



Texas Educational Support Staff Association, Inc.

Yearbook Contest

Guidelines for Nomination

1. Each TESA affiliate may submit one (1) yearbook entry. Entries will only be accepted from current year affiliates (August 1 - July 31). Only yearbooks submitted with the official TESA form will be considered.

Your yearbook is published once a year and may include the following (not inclusive) suggested items.

- Lists of Officers
- Committee Members
- Association Members
- Theme
- Calendar of the year
- Association Bylaws
- Association Philosophy
- Notice of Meetings

2. Five (5) copies of the entry must be submitted.
3. Entries must be postmarked by March 15. Entries postmarked after that date will not be considered for judging.
4. Mail entries to: TESA Yearbook Award Committee
PO Box 1565
Austin, TX 78767
5. The candidates and the sponsoring association 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'S DECISION WILL BE FINAL



Texas Educational Support Staff Association Inc.

Yearbook Score Sheet

Full name of
TESA Affiliate: _____

Editor: _____

Affiliate President: _____

Affiliate President Address: _____

City/State/Zip: _____

Phone: _____ Email Address: _____

____ **06 COVER/GENERAL FORMAT**

- Association name
- City
- Year of publication
- Neat/Attractive
- Originality

____ **14 CONTENTS**

- Bylaws
- Logo of association
- Association address
- Message from president
- History
- Committee listings
- Officers with duties listed
- Purpose of organization
- Membership
- Calendar
- Cover page
- Table of contents

____ **10 SOMETHING SPECIAL**

- Past presidents
- Professional information
- Motivational
- Logo-state
- Title/Division page
- Theme cited
- Message from president

____ **10 EDITING**

- Logical sequence
- Spelling
- Grammar
- Professional appearance
- Neat/Clean type
- Appropriate binding

____ **4 GRAPHICS/TYPERSETTING**

- Original artwork
- Readable

____ **6 OVERALL APPEAL AND APPEARANCE**

____ TOTAL POINTS (MAXIMUM OF 50)
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