

NEWSLETTER JUDGING FORM



Name of Volunteer Group _____

Name of Hospital _____

City _____

I. Adherence to RulesPoints Awarded _____

10 points awarded if ALL rules adhered to; 0 points awarded to entries failing to adhere to ALL rules.

A. All newsletters published in a one-year period must be entered. This period may be Volunteer Group or TAHV's fiscal year or the current calendar year. Newsletters must be in a manila file folder. In the upper right hand corner of the OUTSIDE cover of the folder, ONLY the following information in the order shown as follows:

- Name of Volunteer Group
- City of Hospital
- Number of Licensed Beds
- Name of Publication
- Number of Issues Published Yearly

B. The purpose of a newsletter is to communicate and inform. Newsletter may be copied or printed. Composing, formatting and editing must be done by Volunteer Group members.

C. The name of Volunteer Group should be identified in your newsletter.

D. Judging will be based on this Newsletter Judging Form.

II. General Appearance and Overall Neatness
(Maximum Points 15).....Points Awarded _____

III. Originality and Overall Design
(Maximum Points 25)Points Awarded _____

A. Layout of material – Maximum 10 points _____

B. Drawings, illustrations, photographs – Max. 5 points _____

C. Masthead Design – Maximum 10 points _____

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Name of Hospital _____

IV. Volunteer Group Services (Maximum Points 50)Points Awarded _____

A. Reports Volunteer Group activities – Max. 15 points _____

B. Communicates information – Max. 10 points _____

C. Contains timely and newsworthy information –
Max. 15 points _____

D. Reports Volunteer Group’s involvement with
their medical facility – Max. 10 points _____

Points Awarded (from I, II, III, IV)..... _____

Minus 25 points if Intent to Enter
form not received by deadline..... _____

TOTAL POINTS AWARDED _____

Judge’s Comments (Mandatory unless Newsletter receives a perfect score of 100)
