

2008 National Newsletter Contest
Duchess Collins, National Chairman

Suggestions to help the newsletter editor arrange a newsletter with content that is newsworthy and appealing and to prepare for the National Newsletter Contest. Your newsletter is a great vehicle to recruit new members, a communication tool and a record of your court's history.

It is very important that the Regent give the Newsletter Contest Guidelines to the court newsletter editor before she begins getting the newsletters ready for the local contest. Follow the guidelines carefully and be ready to answer any questions she may have.

What exactly should the newsletter contain?

NEW

- **After December 31, 2007, it will be required that all newsletters include the Mission Statement along with the CDA logo and the (®) registered trademark.** These two items identify CDA as a national organization.
- Being a National organization, the logo of the Order should be on every piece of publication.
- It is required to have the name, address and phone numbers for the Regent and/or Editor.
- Include the Court name, number and location of the court. .
- Include the name, address and phone numbers of the Court Chaplain, District Deputy and all court officers. Ask your Court Chaplain & District Deputy to write an article each month for the newsletter.
- **National News:** Divide up the news you receive from the national quarterly packets into two or three newsletters. There is plenty of information to work with.
- You are connected to a national organization and members need to know how and where they can find current information of national activities. More information is on the national website address; www.catholicdaughters.org.
- **State News:** The same as above applies if your court or state has a website. Include that in each issue.
- **Court activities:** Put them in short articles with the byline (name) of the person that wrote the article under the headline. Short articles are more likely to be read than longer ones. Acknowledgement of members for thank you's, sympathy, etc. makes the newsletter more personal. It also gives information to members that do not or cannot attend meetings.
- Remember you are writing the news happenings of your court, so regarding photos, consider limiting your photos. One or two per event is sufficient.
- Number the pages beginning with page 2. It is not necessary to number the first page.
- Be sure to use excess "white space" with a related graphic, prayer, poem, recipe, announcements, etc.
- Be creative and have fun. We all enjoy our Courts newsletter..

