



**Texas Educational Support Staff Association, Inc.  
Newsletter of the Year**

**Guidelines for Nomination:**

1. Each TESA affiliate may submit one (1) newsletter entry. **Entries will only be accepted from current year affiliates (August 1 – July 31).** Your newsletter is usually published monthly and contains association notes, meeting dates, fund raiser information, etc. **Only newsletters submitted with the official TESA form will be considered.**
2. Five (5) copies of the entry must be submitted.
3. Entries must be postmarked by February 25<sup>th</sup>. Entries postmarked after that date will not be considered for judging.
4. Mail entries to: TESA Newsletter Award Committee  
P O Box 1565  
Austin TX 78767
5. The sponsoring associations 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' DECISION WILL BE FINAL**



# Texas Educational Support Staff Association, Inc.

## Newsletter Score Sheet

Full Name of TESA Affiliate: \_\_\_\_\_

Editor: \_\_\_\_\_

Affiliate President: \_\_\_\_\_

Affiliate President Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### \_\_\_\_ 8 COVER/FRONT PAGE

- Title
- Date
- Neat/Attractive
- City
- Association Name
- Originality

### \_\_\_\_ 10 GENERAL INFORMATION

- Return Address
- Purpose
- Logo-Local
- Officer Information
- Name of Editor
- Logo-State
- Name of Association
- Circulation Number

### \_\_\_\_ 10 FORMAT

- Easy to Read/Neat
- Clear Reproductions
- Margins/Headings Well Spaced
- Neat
- Typing Clear

### \_\_\_\_ 25 EDITING

- Correct Spelling
- Correct Grammar
- Interesting
- Arrangements
- Professional Look
- Good Sequence
- Professional Information
- Credits for materials submitted

### \_\_\_\_ 10 GENERAL ARTICLES

- Professional Ideas
- Professional Suggestions
- Educational Interest
- Subject Variety
- Contributions from:
  - Officers, Members, Committee Chairmen

### \_\_\_\_ 25 ASSOCIATION INFORMATION

- Calendar of Events
- Association Activities
- Information on Conferences/meetings/programs
- State Association Information
- National Association Information
- Membership News
- Review of past programs and meetings

### \_\_\_\_ 5 OUTSTANDING FEATURES

### \_\_\_\_ 7 OVERALL APPEAL AND INTEREST

____ <b>TOTAL POINTS (MAXIMUM OF 100)</b>
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