



GUIDELINES FOR CLUB NEWSLETTERS

AzFRW clubs communicate with their members through their newsletters. The following are guidelines that the AzFRW Awards Committee will use to evaluate the newsletters. Applications to submit will be included in the convention packet which will be distributed to Club Presidents at the AzFRW President's Workshop on Friday, February 25, 2011 at the Winter Meeting. Submitted Club Newsletters will be on display at the AzFRW 64th Biennial Convention, November 3-5, 2011.

1. Appearance	10 points possible
• Design/Creativity	1-5 points
• Neatness	1-5 points
2. Front Page	20 points possible
• Banner/Logo	1-5 points
• Date of issue	1-5 points
• Meeting information	1-5 points
• Name, address, contact info of newsletter editor	1-5 points
3. Information	35 points possible
• Calendar of events	1-5 points
• Graphics	1-5 points
• Membership renewal form	1-5 points
• Names/contact info of officers	1-5 points
• New member listings	1-5 points
• Photos of members/committees	1-5 points
• Volunteer hours form for members to complete	1-5 points
4. Reports/Education	35 points possible
• AzFRW News/convention info	1-5 points
• Campaign information	1-5 points
• Committee reports	1-5 points
• Legislative report	1-5 points
• President's report	1-5 points
• NFRW news	1-5 points
• RNC news	1-5 points
TOTAL	100 points possible

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