

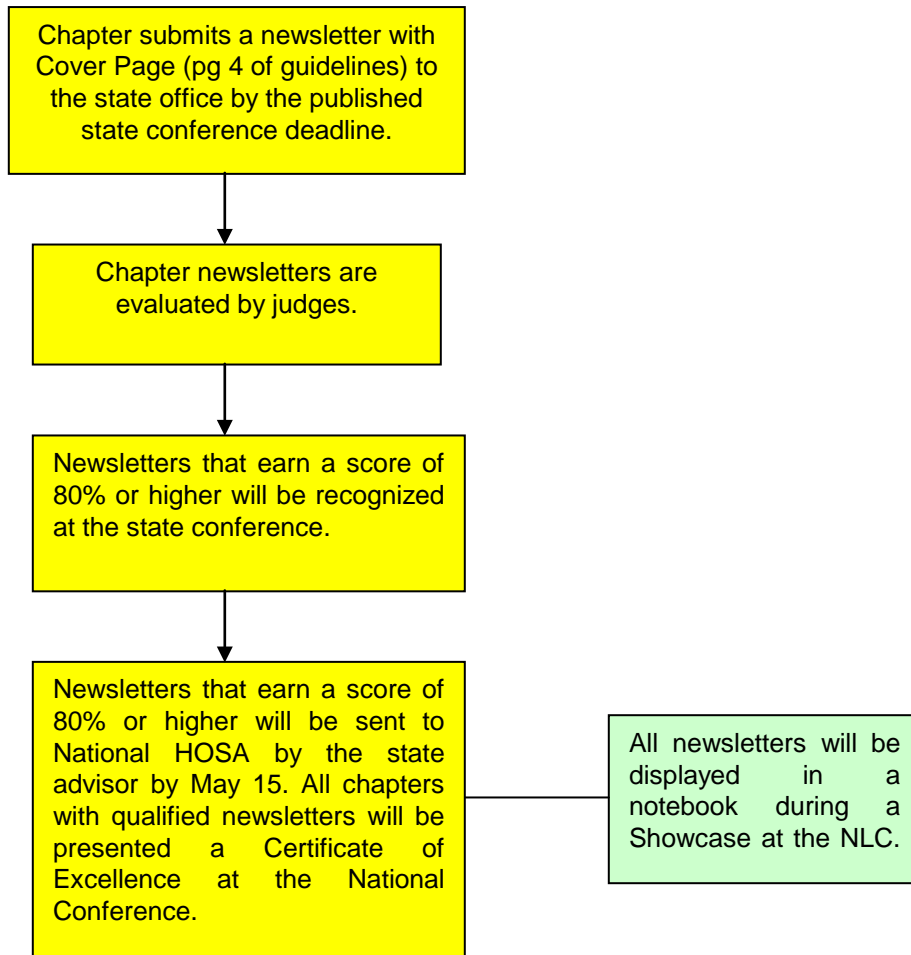


## CHAPTER NEWSLETTER

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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 and mail it to the HOSA State Office 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 4 of these guidelines, and **MUST BE RECEIVED** by the state HOSA office by the state publicized deadline.
  3. Submission of the newsletter implies consent for any of the articles in the newsletter to be reproduced at the state level or in the *HOSA E-Magazine*.
  4. Only one (1) newsletter should be submitted with one (1) named editor. If more than one newsletter is submitted, the one with the most recent date will be judged. Therefore, chapters should select the best chapter newsletter and submit it along with the cover page.
  5. Submit **ONLY** the newsletter without binding, sheet protectors, or in a notebook.
  6. The newsletter and cover page must be mailed to the state HOSA office.
  7. Chapter newsletters will be judged using the criteria specified on the rating sheet. Chapters will be recognized for earning a rating of 80% or higher from the judges.
  8. All newsletters earning a score of 80% or higher should be submitted to National HOSA by the state advisor by May 15.
  9. Newsletters will **NOT** be returned to the submitting chapter.
  10. Certificate of Excellence winners in attendance at the National Leadership Conference will be recognized during the Recognition Session at the NLC.
  11. Recognition for this event may include listing in the NLC convention program, listing on HOSA's website, a recognition pin, and other recognition as listed in these event guidelines. Gold, silver and bronze medals are not awarded for this and other recognition events at the national level.
  12. Newsletters should **NOT** be sent directly to National HOSA. All newsletters must go through a state screening process and be submitted to National HOSA by the state advisor by May 15.
  13. Newsletters will be displayed at the NLC in one or more notebooks. Chapter editors will have the option of sitting with newsletters during the scheduled NLC Showcase.

## Event Flow Chart



## 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	5	4	3	1	
B. Font (size and appearance) makes newsletter readable	5	4	3	1	
C. Use of color – neat and attractive but not distracting	5	4	3	1	
D. Graphics, illustrations and pictures are clear and well-cropped	5	4	3	1	
<b>2. Content (Quality):</b>					
A. Local chapter news	10	8	6	4	
B. Healthcare Information article(s)	5	4	3	1	
C. Commentary (Letter from the editor or chapter officer, editorial, advice/opinion.)	5	4	3	1	
D. News articles address the 5 Ws (Who, what, where, when and how.)	5	4	3	1	
<b>3. Organization:</b>					
A. Easy to find information quickly (index, clear headings)	5	4	3	1	
B. Graphics, pictures and illustrations relate to and support the articles they accompany	10	8	6	4	
C. Sections or articles clearly distinguishable from one another (Headlines and captions)	10	8	6	4	
D. Articles contain by-lines, and newsletter includes 3 or more contributors.	5	4	3	1	
<b>4. Mechanics:</b>					
A. Correct spelling and grammar	10	8	6	4	
B. Punctuation	10	8	6	4	
C. Two - four pages in length (each side counts as one page) (front and back acceptable.)	10	8	6	4	
<b>TOTAL POINTS</b>	<b>100</b>	<b>80</b>	<b>60</b>	<b>32</b>	

# CHAPTER NEWSLETTER COVER PAGE

Select the best newsletter and submit with this cover letter..

Newsletter Name \_\_\_\_\_

School \_\_\_\_\_

State \_\_\_\_\_

Editor \_\_\_\_\_

Editor's E-mail Address \_\_\_\_\_

HOSA Chapter Charter Number \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

E-mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

**Must be received in the state HOSA office by** \_\_\_\_\_