

## ATTACHMENT 3-1



# CHAPTER NEWSLETTER

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**Purpose:** To encourage HOSA chapters to share their chapter activities and professional learning through a chapter newsletter.

**Description:** Chapters will publish chapter newsletters throughout the year. For the Chapter Newsletter recognition event, chapters will select ONE (1) newsletter to be judged. All newsletters that reach a pre-determined standard will be awarded a Certificate of Excellence.

**Rules and Procedures:**

1. Chapters in this event must be affiliated with HOSA in good standing.
2. Submissions for this award must include one copy of the original newsletter to be judged with the cover page found on page 3 of these guidelines, and **MUST BE RECEIVED** by National HOSA by the May 15 deadline.
3. Submission of the newsletter implies consent for any of the articles in the newsletter to be reproduced in the ***HOSA E-Magazine***.
4. Only one (1) newsletter should be submitted with one (1) named editor. Therefore, chapters should select the best chapter newsletter and submit it along with the cover page.
5. The newsletter and cover page must be mailed to:  
HOSA Chapter Newsletters  
6021 Morriss Rd., Suite 111  
Flower Mound, TX 75028
6. Chapter newsletters will be judged using the criteria specified on the rating sheet. Chapters will be recognized with a Certificate of Excellence for earning a rating of 80% or higher from the judges.
7. All submitted newsletters may be placed on display for conference delegates at the National Leadership Conference.
8. Newsletters will NOT be returned to the submitting chapter.
9. Certificate of Excellence winners in attendance at the National Leadership Conference will be recognized during the Recognition Session at the NLC. When a chapter is not registered at the NLC, the certificate will be mailed to the chapter advisor.

## CHAPTER NEWSLETTER RATING SHEET

School Name/State \_\_\_\_\_ Judge's Signature \_\_\_\_\_

	Points Possible				Allocated
	Very Good	Good	Fair	Poor	
<b>1. General Appearance:</b> A. Layout and spacing – neat and appealing B. Font (size and appearance) makes newsletter readable C. Use of color – neat and attractive but not distracting D. Graphics, illustrations and pictures are clear and well-cropped	5 5 5 5	4 4 4 4	3 3 3 3	2 2 2 2	
<b>2. Content (Quality):</b> A. Local chapter news B. Healthcare information article(s) C. Commentary (Letter from the editor or chapter officer, editorial, advice/opinion) D. News articles address the 5 Ws (Who, what, where, when and how)	10 5 5 5	8 4 4 4	6 3 3 3	4 2 2 2	
<b>3. Organization:</b> A. Easy to find information quickly (index, clear headings) B. Graphics, pictures and illustrations relate to and support the articles they accompany C. Sections or articles clearly distinguishable from one another (Headlines and captions) D. Articles contain by-lines, and newsletter includes 3 or more contributors	5 10 10 5	4 8 8 4	3 6 6 3	2 4 4 2	
<b>4. Mechanics:</b> A. Correct spelling and grammar B. Punctuation C. Two - four pages in length (each side counts as one page) (front and back acceptable)	10 5 10	8 4 8	6 3 6	4 2 4	
<b>TOTAL POINTS</b>	100	80	60	40	