

AFMS BULLETIN CONTEST SPECIFIC GUIDELINES

BULLETINS

1. Bulletin Editors:

- must be a member of the club that submitted the entry in the regional competition
- may have only one AFMS bulletin submission per club per region
- 1st place AFMS trophy winners for mini, small, & large bulletin categories may NOT enter the contest as an editor the following 2 years
- a "New Editor" is someone who has NOT been an editor in the past
- a "New Editor" is only for the first year someone edits a bulletin for the first time
- a "New Editor" cannot be a family member, spouse, or assistant editor who takes over or moves up to become an 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.
- a 1st place AFMS trophy winner in the new editor category may enter the bulletin contest the following year in the appropriate category

2. Bulletin Categories:

- a bulletin may be entered in one class only
- mini, small, and large bulletin classes are determined by the number of pages, size of print, and paper size
- 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
- Each issue of **bi-monthly or quarterly bulletins** is considered one bulletin for determining size.
- Space is limited in **Mini Bulletins**, so each item must be short, but broad coverage and quality information is desirable.

3. What is a "page"?

- 8 $\frac{1}{2}$ " x 11" paper with 12 pt. type, printed on one side is 1 page
 - 8 $\frac{1}{2}$ " x 14" paper with 12 pt. type, printed on one side is 1 $\frac{1}{2}$ pages
 - 8 $\frac{1}{2}$ " x 7" paper with 12 pt. type, printed on one side is $\frac{3}{4}$ page (legal size paper stapled in the middle & folded)
 - smaller type sizes can add $\frac{1}{4}$ to $\frac{1}{2}$ page per page
- **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.

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

4. Some clubs are **special interest groups**, such as a Fossil or Faceting Society. Variety of material included in a bulletin refers to the variety of material that appears to fill this club's needs.

5. **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.

6. **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).

7. **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 Newsletter 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.

8. **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.

9. 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.

10. What are judges looking for? (you can also look at an AFMS score sheet)

- neat and attractive
- bulletin title, club name, city, state, publication date on cover or front page AND on every page
- return address on outside cover
- editor's name & contact information
- club officers, club address or contact info, dues, purpose, club federation
- date, time, place of regular meeting

- headings, margins, white space, spacing good
- orderly & interesting arrangement of subjects
- spelling & grammar acceptable
- all articles credited to writers/publications
- info/articles appear correct
- good use of illustrations
- variety of material that fulfills the needs of this club
- no copyright violations

- programs announced, previous program reviewed
- highlights of minutes of last club meeting
- committee/board meeting reports, president's message
- field trips, workshops/classes, community/federation projects announced, reported
- coming events or calendar of club activities
- events/shows/news of other clubs
- news of members

- American Federation news
- club's Regional Federation news

- articles:
 - educational, hobby-related
 - variety of hints & tips, safety info, book reviews, humor, etc. as appropriate to this club
 - original articles & items submitted by club members
 - articles from exchange bulletins and/or other sources