

Club Yearbook Content

A yearbook is the member's guide to the club year. It should be designed to serve as a "quick reference file" of information on each club member, on meeting dates and programs, on local club officers, and committee chairs, on important District and International dates, and anything else relative to the current club year's operations and projects.

Yearbooks take many shapes, sizes, and formats. Because the budget determines how much money can be spent on producing the yearbook, it is important that the club take into account what it wants and needs from a yearbook (and how much that would cost) when it sets the yearly budget.

Three copies of the club yearbook should be submitted to the District Communication Chair by March 31ST for judging.

Checklist for Yearbook Editors

A. Format

1. Cover includes official name of the club (Altrusa International of *city, state/province and country*)
2. Appearance is pleasing and neatly presented
3. Table of contents or index
4. Logical arrangement of materials

B. Local Club Information

1. Dates of club organization and charter
2. Local theme goals
3. Officers and Board of Directors
4. Charter Members
5. Past presidents and dates they served
6. Committee chairs and committee members listed by committee
7. List of club projects
8. Meeting dates, times and places
9. Roster of members, including home and business addresses, area codes and telephone numbers, classifications, year each member became an Altrusan, birthdays
10. Space for new member information
- 11.. List for classifications represented in the club

C. District Information

1. List of officers and addresses: in election years to leave space to add information on new officers
2. List of committee chairs and their addresses
3. Date and place of next District Conference

4. Dates and places of seminars and workshops
5. Number of clubs and number of members in District
6. Territorial boundaries of District

D. International Information

1. Number of members, clubs, and countries
2. Biennial theme
3. Continuing International projects
4. Date and place of next International Convention
5. International officers and their addresses
6. Address and telephone number of International Office

E. Optional Information

1. Organizational date of first club
2. Date Altrusa became International
3. Altrusa colors
4. Altrusa Collection
5. Altrusa Motto
6. Altrusa Benediction
7. Obligation of Members
8. Principals of Altrusa
9. Early history
10. Altrusa milestones
11. Club budgets

F. Usability

- I. Convenient size to handle and carry
2. Accurate, up-to-date and carefully proofread
3. Readable, clear type, headings stand out

G. Distribution

1. Every club member (many clubs allow members to purchase additional copies so they have one for home, and one for the office)
2. District Governor and other officers and committee chairs as requested
3. Each International Officer
4. international Office
5. File one copy in current club files
6. Print a few extra for publications support with the media, for prospective members, and for new members

(Revised 5.2002)

CLUB YEARBOOK

Judging Criteria and Score Sheet

Altrusa International, Inc. _____

	Maximum Points	Points Scored
I. CONTENT- 75%	(75)	
A. Local club Information (total of 58 points)		
1. Dates of club organization/charter, plus the charter members	3	_____
2. Past Presidents and the dates they served.....	3	_____
3. Local club goals	5	_____
4. Officers and Board of Directors	6	_____
5. Committee chairs, committee members by committee	6	_____
6. List of club service projects	6	_____
7. Meeting dates, time and places for entire year	10	_____
8. Roster of members, with space for new members, and dates,.....	10	_____
including home and business addresses, telephone numbers and fax numbers including area code, email address, classification, year they became Altrusan, birthday (year and month)		
9. Classifications represented in club.....	1	_____
10. Club Budget(s)	3	_____
11. Club Policies	5	_____
B. District Information (total of 5 points)		
1. List of District Officers, addresses and phone numbers with area code.....	1	_____
2. List of District committee chairs, addresses and phone numbers	1	_____
3. Dates and places of next District Conference	1	_____
4. Number of clubs and number of members in District Ten	1	_____
5. Territorial boundaries of District Ten (CO,NM,UT, and WY)	1	_____
C. International Information (total of 7 points)		
1. Scope of Altrusa International - number of members, clubs, countries	1	_____
2. International Theme	1	_____
3. Date and Place of next International Convention.....	1	_____
4. International officers and their addresses.....	1	_____
5. International committee chairs and their addressees	1	_____
6. International headquarters address, telephone, fax and email	1	_____
7. International Foundation information, chair and address.....	1	_____
D. Optional Information (total of 5 points)		
1. Organizational date of first club in Altrusa~ when Altrusa became.....	1	_____
International and its early history		
2. Altrusa colors	1	_____
3. Altrusa Motto	1	_____
4. Altrusa Collect or Grace	1	_____
5. Altrusa Benediction.....	1	_____
II. USABILITY 15%	(15)	
A. Convenient size to handle and carry	5	_____
B. Accurate, up-to-date and carefully proofed	5	_____
C. Readable - not too crowded, clear type, headings stand out	5	_____
III. FORMAT 10%	(10)	
A. Cover - Includes official name of club, city, state and country	2	_____
B. Appearance –pleasing and neatly presented (not necessarily costly)	3	_____
C. Table of contents or index	2	_____
D. Logical arrangements or materials.....	3	_____
TOTAL POINTS SCORED		_____