



NEWSLETTER
COMPETITION
**Supplemental
Checklist**

Chapter or SIG

Name: _____

Newsletter

Name: _____

Issue Date: _____

URL: _____

The *Supplemental Checklist* is a highly recommended form that often improves a newsletter's score. It also 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 an X next to the *Fundamental 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: List Page Number (see page 39-4)

**Page No. or
Web Page**

- [] 1. Publication frequency _____
- [] 2. Society contact information _____
- [] 3. Newsletter title and community name cover/home page
- [] 4. STC symbol (logo) cover/home page
- [] 5. Society logotype cover/home page
- [] 6. Publication date cover/home page

Masthead and Officers

- [] 7. Editor's name and contact information _____
- [] 8. Newsletter mailing address (physical/postal) _____
- [] 9. Publication policies _____
- [] 10. Reprint policies _____
- [] 11. STC mission statement _____
- [] 12. Copyright statement _____
- [] 13. Senior officers' names and contact information _____

Category B. Recommended Topics: List Page Number

**Page No. or
Web Page**

- | Item (see rules for examples) | Title | |
|---|-------|-------|
| [] 1. Meeting notice _____ | | _____ |
| [] 2. Meeting report _____ | | _____ |
| [] 3. Message to the members* _____ | | _____ |
| [] 4. Community activity _____ | | _____ |
| [] 5. Community 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. A Director report _____ | | _____ |
| [] 14. One other Society report _____ | | _____ |

* (From the community's president, manager or a board member.)

