

## District 5300 Club Newsletter/Bulletin Awards Criteria

Note: The criteria below must be appropriate for the mode of delivery: print v electronic.

	Score	Points
<b>READABILITY</b>	40	
Quality of layout	Effective use of space, color, and font to enhance readability and stimulate reader interest.	5
	Links to the club website pages.	5
Literary Style	Articles are interesting, understandable, and of appropriate length.	5
	Accurate spelling, punctuation, and grammar.	5
Pictures/Graphics	Photos and graphics to be of suitable content, well composed, and clear and crisp.	5
	Photos and graphics to be sized and compressed appropriately for delivery media.	5
	Photos and graphics are attributed to their source.	5
Club Member Involvement	Submission of articles by multiple club members with appropriate attribution.	5
<b>REGULAR FEATURES</b>	50	
Contact Information	Club and/or editor contact address, phone #, address.	5
	Time, day, and location of regular club meetings	5
Frequency of Publication	Weekly (15), biweekly (10), monthly (5)	15
Editorial/President's Message	Inspirational/Motivational	5
Calendar of events	Dates and activities of interest to club members, prospective members, and the public.	5
Program Information	Description of upcoming and immediately past program with speaker bios.	10
Committee Reports	Regular inclusion of reports of standing club committees.	5
<b>ROTARY INFORMATION</b>	30	
Rotary International	Examples: periodic articles about the RI Theme, Rotary monthly themes, or current RI news	5
District	Information regarding what is happening in the District.	5
	Links to the district newsletter and district website.	5
Club News (other than Avenues of Services)	Births, deaths, anniversaries, club member travel experiences, participation in RI Fellowships and Rotary Activity Groups, etc.	5
	Listing visiting Rotarians and guests of members.	5
Avenues of Service	Articles about the avenues of service (other than committee or project reports).	5
<b>Maximum Score</b>	120	120