

AFMS BULLETIN CONTEST GUIDELINES
(Bulletins & Articles)

GENERAL GUIDELINES

1. **Bulletin** and **special publication** entries SHOULD NOT BE COPIES. Articles and poems may be copies from the original bulletin, provided that all information including the title of the newsletter, date of the newsletter, and page number is included on the page. If all this information is not included on the page, send a double-sided page from the newsletter. Send the entire page.
2. Entries to judges **MUST COME FROM THE** Regional BEAC. This includes “direct entries” to the AFMS contest.
3. Each regional federation is limited to entering the top three (3) entries for each class in AFMS competition.
EXCEPTIONS:
 - A. A bulletin not allowed in regional competition (due to being a previous regional 1st place winner) can be labeled “For AFMS” and sent by the editor to the Regional BEAC. After verifying its eligibility for regional and AFMS competition, the BEAC shall enter it directly into AFMS competition. This would be in addition to the top three regional winners. (Please label the direct entries as such on control sheets.)
 - B. AFMS 1st place trophy winners are not eligible for AFMS competition for the next TWO years in the category in which they won 1st place. (A list of 1st place AFMS trophy winners for the last two years is included with the Guidelines to the Regional BEAC and AFMS judges.) A 1st place bulletin winner may not change the size of the bulletin for the remaining months in the contest year and enter it under another size in the next year’s contest.
4. If a category in AFMS competition is not included in a regional competition (such as poems, features, or special publications), editors may submit these items to the BEAC for direct entry in AFMS competition. The BEAC would need to determine which entries should be in the top three for AFMS competition.
5. Only ONE ENTRY is allowed per author/editor, per category, per club. The only exception is in the SPECIAL PUBLICATIONS category (different types of publications for the club). IF A CLUB BELONGS TO MORE THAN ONE REGIONAL FEDERATION, the editor must pick ONE federation contest in which to participate. If an editor participates in two regional federation contests, and his/her newsletter places in the top three in both contests and is submitted to the AFMS contest by both regional BEACs, it will be disqualified.
6. The author/editor must be a member of the club that submitted the entry for regional competition. The BEAC should verify this before forwarding the entry to the AFMS judge.
7. If an author belongs to two (2) or more clubs and writes for them regularly, each editor may submit an article for that author, providing it was written specifically for and published first in that bulletin.
8. Only ONE ISSUE OF A BULLETIN/NEWSLETTER IS ALLOWED PER EDITOR/CLUB IN AFMS competition. If multiple issues (per editor/club) are received, the judge will return them (NOT GRADED) to the Regional BEAC. If time allows, the correct number may be resubmitted for competition.
9. An assistant editor, co-editor, or member of the editor’s family may not enter competition as a NEW EDITOR if they replace the editor (consecutively). A “New Editor” has not been an editor previously.
10. Articles, poems, and cartoons must be hobby related.
11. Entries must be HARD COPY. No CDs/DVDs will be accepted.

12. Bulletins printed in color and on one sided pages may be entered in the AFMS contest. The hard copy must remain exactly as it was mailed or emailed. Judges will judge according to the judging criteria, not on whether a newsletter is in color or in black & white. There will be no deductions for single-column bulletins.

13. Everyone entering the contest grants permission to reprint the submission either in a booklet or separate publication, providing proper authorship and publication are credited.

14. BEACs may NOT enter their own material (articles, poems, features).

Information specific to BEACs and AFMS Judges:

15. BEACs should NOT include any previous scores, ranks, or judges' comments on ENTRIES OR CONTROL SHEETS sent to AFMS judges. If this information is included, the AFMS Judge will disqualify the entries and return them to the BEAC without judging, as this would be an influence and not fair to anyone involved.

16. Control sheets sent to AFMS judges should have all the entries in that class listed. DO identify any direct entries in the "comments" column. This will let the AFMS judge know the BEAC has not sent more entries than are eligible.

17. BEACs should PRINT or type the club information at the top of each entry form (use the fillable forms on your computer if possible). All entries must have the editor's name and address so winners can be notified and awards not be lost in the mail. PLEASE HAVE THE COMPLETE ADDRESS, INCLUDING THE ZIP CODE.

18. If a judge wants an assistant or spouse to assist with the judging, each person should judge each entry and scores should be averaged. Comments may be from each judge or a compromise between them.

19. **Entering comments by the judges is mandatory!** Editors and authors should be told why points were deducted and given suggestions for improvement. Encourage by complimenting good features. Judges should be more specific and detailed on the score sheets of the 1st, 2nd, and 3rd place trophy winners.

20. The easiest method of scoring and making fewer arithmetic errors is by deducting points or fractions of points. Use a minus sign to show points deducted (such as $- \frac{1}{2}$).

21. **NO TIES WILL BE ACCEPTED FOR THE FIRST TEN AFMS WINNERS!** The Club Publications Chair reserves the right to change scores to break ties, to correct arithmetic errors, and to correct obvious errors that are not judgmental in nature.

22. **FIRST PLACE TROPHY WINNERS MUST SCORE IN THE 90s.** If there are few entries in one class, and no entries score in the 90s, no 1st place will be awarded. (Exception-1st place Junior entries must score in the 70s or higher.)

23. When the AFMS judges send their control sheets to the AFMS Club Publications Chair, they should list all the entries in order of rank/score, and they should include all requested information. The "Confidential Comments" column will not be seen by the author/editor. It may be used to explain to the AFMS Club Publications Chair the reason for a disqualification. **Use the online fillable AFMS Judges Control Sheets if possible.**

24. Results of the AFMS Bulletin Contest must be kept confidential until revealed at the AFMS Editors Breakfast Awards Presentation!!! The 1st, 2nd, & 3rd place winners will each receive a trophy. The 4th through 10th place winners will receive certificates. All will be notified through the editors by the AFMS Club Publications Chair and invited to accept their award in person.