





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 39-4)

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 39-7)

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 books, software, etc. \_\_\_\_\_

11. Networking information \_\_\_\_\_

12. Educational news or opportunities \_\_\_\_\_

13. Director-sponsor report \_\_\_\_\_

14. One other Society report \_\_\_\_\_



NEWSLETTER  
COMPETITION  
**Supplemental  
Checklist**

Chapter: \_\_\_\_\_

Newsletter \_\_\_\_\_

Name: \_\_\_\_\_

Issue Date: \_\_\_\_\_

URL: \_\_\_\_\_

\_\_\_\_\_

***Chapters and Student Chapters, continued***

Please specify the hardware, software, publishing tools, and production methods used to design and deliver your newsletter. Also, please describe the editor's responsibilities.

**Additional Comments or Questions**