

# Catholic Daughters of the Americas

## 2011-2013 Local Court **SCRAPBOOK** Guidelines

The Local Court **SCRAPBOOK** is a book that records and archives in **CHRONOLOGICAL** order the actual history of the **COURTS** events. It is to be displayed at Court Anniversary celebrations, meetings, Receptions of New Members and on National CDA Sunday. By displaying the scrapbook at these special events, not only do members have the opportunity to reminisce on the activity and achievements of the Court, but prospective candidates and new members are informed, it stimulates an interest in Court projects and motivates members.

All Courts are encouraged to compile a **SCRAPBOOK** with a committee working on the book throughout the two year term. These historical entries are then housed safely in one area for the entire court. Establishing one location for storage of your courts scrapbooks will ensure the availability of their viewing year after year regardless of who serves as officers of your court.

Scrapbooks should be entered in the State Scrapbook contest at each biennial convention. A Court with recorded events of 5 service projects will not be negatively compared to a court with 100 projects. Nor will a court recording data from 100 projects with numerous awards and thank you notes be judged unfavorably for having a large book. The Court Scrapbook is the **HISTORICAL ARCHIVE** for ALL Court Activity.

<b>Judging Categories:</b>	Division I	- 50 Members
	Division II	51 - 100 Members
	Division III	101 - 180 Members
	Division IV	181 - plus Members

### **Scrapbook Guidelines and Format**

- I.
  1. The original 14 X 17 refills may be ordered from National.
  1. Scrapbooks bought at local businesses may **not be larger than 14" X 17"** and **not smaller than 12 x12**
  2. Use Scrapbooks; scrapbooks with clear insert pages, similar to sheet protectors, are allowed. No photo albums with individual picture slots or magnetic pull-back sheets will be allowed.
  
- II. The **COVER** is NOT judged at conventions.
  
- III. **Title/Cover Page** – First page with Court identification is one sided; the back must not be used. Title page should contain:
  1. Court Name, Number, City and Parish(s)
  2. Regent's name for 2011-2012
  3. Regent's name for 2012-2013
  4. Court Membership as of March 31, 2013
  5. Date the book - **April 1, 2011** to **March 31, 2013**
  
- IV. **Activity Pages**

1. Contents should be Court activity, not parish events. If the Court hosts or chairs an event for the parish, you may include only that portion. (This will be judged carefully)
2. Include Standing Rules, Membership books, and Annual Budget with Service Projects.
3. Use ONLY ONE PAGE, single or double sided (front only or front and back of one page) by date and/or event.

(This includes the use of photos).

EXAMPLE:

- a. State Convention day 1 information on one page (front only or front and back of one page is acceptable), State Convention day 2 information on one page (front only or front and back of one page is acceptable).

b. EXCEPTION:

1) You may use as many pages necessary to include all thank you notes, important correspondence, and award certificates.

2) You may use the necessary number of pages to record State and/or National Newsletter, Share Magazine and newspaper articles that pertain to your court and members.

4. Each page MUST be in **CHRONOLOGICAL order**.
  - a. Awards, certificates and correspondence may be placed on the date issued or they may be placed on the date of a local court meeting when the information was shared with the membership.
  - b. Thank you notes MAY be posted all together in one area at the end of the scrapbook.
5. The scrapbook should cover court participation and events beginning April 1, 2011 through March 31, 2013.
6. Page Heading Titles may be for one specific day/event or for an entire month. The one page ruling of front or front and back pertains to the coverage of one event or one day of an event such as a convention.
7. Event Sub-Titles should be used for all events or activity for each entry on all pages. They should be dated and clearly identified.
8. Photographs must have a cutline identifying the event and should include the date.
9. Identify each person in a photo L-R (left to right) and F-B (front to back by row 1, 2, 3) EXCEPTION: groups of more than twelve (12) may be identified by group with a cutline (example: Event Guests, Processions, Court Members, Convention Delegates, etc. But must be identified by Event and Date).

## V. **Mounting**

1. Events, newspaper clippings, photos and correspondence should be mounted using any scrapbook adhesive (glue or 2-sided taped). NO adhesive tape may be visible on the face of your entries.
2. Clear or solid colored labels and card stock may be used for titles and cutline information.
3. No Design, graphic, or Art Deco Paper can be used.
4. Solid Colored borders may be used in mounting but may not exceed ½ inch.

5. Pictures may be mounted square, rectangular, round or oval.
6. Solid Colored pockets may be used for correspondence.

**VI. Making it Fit Hints (OPTIONS)**

1. You may (not must) make photocopy reductions of Share Magazine and Newspaper clippings of your courts coverage. DO NOT include the entire newspaper page or the entire Share Magazine. You may use SHARE cover page heading with your article!
2. You may (not must) make photocopy reductions of award certificates and event invitations.
3. The various media coverage of your court activity may (not must) be reduced to allow for date and event placement on one (front & back) page in your scrapbook.
4. You may (not must) use flip tabs like a photo album to mount photos and thank you notes when you have a large event.
5. For very large books, you may (not must) index your scrapbook.

**VII. Cards and Correspondence**

1. It is NOT necessary for cards and correspondence to have the envelope included but must include the postmark or date with each article of correspondence. Note: Envelopes make great pockets to house correspondence providing all necessary data.

**VIII. Media Coverage**

1. All media coverage must include the source name (i.e. Houston Chronicle, May 15, 2011; State Newsletter, Fall 2011)
2. All media coverage is defined as: Newspaper articles, State or National Newsletter or Share Magazine clippings, Parish Bulletins; any clipping from an article that provides information about your court involvement.

**IX. The Following should also be included:**

1. Court, State and National Convention programs, special liturgical booklets and banquet programs.
2. District meeting and retreat handouts – Guest speaker handouts
3. Invitations, programs and local court handouts
4. New Member Recruitment letters
5. Court press releases and all newspaper clippings
6. Photographs
7. Fundraising posters and Service Project data
8. Court Newsletters
9. National & State Newsletters –Use only the portion that pertains to your court with Newsletter Heading and date.
10. Share Magazine - Use only the portion that pertains to your court with Magazine Heading and date.

**X. Please review the judging score sheet and follow the guidelines fully for successful results.**

Thank you, I am looking forward to viewing your scrapbook at the 2013 State Convention. Terrie Vacek, 936-856-9899, terriecda@cebridge.net