPONSORED CONTEST - 10 POINTS EACH

- 1. Sweetheart _____
- 2. Scrapbook (digital from last year if not judged) _____
- 3. Yearbook (Current Year) _____
(Note: must be the same as those used by all members of your chapter during the year)
- 4. Program _____
- 5. Service _____
- 6. Social _____
- 7. Ways and Means _____

MAXIMUM 70 POINTS PART D TOTAL

**E. Texas State Convention – Full Registration
For being represented – 1 point each**

List Names;

MAXIMUM 5 POINTS PART E TOTAL

**F. Space Area Convention (If no Space Area Convention list other
conventions attended and where)
For being represented - 1 point each**

List Names:

MAXIMUM 5 POINTS

PART F TOTAL

G. Representation at City Council Meetings

**Each voting representative present at each 12 Council Meetings
2 points per voting member per meeting**

MAXIMUM 48 POINTS PART G TOTAL

H. Dues paid by Due Date

- 1. **October Houston City Council Meeting: 4 points** _____
- 2. **February Houston City Council Meeting: 4 points** _____

MAXIMUM 8 POINTS PART H TOTAL

**COUNCIL PARTICIPATION –
MAXIMUM POSSIBLE POINTS 534**

GRAND TOTAL

**RE-CAP
MAXIMUM POINTS**

CHAPTER POINTS

**PART A
PART B
PART C
PART D
PART E
PART F
PART G
PART H**

**142
10
246
70
5
5
48
8**

TOTAL 534 POSSIBLE

Entries must be postmarked or delivered to the chairman no later than the April Council meeting

No entries will be accepted after leaving the April Council Meeting

Council Acknowledgment of Participation and Achievements

CHAPTER PARTICIPATION FORM

Contest dates are from April 1 through March 31

Chapter Name _____

Degree _____

- A. MEETINGS -NUMBER OF REGULAR MEETINGS/GATHERINGS
ALL DEGREES – RITUAL OF JEWELS TO TORCHBEARER
BASE ON 18 MEETINGS PER YEAR.**

2 Points per meeting – Maximum 36 Points

PART A TOTAL

B. ATTENDANCE - Percentage of average attendance at chapter meetings. An excused absence is not counted as being present unless it is made up by attending a different chapter's meeting or attending a called meeting as stipulated by International (i.e. a called meeting of your own chapter at which minutes are taken and reported to International and a program is presented. **THIS CALLED MEETING STIPULATION IS LIMITED TO ONE MEETING ONLY.** If your chapter agrees that attending a City Council meeting as a make up meeting and a program is given at council this too can be counted.

Refer to "Percentage Table" for points. Maximum 20 points each.

April Meeting 1 _____ # active members attending
Divided by _____ # chapter active members = _____ % = table points _____ 20

April Meeting 2 _____ # active members attending
Divided by _____ # chapter active members = _____ % = table points _____ 20

May Meeting 1 _____ # active members attending
Divided by _____ # chapter active members = _____ % = table points _____ 20

May Meeting 2 _____ # active members attending
Divided by _____ # chapter active members = _____ % = table points _____ 20

June Meeting 1 _____ # active members attending
Divided by _____ # chapter active members = _____ % = table points _____ 20

June Meeting 2 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 July Meeting 1 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 July Meeting 2 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 August Meeting 1 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 August Meeting 2 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 September Meeting 1 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 September Meeting 2 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 October Meeting 1 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 October Meeting 2 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 November Meeting 1 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 November Meeting 2 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 December Meeting 1 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 December Meeting 2 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 January Meeting 1 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 January Meeting 2 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 February Meeting 1 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 February Meeting 2 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 March Meeting 1 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20
 March Meeting 2 _____ # active members attending
 Divided by _____ # chapter active members = _____ % = table points _____ 20

MAXIMUM 480 POINTS

PART B TOTAL

C. MEMBERSHIP:

1. Gain – for new members - **2 points per member**

- a. Pledge
- b. Transferred from another Houston City Council Chapter or another Houston Area Council Chapter
- c. Leave of Absence or Member at Large from another City/Chapter
- d. Member-at-large becoming active

List Names Here:

_____	_____
_____	_____
_____	_____

MAXIMUM 10 POINTS _____(10)

2. Loss – for a loss of membership - **deduct 1 point each**

- a. Took a Leave-of-Absence**
- b. Took Member-at-Large
- c. Transferred to another Houston Chapter

EXCEPTION: A member moving out of town or progression does NOT count against your chapter

List Names Here:

_____	_____
_____	_____
_____	_____

THIS IS A DEDUCTION OF POINTS NOT A GAIN

MAXIMUM DEDUCTION 10 POINTS (_____) (10)
SUBTRACT THESE POINTS

3. Friendly Venture Chapter of any degree formed by your chapter and containing the required 10 members – **30 points each**

Name of Chapter _____ How many members _____

MAXIMUM 30 POINTS _____(30)

2. Attendance Percentage of average attendance at chapter social.
DO NOT INCLUDE MEMBERS ON LEAVE OF ABSENCE

Maximum 20 Points _____(20)

MAXIMUM 46 POINTS PART E TOTAL

F. WAYS AND MEANS:

Major project (over \$400) - 30 Points _____(30)
(does not include fines or a raffle held each meeting or yearly chapter dues)

Project Description _____
Amount Raised _____

Minor Projects – 10 points each _____(30)
(does not include fines or a raffle held each meeting or yearly chapter dues)

List Minor Projects:

Project Description _____
Amount Raised _____
Project Description _____
Amount Raised _____
Project Description _____
Amount Raised _____

MAXIMUM 60 POINTS Part F Total

G. SERVICE:

1. A planned and accomplished Service Project - 10 points _____10
2. A minimum contribution of \$10 to the State Project – 2 points _____2
3. A minimum contribution of \$10 to the Council Project – 2 points _____2
4. A minimum contribution of \$10 to the Int'l Endowment Fund – 2 points _____2
5. A minimum contribution of \$10 to the Int'l Loan Fund - 2 points _____2
6. A minimum contribution of \$10 to the Int'l Disaster Fund 2 points _____2

MAXIMUM 20 POINTS PART G TOTAL

**CHAPTER PARTICIPATION –
MAXIMUM POSSIBLE POINTS 723**

GRAND TOTAL

RE-CAP

MAXIMUM POINTS

CHAPTER POINTS

**PART A 36
PART B 480
PART C 45
PART D 36
PART E 46
PART F 60
PART G 20**

POSSIBLE TOTAL 723

**Council Acknowledgment of Participation and Achievements
(CAPA)**

COMMITTEE PARTICIPATION FORM

TO ALL CHAIRMEN OF COUNCIL COMMITTEES:

If you were a chairman of a council committee (i.e. Founder's Day last year, this year's Summer Social, Fashion Show, Sweetheart Ball, Legacy Tea) or other council committees.

Please furnish a list of:

1. Co-Chairman
2. Sub-Committee Chairman
3. Active Council members who participated on the various Committees.

Members need to list this on the contest forms and we need something to go by with the grading to confirm the entries.

Please have this form turned in at the March Council Meeting to

**Council Acknowledgment of Participation and Achievements
(CAPA)**

**HOUSTON CITY COUNCIL OF BETA SIGMA PHI
SCRAPBOOK AND YEARBOOK CONTESTS**

LETTER OF INTENT

CHAPTER NAME: _____

PRESIDENT: _____

SCRAPBOOK

_____ WE INTEND TO ENTER THE SCRAPBOOK CONTEST

_____ WE DO NOT INTEND TO ENTER THE SCRAPBOOK CONTEST

_____ Regular Scrapbook

_____ Current Theme Digital Book

_____ Last Years Digital Book never judged

YEARBOOK

_____ WE INTEND TO ENTER THE YEARBOOK CONTEST

_____ WE DO NOT INTEND TO ENTER THE YEARBOOK CONTEST

TURN THIS FORM IN AT THE MARCH COUNCIL MEETING:

_____ **Chairman**

_____ **Co-Chairman**

SCRAPBOOK AND YEARBOOK JUDGING SHEETS

In order to help the judges find all the details in your Yearbooks and Scrapbooks and not miss anything, please fill in the page numbers in your books where they are found.(EVEN IF IT'S IN MORE THAN ONE PLACE)

We have given you the judging form with a column to put the pages numbers.

ALSO, PLEASE GIVE US A BRIEF PARAGRAPH ATTACHED TO THE JUDGING FORMS FOR THE YEARBOOK AND SCRAPBOOK THAT TELLS THE JUDGES HOW YOU ARRIVED WITH THE DESIGN OF THE BOOK INCORPORATING THIS YEAR'S INTERNATIONAL THEME.

Put these in the front of your Yearbooks and Scrapbooks

All entries of all contests must be given to us at the close of the April Council meeting for judging, none will be accepted after the meeting.

Thanks

_____, **Chairman**
_____, **Co-Chairman**

YEARBOOK DATA SHEET

IN ORDER TO HELP THE JUDGES FIND ALL THE DETAILS IN YOUR BOOK AND NOT MISS ANYTHING FILL IN THE PAGE NUMBERS IN YOUR BOOKS WHERE THEY ARE FOUND

CHAPTER NAME: _____

PRESIDENT: _____ PHONE # _____

PAGE/PAGES

IDENTIFICATION:

1. Chapter Name, Number, City and City Council affiliation _____

2. Area, International Listing w/address & Div. Chairman _____

CONTENTS:

1. Table of Contents _____

2. Dedication Page _____

3. Purpose of Beta Sigma Phi-Motto, Flower, Color _____

4. Rituals - Opening & Closing _____

5. By-Laws _____

6. Standing Rules _____

7. Traditions _____

8. Chapter History _____

9. Past Presidents _____

10. Past Women of the Year _____

11. Past Sweethearts _____

12. Budget w/breakdown of income and expenses _____

13. City Council Officers _____

14. City Council Committee Chairmen _____

15. City Council Events—also listed in Calendar-date, time, place _____

16. Chapter Officers and responsibilities _____

17. Chapter Committee Chairman & responsibilities _____

18. Meetings listed individually by date, time, place, hostess _____

Also listed in Calendar _____

19. Programs—also listed in Calendar-topic, presenter _____

20. Socials—also listed in Calendar-date, time place _____

21. Service Projects—also listed in Calendar _____

22. Ways and Means Projects—also listed in Calendar _____

23. Meetings—also listed in Calendar _____

24. Calendar _____

25. Roster with names, addresses and phone numbers _____

SCRAPBOOK DATA SHEET

IN ORDER TO HELP THE JUDGES FIND ALL THE DETAILS IN YOUR BOOKS AND NOT MISS ANYTHING FILL IN THE PAGE NUMBERS WHERE THEY ARE FOUND (EVEN IF ON MORE THAN ONE PAGE)

CHAPTER NAME _____
PRESIDENT: _____ **PHONE #** _____

PAGE NUMBERS

- | | | |
|-----|--|-------|
| 1. | Meetings (Hostess) and dates of each meeting | _____ |
| 2. | Programs | _____ |
| 3. | Service | _____ |
| 4. | Social | _____ |
| 5. | Ways and Mean | _____ |
| 6. | Dedication Page | _____ |
| 7. | Table of Contents | _____ |
| 8. | Officers | _____ |
| 9. | Committees | _____ |
| 10. | Members | _____ |
| 11. | Correspondence | _____ |
| 12. | How this book is organized | _____ |
| | A. Chronological order OR | |
| | B. Sections and in Month Order | |

YEARBOOK JUDGING FORM

HOUSTON CITY COUNCIL OF BETA SIGMA PHI

All Yearbooks are to be made by Beta Sigma Phi Chapter Members. You may not hire or obtain work of professional artists or non-members to help in the creation of the yearbooks.

Art work should not overshadow contest of the yearbook. Try to keep expenses within reason. Cleverness, neatness and organization are not costly items. The yearbook submitted for the contest must be an exact duplicate of the books which are used by your chapter.

1. DESIGNS: Maximum 10 points

- a. Artwork original in interpreting International Theme 5 pts _____
- b. General appearance, size, durability, neatness, dividers, etc. 5 pts _____ (10)

2. IDENTIFICATIONS: Maximum 6 points

- a. Chapter Name, Number, City (council affiliation) 3 pts _____
- b. Area, International listings with address, Division Chairman 3 pts _____ (6)

3 CONTENTS: Maximum 10 points

- a. Table of Contents – all pages should be numbered – including dividers – except blank pages 2 pts _____
- b. Dedication Page 2 pts _____
- c. Purpose of Beta Sigma Phi, Motto, Flower, Colors 4 pts _____
- d. Rituals – Opening and Closing 2 pts _____ (10)

4. GENERAL INFORMATION: Maximum 65 points

- a. Chapter Officers and responsibilities 2 pts _____
- b. Standing Committees
 - 1) Program Chairman, members & responsibilities 3 pts _____
 - a) Program title, and summary 18 pts _____
 - b) 4 Programs for “Programs on the Shelf” 4pts _____
 - c) Program of the Year Evaluation system 5pts _____
 - 2) Social Chairman, members, responsibilities and projects 5pts _____
 - 3) Service Chairman, members, responsibilities & projects 4pts _____
 - 4) Ways & Means Chairman, members recap & projects 4pts _____
 - 5) Other Committees, Chairman, members, & brief description of committee's responsibilities 3pts _____
- c. Roster with names, addresses & phone numbers 3pts _____
- d. Chapter budget – breakdown of income & Expenses 4pts _____
- e. Bylaws, Standing Rules, Traditions 3pts _____
- f. Chapter History, List of Past Presidents, Women of the Year, and Sweethearts 4pts _____
- g. City Council Offices, Com. Chairmen & Council Events 3pts _____ (65)

5. MEETINGS & CALENDAR: Maximum 60 points

- a. Meetings listed individually by date, time, place & hostess 18pts _____
- b. Program topic, presenter(s) for each meeting 18pts _____
- c. Chapter socials, listed individually by date, time & place 9pts _____
- d. City Council Events listed, individually by date, time & place 5pts _____
- e. Service Projects listed individually by date, time & place 5 pts _____
- f. Ways & Means projects listed by date, time & place 5 pts _____ (60)

6. BONUS POINTS – EXCEPTIONAL MERIT: 5PTS _____ (5)

YEARBOOK TOTAL POINTS 156 PTS _____ (156)

JUDGES REMARKS:

SCRAPBOOK JUDGING FORM

HOUSTON CITY COUNCIL OF BETA SIGMA PHI

All Scrapbooks are to be made by Beta Sigma Phi Chapter members. You may not hire or obtain work of professional artists or non-members to help in the creation of the scrapbooks. Artwork should not overshadow the contents of the scrapbook. Try to keep expenses within reason. Cleverness, neatness, and organization are not costly items. The scrapbook should be useful and readily available to members. It should be a size that can be handles with ease.

1. USEFULNESS OF SCRAPBOOK: Maximum 8 points

- a. Ease of handling, storing and sturdiness of construction 4pts _____
- b. Opening and turning of pages with ease 4pts _____ (8)

2. COVER: Maximum 8 points

- a. Design 4pts _____
- b. Theme of Book followed in cover design 4pts _____ (8)

3. NEATNESS & LEGIBILITY: Maximum 8 points

- a. All lettering should be complimentary. Do not inappropriately mix typing, printing and writing 4pts _____
- b. Layout, pasting and cutting 4pts _____

4. ORIGINALITY: Maximum 14 points

- a. Creativity interpreting International Theme 8pts _____
- b. Artistic arrangement of contest 6pts _____

5. ORGANIZATION: Maximum 8 points

- a. Materials should be in chronological order or in sections such as materials such as socials, committees, meetings, offices etc. 8pts _____ (8)

6. NECESSITIES: Magnanimous 16 points

- a. Dedication Page 2pts _____
- b. Table of Contents 2pts _____
- c. Pictures of Officers 2pts _____
- d. Pictures of Committee's 2pts _____
- e. Pictures of members 2pts _____
- f. Numbered pages (Including dividers – except blank pages) 2pts _____
- g. Caption all pictures 2pts _____
- h. Properly identify all pages 2pts _____ (16)

7. MEETINGS: Maximum 16 points

- a. Showing hostess, programs, date of meetings a and other information 16pts _____ (16)

7.

8. SHARING: Maximum 6 points

- a. Service Projects:(short explanation and pictures)
- b. Ways & Means (short explanation and pictures)

3pts ____
3pts ____ ____ (6)

9. SOCIALS: Maximum 10 points

- a. Appropriate pictures, invitations etc.

10pts ____ ____ (10)

10. CORRESPONDENCE: Maximum 4 points

- a, example thanks, cards,

4pts ____ ____ (4)

11. BONUS POINTS: EXCEPTIONAL MERIT

____ (5)

SCRAPBOOK TOTAL POINTS

105 PTS ____ (105)

JUDGES REMARKS:

THESE QUESTIONS MUST BE ANSWERED TO BE JUDGED

COUNCIL ACKNOWLEDGEMENT OF PARTICIPATION AND ACHIEVEMENTS

Contest dates are from April 1 through March 31

BEST PROGRAM

CHAPTER NAME _____

PRESIDENT: _____ **PHONE #** _____

CHAIRMAN: _____ **PHONE #** _____

1. Who was involved in the planning and presentation of the Program?
2. When and where did the program occur?
3. How did the Program relate to this year's theme?
4. Was there chapter participation in this program?
5. Describe any pictures you may have included.
6. Describe the program on no more than one 8.5 x 11 double spaced typed page

THESE QUESTIONS MUST BE ANSWERED TO BE JUDGED

COUNCIL ACKNOWLEDGEMENT OF PARTICIPATION AND ACHIEVEMENTS

Contest dates are from April 1 through March 31

BEST SERVICE PROJECT

CHAPTER NAME _____

PRESIDENT: _____ **PHONE #** _____

CHAIRMAN: _____ **PHONE #** _____

1. Who was involved in the planning and presentation of the project?
2. Who participated in the project? What percentage of the membership participated?
3. Who was (were) the recipients?
4. Why was the project chosen?
5. How did the project relate to this year's theme?
6. Where were the project activities performed?
7. When were the results of the project presented?
8. Describe any pictures you may have included:
9. Describe the service on no more than one 8.5 x 11 double spaced typed page

THESE QUESTIONS MUST BE ANSWERED TO BE JUDGED

COUNCIL ACKNOWLEDGEMENT OF PARTICIPATION AND ACHIEVEMENTS

Contest dates are from April 1 through March 31

BEST SOCIAL EVENT

CHAPTER NAME _____

PRESIDENT: _____ **PHONE #** _____

CHAIRMAN: _____ **PHONE #** _____

1. Who was involved in the planning and presentation of the social?
2. Who attended the social? What percentage of the membership attended?
3. What was the theme of the social? What activities were included?
4. Why was the social chosen?
5. How did the social relate to this year's theme?
6. When and where did the social event occur?
7. How was the social funded?
8. Describe any pictures you may have included:
9. Describe the social on no more than one 8.5 x 11 double spaced typed page.

THESE QUESTIONS MUST BE ANSWERED TO BE JUDGED

COUNCIL ACKNOWLEDGEMENT OF PARTICIPATION AND ACHIEVEMENTS

Contest dates are from April 1 through March 31

BEST WAYS AND MEAN PROJECT OR EVENT

CHAPTER NAME _____

PRESIDENT: _____ **PHONE #** _____

CHAIRMAN: _____ **PHONE #** _____

1. Who was involved in the planning and presentation of the project?
2. Who participated in the project? What percentage of the membership participated?
3. Why was the project chosen?
4. When and where did the project event occur?
5. What was the projected and actual income of the project?
6. Describe any pictures you may have included:
 7. Describe the Ways & Means project on no more than one 8.5 x 11 double spaced typed page.

JUDGE _____

MINI CONTEST JUDGING SHEET

PROGRAM

CHAPTER NAME _____

Please judge the entry by the items listed below. Indicate a score from 1 to 10 on each item with 1 being the lowest and 10 being the highest.

- A. Originality _____
- B. Creativity _____
- C. Development _____
Usage of Annual Theme (Where Applicable)
- D. Entertaining/Purpose _____
- E. Overall neatness of the entry _____

**TOTAL SCORE FOR
ENTRY _____ (50)**

Judges Comments:

JUDGE _____

MINI CONTEST JUDGING SHEET

SERVICE

CHAPTER NAME _____

Please judge the entry by the items listed below. Indicate a score from 1 to 10 on each item with 1 being the lowest and 10 being the highest.

A. Originality _____

B. Creativity _____

C. Development _____
Usage of Annual Theme (Where Applicable)

D. Entertaining/Purpose _____

E. Overall neatness of the entry _____

**TOTAL SCORE FOR
ENTRY _____ (50)**

Judges Comments:

JUDGE _____

MINI CONTEST JUDGING SHEET

SOCIAL

CHAPTER NAME _____

Please judge the entry by the items listed below. Indicate a score from 1 to 10 on each item with 1 being the lowest and 10 being the highest.

A. Originality _____

B. Creativity _____

C. Development _____
Usage of Annual Theme (Where Applicable)

D. Entertaining/Purpose _____

E. Overall neatness of the entry _____

**TOTAL SCORE FOR
ENTRY _____ (50)**

Judges Comments:

JUDGE _____

MINI CONTEST JUDGING SHEET

WAYS AND MEANS

CHAPTER NAME _____

Please judge the entry by the items listed below. Indicate a score from 1 to 10 on each item with 1 being the lowest and 10 being the highest.

A. Originality _____

B. Creativity _____

C. Development _____
Usage of Annual Theme (Where Applicable)

D. Entertaining/Purpose _____

E. Overall neatness of the entry _____

**TOTAL SCORE FOR
ENTRY _____ (50)**

Judges Comments: