

**Council Acknowledgment of Participation and
Achievements (CAPA)
HOUSTON CITY COUNCIL OF BETA SIGMA PHI
SCRAPBOOK and YEARBOOK CONTESTS**

LETTER OF INTENT

SCRAPBOOK

_____ **WE INTEND TO ENTER THE SCRAPBOOK CONTEST**

_____ **Under \$150**

_____ **Over \$150**

_____ **WE DO NOT INTEND TO ENTER THE SCRAPBOOK CONTEST**

YEARBOOK

_____ **WE INTEND TO ENTER THE YEARBOOK CONTEST**

_____ **WE DO NOT INTEND TO ENTER THE YEARBOOK CONTEST**

CHAPTER NAME _____

PRESIDENT _____

PHONE NUMBER _____

**TURN THIS FORM INTO NORMA SCHULTZ
NO LATER THAN THE MARCH COUNCIL MEETING**

SCRAPBOOK AND YEARBOOK JUDGING FORM

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.

We have given you the judging form with a column to put the page 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

Norma Schultz, Chairman
Dolores Fritz, Co-Chairman

SCRAPBOOK JUDGING FORM

PAGE NUMBERS

1. Meetings (Hostess) and dates of each meeting _____
2. Programs _____
3. Service _____
4. Social _____
5. Ways and Means _____
6. Dedication page _____
7. Table of contents _____
8. Officers _____
9. Committees _____
10. Members _____
11. Correspondence _____
12. How this books is organized _____
 - a. Chronological
 - b. Sections and in month order

YEARBOOK JUDGING FORM

CHAPTER NAME: _____

		PAGE/PAGES
IDENTIFICATION:		
I.	Chapter Name, Number, City and City Council affiliation	_____
II.	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	_____