



CHAPTER HISTORY BOOKS

Entries are for the Indiana State contest only as there is no longer International competition for History Books. Entries are to be submitted to the Awards Chairman by **May 15, 2010.**

Please note: New for 2009-2010: Chapter History Books can be submitted via electronic format on either a CD or via email to the address at the end of this form. Electronic submissions must be in Microsoft Word or .pdf format and be in one single electronic file (one document).

Entries can be submitted in outline or narrative form. Entries may be typed or printed with the name and location appearing on the cover.

A. CONTENTS (20 Points Total)

- 1. Charter date, location..... **2 points**
- 2. General arrangements for the current year (arranged in the order of occurrence, chronologically or by activity, categorically)..... **18 points**

B. GENERAL COVERAGE FOR THE CURRENT YEAR (50 Points Total)

- 1. Facts **15 points**
 - a. Theme and/or goals
 - b. Elective Officers
 - c. Appointed Chairman and Committees
 - d. Membership
 - e. Date and location for each function
- 2. Accomplishments **10 points**
 - f. Membership status
 - g. Philanthropic hours
 - h. Monetary record (donations)
 - i. Awards and honors
 - j. Attendance and/or participation in each function
- 3. Completeness **25 points**
(The comprehensive reporting of each event, program or activity for the current year.)

C. GENERAL ARRANGEMENT (30 Points Total)

(One picture may be allowed on title page, but pictures and clippings from publications are not to be allowed.)

- 1. Originality of submissions **10 points**
- 2. Neatness **10 points**
- 3. Clarity **10 points**

Submit to:
Jenni Russ, ISC Awards Chairman
6443 Apache Drive
Indianapolis, IN 46254
317.329.2761 jandruss@sbcglobal.net