

## **Instructions For Creating Chapter Scrapbooks**

Standard Size: 11 ½ x 14 ½ - with Acetate Lift-up pages.

Purpose: The overall purpose of the Chapter Scrapbook is to encourage all chapters to prepare an historic document of chapter activities for the preceding one (1) year and for it to serve as a continuing record (history) of the chapter.

- Specifications:
- A. Scrapbooks are to be error free.
  - B. A title page is required and must include:
    - 1. Name of Chapter
    - 2. City
    - 3. State
    - 4. YearThis page should be at the beginning of the Scrapbook.
  - C. All activities included must be held after the last Spring Section meeting.
  - D. Each activity must be documented with its purpose.
  - E. The Scrapbook may contain any of the following types of descriptive material that pertain to the activities of the chapter and will help the judges in their evaluation.
    - 1. pictures
    - 2. newspaper articles
    - 3. artwork
    - 4. minutes of chapter
    - 5. written reports
    - 6. programs
    - 7. favors
    - 8. magazine articles
  - F. Scrapbook material must contain the following information.
    - 1. date of activity
    - 2. name of 99 chapter member identified (high-lighted)
    - 3. name of newspaper or publication
    - 4. city of publication
    - 5. date of publication
  - G. Only activities that pertain to your chapter may be included.
  - H. A Table of Contents is optional.

## Judge's Rating Sheet

**Chapter Name:** \_\_\_\_\_

**Instructions:** Each Judge is to rate a Scrapbook independently and give a rating for each area

<b>Items to Evaluate:</b>	<b>Points:</b>	
1. Organization and Layout	Average	0-1
2. Neatness Good	2-3	
3. Variation of Activities	Excellent	4-5
4. Completeness of Documentation		

<u>Item</u>	<u>Maximum Possible Points</u>	<u>Points Awarded</u>
A. Scrapbook is free from spelling and/or typographical errors	16	_____
B. All activities occurred after the previous Spring Section meeting	16	_____
C. Each activity is documented with the purpose	16	_____
D. Each activity is dated, including news articles	16	_____
E. All activities pertain only to chapter activities and/or history of the chapter	16	_____
F. Names of chapter members are highlighted	16	_____
G. Scrapbook Theme	4	_____

Total Score \_\_\_\_\_

(Perfect Score: 100)

