

***2017 EAA Newsletter
Editor Award***



**2017
Nomination
Form**

**Deadline
May 31, 2017**



EAA Newsletter Editor Award Guidelines

HISTORY: The EAA Newsletter Award started when members of EAA Chapter 45 in Pittsburgh, Pennsylvania wanted to do something special to recognize the hard work and dedication chapter newsletter editors put into their work. Initially, the members of EAA Chapter 45 handled all aspects of this award, including soliciting chapters to enter their newsletters, the judging process, selecting and ordering awards, and making the presentation during EAA AirVenture. Over the years, the popularity and administration of the EAA Newsletter Award grew quite large, so in 1990 the members of EAA Chapter 45, turned the overall administration of the award over to the EAA Chapter Office.

PURPOSE: The purpose of the EAA Newsletter Editor Award is to recognize both the chapter newsletter editor and the chapter for a truly outstanding communication tool, their chapter newsletter. The various judging categories are intended to both recognize excellence and achievement, without unfairly providing an advantage to any chapter based on size or financial status.

WHO IS ELIGIBLE TO WIN?

Each editor is eligible to win first place only once for any given chapter and they must be a current EAA and chapter member. There is no limit to the number of times an editor can win other positions. However, once an editor has won 1st place they are no longer eligible to win other places for the same chapter. The editor is eligible to win 1st place again if they join a different chapter.

WHAT TIME PERIOD WILL BE JUDGED?

Sample newsletters for the months of January through March (3 months) will be judged. Chapters wishing to submit their newsletters for judging must send one packet, containing all three months of newsletters, to the Chapter Office by **May 31st**. A Newsletter Award Entry Form must be completed and included in the packet. Materials should be mailed to the following address: EAA Chapter Office, PO Box 3086, Oshkosh, WI 54903-3086.

HOW MANY JUDGES AND HOW ARE THEY SELECTED?

Judges may consist of any of the following: past award winners, EAA staff and chapter members. The EAA Chapter Office will appoint the judges. The judge's chapter newsletter will not be eligible to win the award during a judging year.

HOW IS THE JUDGING CONDUCTED?

Each chapter wishing to participate in the award must submit one packet with newsletters from March through May. This will be in addition to the monthly mailing of the newsletter to the Chapter Office. Chapters should continue their monthly mailings. In addition, an award entry form must be completed and enclosed in the packet of newsletters.

The first round of judging is conducted by EAA staff and is an overall, subjective review that will qualify chapters for the second judging round. For the second judging round, the newsletters that qualified will be sent to each judge for review. A judging sheet is completed for each chapter by every judge in this second round. Each judge then forwards the scores to the Chapter Office.

SCORING THE FINALIST NEWSLETTERS

Points are awarded in full and half point increments. As judges record their scores, there is room on the scoring sheet for comments about their likes/dislikes about the newsletter. The judging sheets are tabulated for each chapter, added together and then divided by the number of judges resulting in an average score. The Chapter with the highest average score will receive first place and down the line. EAA reserves the right to withhold presentation of awards if no nominations meet the criteria or if insufficient nominations are received.

2017 EAA Newsletter Editor Award

Four categories are judged (Up to 10 Points Each):

1—CONTENT

Content is judged for the overall newsletter. Certain things are nearly always included in a monthly newsletter:

- * Minutes
- * Last meeting
- * Next meeting
- * Calendar
- * Listing of officers and how to contact them
- * Mailing address and map to meeting place

Other items that add to the quality of the content are:

- * Lead article
- * Member profiles
- * Technical articles
- * Advertisements
- * Photographs
- * Chapter President's article
- * Participation by other chapter members, as evidenced by bylines for articles or credit given for photographs.
- * Name, chapter number and location readily identifiable
- * Information about chapter members (new pilot ratings, airplanes, members, etc.)
- * The newsletter serves as chapter history, so the newsletter should include stories about PEOPLE and EVENTS.

2—APPEARANCE

A newsletter may have terrific content, but the overall look of the newsletter may be cluttered, or with too little white space, making it hard to read. The justification and size of the font may make it difficult to read. Sometimes the selected font(s) is not the most attractive or clean looking, or is the wrong size, e.g., too small to read easily. Too much of a good thing can be a problem, so multiple fonts, not multiple sizes within the same font, can be a detriment.

3—LAYOUT

The layout, like the previous criteria, is very subjective. Is there an article on the front page that gets the reader's attention? The newsletter should have a name. In general, placement of key items should appear in the same place each month for ready access for the members. When you want to know what's on the calendar of events, do you know where to look? Are there too many columns or are the words jammed together and/or hyphenated and difficult to read?

4—CONSISTENCY

Does the chapter produce a newsletter every month? Have all copies been submitted to the EAA Chapter Office? Is the quality consistent? Are their regular newsletter column contributors?

ANNOUNCEMENT OF THE TOP WINNERS

Prior to AirVenture each year, the top editors will be notified by the Chapter Office that they were selected as an award recipient. The actual award placing will be announced during EAA AirVenture Oshkosh. If the person cannot attend AirVenture, he or she can arrange to have another Chapter member or a friend to accept the award in their place. If not, the award will be mailed to the editor.

Please contact the Chapter Office at chapters@eaa.org or call toll free at 1-888-322-4636 ext. 4876 with any questions you may have concerning the EAA Newsletter Editor Award.

Return Nomination Form and Newsletters to:

EAA Chapter Office
PO Box 3086
Oshkosh, WI 54903-3086

Deadline for Nominations is May 31, 2017

2017 Newsletter Editor Award Entry Form

Please type or print all information:

Nominating Chapter Information

Division: EAA IAC WAR VIN UL Chapter #: _____
(Please circle one.)

Newsletter Editor's Contact Information

First Name: _____ Last Name: _____ EAA #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ E-Mail Address: _____

President's Contact Information

First Name: _____ Last Name: _____ EAA #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ E-Mail Address: _____

Reason for Nomination:

NOTE: All entries MUST be received in the EAA Chapter Office no later than May 31, 2017 to be eligible.

Mail Entries To: EAA Chapter Office, PO Box 3086, Oshkosh, WI 54903-3086

Please, Remember to include January, February, and March Newsletters