



NEWSLETTER
COMPETITION
**Supplemental
Checklist**

Chapter: _____

Newsletter

Name: _____

Issue Date: _____

URL: _____

Chapters and Student Chapters

The *Supplemental Checklist* is a highly recommended, but optional, form that helps with the statistical evaluation of newsletters entered in the STC Newsletter Competition.

Fill out a checklist for each issue of your newsletter.

Please do not staple the Supplemental Checklist to your newsletter.

Place a checkmark next to the *Essential Elements* and *Recommended Topics* that are included in each issue of your newsletter. Note: A newsletter item cannot count as more than one *Recommended Topic*.

Please see competition rules for specific requirements for paper and online newsletters.

Category A. Fundamental Elements (see page 39-9)

- | | |
|---|---|
| <input type="checkbox"/> 1. Publication frequency | Masthead and Officers |
| <input type="checkbox"/> 2. Society contact information | <input type="checkbox"/> 7. Editor's name and contact information |
| Cover (page 1) | <input type="checkbox"/> 8. Newsletter mailing address |
| <input type="checkbox"/> 3. Newsletter title and chapter name | <input type="checkbox"/> 9. Publication policies |
| <input type="checkbox"/> 4. STC symbol (logo) | <input type="checkbox"/> 10. Reprint policies |
| <input type="checkbox"/> 5. Society logotype | <input type="checkbox"/> 11. STC mission statement |
| <input type="checkbox"/> 6. Publication date | <input type="checkbox"/> 12. Copyright statement |
| | <input type="checkbox"/> 13. Senior officers' names and contact information |

Category B. Recommended Topics (see page 39-10)

- 1. Chapter meeting notice _____
- 2. Chapter meeting report _____
- 3. Chapter president's message or board member's message _____
- 4. Chapter activity _____
- 5. Chapter membership news _____
- 6. Feature article _____
- 7. Employment news or opportunities _____
- 8. Editor's column _____
- 9. Letter to the editor _____
- 10. Review of book, software, etc. _____
- 11. Networking information _____
- 12. Educational news or opportunities _____
- 13. Director-sponsor report _____
- 14. One other Society report _____



NEWSLETTER
COMPETITION
**Supplemental
Checklist**

SIG: _____

Newsletter

Name: _____

Issue Date: _____

URL: _____

SIGs

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Category A. Fundamental Elements (see page 39-9)

1. Publication frequency

2. Society contact information

Cover (page 1)

3. Newsletter title and chapter name

4. STC symbol (logo)

5. Society logotype

6. Publication date

Masthead and Officers

7. Editor's name and contact information

8. Newsletter mailing address

9. Publication policies

10. Reprint policies

11. STC mission statement

12. Copyright statement

13. Senior officers' names and contact information

Category B. Recommended Topics (see page 39-10)

1. Society SIG meeting notice _____

2. Society SIG meeting report _____

3. SIG manager's message or board member's message _____

4. SIG activity _____

5. SIG membership news _____

6. Feature article _____

7. Employment news or opportunities _____

8. Editor's column _____

9. Letter to the editor _____

10. Review of book, software, etc. _____

11. Networking information _____

12. Educational news or opportunities _____

