



Texas Educational Support Staff Association, Inc.

Newsletter of the Year

Guidelines for Nomination:

1. Each TESA affiliate may submit one (1) newsletter entry. **Entries will only be accepted from current year affiliates (August 1 - July 31).** Your newsletter is usually published monthly and contains association notes, meeting dates, fund raiser information, etc. **Only newsletters submitted with the official TESA form will be considered.**
2. Five (5) copies of the entry must be submitted.
3. Entries must be postmarked by March 15th . Entries postmarked after that date will not be considered for judging.
4. Mail entries to: TESA Newsletter Award Committee
 PO Box 1565
 Austin TX 78767
5. The sponsoring associations will be notified following the judges' decision.

Eligibility

1. Entry must be duplicate of one actually distributed to association membership.
2. Entries will only be accepted from current year affiliates

Criteria for Judging

1. See attached score sheet.

IN ALL CASES, JUDGES' DECISION WILL BE FINAL



Texas Educational Support Staff Association, Inc.

Newsletter Score Sheet

Full name of
TESA Affiliate: _____

Editor: _____

Affiliate President: _____

Affiliate President Address: _____

City/State/Zip: _____

Phone: _____ Email Address: _____

_____ **8 COVER/FRONT PAGE**

- Title
- Date
- Neat/Attractive
- City
- Association name
- Originality

_____ **10 GENERAL INFORMATION**

- Return address
- Purpose
- Logo-local
- Officer information
- Name of editor
- Logo-state
- Name of association
- Circulation number

_____ **10 FORMAT**

- Easy to read/neat
- Clear reproductions
- Margins/headings well spaced
- Neat
- Typing clear

_____ **25 EDITING**

- Correct spelling
- Correct grammar
- Interesting
- Arrangements
- Professional look
- Good sequence
- Professional information
- Credits for materials submitted

_____ **10 GENERAL ARTICLES**

- Professional ideas
- Professional suggestions
- Educational interest
- Subject variety
- Contributions from:
 - Officers, Members, Committee Chairmen

_____ **25 ASSOCIATION INFORMATION**

- Calendar of events
- Association activities
- Information on conferences/meetings/programs
- State association information
- National association information
- Membership news
- Review of past programs and meetings

_____ **5 OUTSTANDING FEATURES**

_____ **7 OVERALL APPEAL AND INTEREST**

_____ TOTAL POINTS (MAXIMUM OF 100)
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