

Newsletter Scoring Guide 2015
Submissions Due February 1, 2015

Send to Anne Wade at 1409 Basswood Ct., East Lansing, MI 48823 or e-mail at wadeanne@gmail.com

Newsletter Name _____

Chapter Name _____

Editor(s) _____

All items are worth 1 point unless specifically noted.

Newsletter Appearance

- _____ Masthead Title
- _____ Masthead Volume
- _____ Masthead Number
- _____ Masthead Date
- _____ Masthead Geographical Location
- _____ Presentation of Information: Clear, concise and with complete articles that are sectioned, indented and paragraphed.)
- _____ Headlines: Short, descriptive, informative and interesting
- _____ Graphics, Photographs: Used creatively, to enhance articles, not overpower the text or clutter the layout.
- _____ Consistent Layout: Easy to read layout with proper gutters and good balance between grey and white spaces; appropriate line lengths.
- _____ Print / Typeface / Font: Clear, readable, at least 12 pt; the chosen font should be ubiquitous such as Times, Times New Roman, Helvetica or Arial when published electronically so readers on various machines and platforms can see a consistent presentation. Normal, bold, underline and italic used appropriately.
- _____ Consistent Fonts: No more than 2 fonts used. A different one may be used for headlines, but copy text should all be set with the same font and point size.

Newsletter Content

- _____ President's Message
 - _____ Current Meeting Information
 - _____ Future Meeting Information
 - _____ Minutes or Summary of Previous Meeting: So absent members are kept up-to-date.
 - _____ Creative Articles: **Worth 1-3 pts.** Articles might include
 - _____ News articles,
 - _____ Book reviews,
 - _____ Poetry,
 - _____ Recipes,
 - _____ Other _____**
 - _____ Member News: **Worth 1-3 pts.** May include
 - _____ Members' biographies,
 - _____ Committee reports,
 - _____ Birthdays,
 - _____ Personal news: births, deaths, members' achievements
 - _____ News of International/Northeast Regional
 - _____ Alpha Iota State News: Including Upcoming State Workshop and Convention Events Information
 - _____ Educational Issues: May include Legislative Articles, trends in education, teaching tips, strategies, resources, etc.
- Miscellaneous**
- _____ Submission received by February 1st deadline
 - _____ Submission received electronically
 - _____ Voice / Content / Organization: The writing is engaging, clear, and focused. Content is thoroughly developed with relevant details. The organization moves the reader smoothly through the text. **
 - _____ the bulk of the newsletters sent to the chapter members are NOT printed and/or mailed. A point for "Going Green"!

SCORE: _____ **out of 28.**

25-28 Points = Exemplary **20-21 = Praiseworthy**
22-24 Points = Outstanding **<20 = Admirable**

Comments: