

## CHAPTER YEARBOOK STANDARDS

NOTE: Since this is a CHAPTER yearbook, its contents should be arranged in the order which will be most useful to your members (Title page **MUST** be first).

	<b>Points</b>
A. PHYSICAL APPEARANCE .....	6
1. Yearbook will not necessarily be any particular size, but should be functional.	
2. The inside contents may be either mimeographed, typed, printed or reproduced.	
3. Specify on the back page the judging category:	
a. HANDMADE COVER - slipcover with stitching, appliqué, glue design, etc.	
b. PURCHASED COVER - with original drawing, design or painting, (ie. several pieces of clipart, drawings, stickers, or artwork compiled or layered together to create a 3-dimensional cover design.)	
c. PURCHASED COVER - plain or printed (commercially or by hand; not 3-dimensional in design)	
B. NEATNESS OF CONTENTS (Balance of page, proof-read for correctness) .....	8
C. CONTENTS AND MATERIAL .....	14
1. Table of contents (numerical order) Index (Alphabetical order) and/or tabs.	
2. Title page <b>MUST</b> include: Chapter name, number, year, charter year of chapter, chapter theme, ESA motto, flower, colors, hour and day of meetings, international magazine, state paper.	
3. Past Presidents of Chapter.	
D. ROSTER OF OFFICERS .....	14
Include address, telephone, and zip codes of ESA Headquarters, IC Officers and theme, State Council Officers and theme, District Officers of your District and theme, Chapter Presidents of your District, Chapter Officers, and all committees.	
E. OPENING AND CLOSING RITUAL .....	5
F. ORDER OF BUSINESS .....	5
G. PROGRAMS AND SOCIALS .....	15
1. Programs - topics, address, date/time of meeting, member in charge, if not hostess.	
2. Socials - hostess, address, date/time, member in charge, if not hostess.	
3. Rush activities should be stated or specify that quota is full.	
H. MEMBERSHIP .....	10
Include each member's name, address, zip code, telephone number, birthday and anniversary dates. Leave space for new members or state there is no rush program.	
I. DUES AND CONTRIBUTIONS AND DUE DATES .....	10
Chapter, District, State, International, IC Chapter dues, State Booster Fee, State Philanthropic projects, Special chapter projects and IC projects.	
J. DATES AND CONTRIBUTIONS AND DUE DATES .....	8
Upcoming IC Convention, when and where; State convention, when and where; Tea & Tour of Heartspring; ESA Sunday; ESA Week; Founder's Day, District Meetings, when and where; and State Leadership Seminar, when and where.	
K. CHAPTER BY-LAWS, AND IF USED, STANDING RULES .....	5

**TOTAL POINTS: 100**

All Yearbooks **MUST** be the same yearbook each member receives for current year in order to be judged.

Judging will be done prior to convention.

**DEADLINE DATE** is December 1 and **ALL** entries **MUST** be sent to the **STATE AUDITOR**.