

AFMS BULLETIN CONTEST GUIDELINES

SPECIFIC GUIDELINES

1. **A bulletin may be entered in one class only.** Any bulletin not adhering to the page limitation for the different classes will be disqualified.
2. **Mini, Small, and Large bulletin classes** are determined by the number of pages, size of print, and paper size.

3. **Bulletin class in relation to number of pages:**

- New Editor – any size
- Mini – 6 pages or less (includes one-page bulletins)
- Small – 7 pages through 11 pages
- Large – 12 pages or more

4. **What is a “page”?**

- 8 ½” x 11” paper with 12 pt. type, printed on one side is 1 page
- 8 ½” x 14” paper with 12 pt. type, printed on one side is 1 ½ pages
- 8 ½” x 7” paper with 12 pt. type, printed on one side is ¾ page (legal size paper stapled in the middle & folded)
- smaller type sizes can add ¼ to ½ page per page

5. **What is a cover sheet? When does it count as a “page”?**

A cover sheet contains the name of the bulletin, date of publication, volume number, and possibly places for a mailing label, return address, and postage; a cover sheet DOES NOT count as a page if it does not contain a noticeable amount of other information that changes each month . If the cover sheet of a bulletin contains this information as well as other information that routinely changes (such as a monthly calendar, table of contents, reports, news items, etc.), then it DOES count as a page.

6. A **sheet printed on front and back** counts as two (2) pages.

7. Each issue of **bi-monthly or quarterly bulletins** is considered one bulletin for determining size.

8. Space is limited in **Mini Bulletins**, so each item must be short, but broad coverage is desirable. Judges should consider the amount of coverage that is feasible for the amount of space allowed. Judges should be generous in scoring the various items covered briefly, but expect as much broad coverage and quality information as possible in that space.

9. Some clubs are **special interest groups**, such as a Fossil or Faceting Society. In scoring variety of material, keep in mind that it is the variety of material that appears to fill this club’s needs.

10. **Having a “Junior Club” is not required.** If there is a Junior Club, the activities should be reported. No points should be deducted if there is no Junior Club. A statement could be attached by the editor, or judges could check committees for a “Junior Leader.”

11. If a club does not publish minutes or “**highlights,**” or other score sheet items, no credit will be given unless there is a statement as to the reason why that item is not published (club policy, available separately to members, etc. or if the answer is obvious).

12. Club members deserve to know what is happening in both the Regional and AFMS Federations. **“Federation News”** refers to reports given by the presidents and committee chairmen of the Regional Federations and AFMS Federation. The size of the bulletin and the budget of the club may determine the amount of coverage.

Things that get full credit for covering Regional and AFMS Federation news:

- Regional and AFMS News Digest articles
- One or more copies of reports from Regional and AFMS newsletters
- “Highlights” or summaries of monthly Regional and AFMS newsletters
- Statement that Regional/AFMS Federation newsletter is mailed to each member; a copy can be included

If none of these things are included in a bulletin, points will be deducted for federation news.

13. **Many small clubs** or clubs that have scattered memberships **do not have:**

- Monthly board meetings (board meets only as needed)
- Monthly workshop classes (no club workshop)
- Monthly study classes (no formal study classes)
- Winter field trips (none planned for winter months)

Clubs who have monthly board meetings and workshop/study classes should report them in their bulletins! If a club does not have these events, the editor cannot report them, although the bulletin may have good coverage on all club news/events. Editors may need to include statements that the club does not have a workshop, study classes, monthly board meetings or field trips in extreme hot or cold months, to keep points from being deducted. Unless they do, check club information (club committees, calendar of club events, minutes) to learn about the club, then judge as fairly as you can.

14. A **report** (field trip, library news, member news, etc.) can be counted in the judging of bulletins under Club News and Articles, but would NOT meet the criteria for judging Original Articles.

15. **The New Editor Bulletin category** refers to the club editor who has edited a bulletin for the first time last year, or the club has started a new bulletin with a new editor. If an editor was replaced during the year, the club will have to decide whether to enter the previous editor’s bulletins or the new editor’s bulletins in competition. If the editor resigns and a spouse or family member takes over, the family member does NOT qualify as a “NEW Editor.” If the incoming editor has been an editor in the past he CANNOT enter under the “NEW Editor” category. An assistant editor or co-editor (moving up to editor) does NOT qualify for “NEW Editor” status. “NEW EDITOR” is for one year only, the first year of editing a bulletin. New Editors Bulletin category is scored separately, and the bulletins may be of any size.