

## GUIDELINES FOR CHAPTER YEARBOOKS

Chapter history books may be submitted as a traditional scrapbook or in a digital form. Digital History Books will be judged separately, in one classification, but the requirements remain the same. For a Digital History Book, thumb drive in a PDF format, should be submitted in a receptacle with appropriate owner identification.

### Classifications are:

- Class I: 30 or fewer members
- Class II: 31-60 members
- Class III: 61-100 members
- Class IV: 101-150 members
- Class V: 151 or more members
- Class VI: All Digital History Books

### 1. The Binder (10 pts.)

- a. The official DRT seal described and illustrated in Bylaws Article XV, Sec.1, may be used. If so, it must be above the words, "*The Daughters of the Republic of Texas*." Nothing may be above the seal.
- b. Include the Chapter name and location.
- c. Dates covered
- d. Art work may be used.
- e. Should be no larger than 13 X 13", nor smaller than 9X12".

### 2. Cover Page (5 pts.)

- a. The seal may be used. If so, it must be above the words, "*The Daughters of the Republic of Texas*." Nothing may be above the seal.
- b. It must include the Chapter name, location, years covered, and the size classification of the chapter (number of total members), as history books are judged in size classifications.
- c. It must include the name/address/phone number of the Chapter President, and name/address/phone number of the person who prepared the history book.

### 3. Table of Contents (5 pts.)

- a. Must be included and the pages of the book must be numbered.
- b. May be laid out in chronological order, or in sections by type of event, or however the Chapter Historian chooses.

### 4. Chapter Identity (20 pts.)

- a. Identify the chapter (1) who or what it's named for and why; (2) special write-ups (biographies/photos, perhaps of emeritus or special members);(3) list important facts pertaining to the Chapter (Note: membership figures are on the cover page)
- b. Locale (1) To help judges put into perspective the efforts of the historian and Chapter, include the names of counties and towns, population covered by the Chapter (2) address/phone numbers of local newspapers; (3)identify other printed sources that

my publish information on the Chapter such as brochures, programs, historical directories, libraries, etc.

- c. State Chapter involvement such as BOM/State committee members. Brag on your Chapter stars.
- d. Ancestral histories/photos and photos of member descendants.
- e. New Member highlights.

**5. Chapter Activities (20 pts.)**

Activities should reflect the work of the chapter, including all programs for two (2) years. The only exception is if the chapter chartered within the biennium. Both years are kept in same book. Suggestions include:

- a. Meeting agenda, party invitations.
- b. Include appropriate Chapter correspondence, such as thank you cards ,notices, Chapter business, appreciation for sympathy notes, etc.
- c. Photo or illustration of Chapter pin , explaining its history or meaning; also its selling price.
- d. Fundraisers-Individual Project specific (not your Chapter's entire sales table): Photos of what was sold, photos of artists and/or originator of concept, sales price, and success of fundraiser. (This would be something like your Chapter Pin proceeds or a specific fundraising event you did for a person in need, your community or a preservation effort.)
- e. Chapter President's report
- f. Chapter Officers/Committee Members: Write information on officers, committee members and include photos. Perhaps featuring the President during her term with photo (s) of her ancestor and her history would be interesting.
- g. Chapter Awards: Include chapter awards with chronological order or include them in a special awards division on the table of contents. Since annual awards certificates are given at the end of each year, they may be added at that time.

**6. Newspaper Clippings/Obituaries (10 pts.)**

Must include the dateline of the newspaper that shows its name, date and page number. Do not use medallions or underline or highlight on the news clippings. To correct newsprint, make a side note that is mounted close by (same or opposite page) and include title, newspaper name, page number, date, corrected information, and name of person who made the corrections.

**7. Yearbook (5 pts.)**

Include a copy of Chapter yearbook (or membership roll) or yearbook insert. A sleeve or pocket may be made to slip the yearbook into, or it may be photocopied or digitized on a CD and inserted.

**8. Labeling (5 pts.)**

- a. All photos should be labeled.
- b. Labeling design and quality shall be considered.
- c. Identify all persons in photos, if possible.

**9. Quality (10 pts.)**

- a. Photo and layout
- b. Calligraphy/handwriting quality or font use
- c. Artistic appearance
- d. Neatness
- e. Systematic arrangement
- f. Durability of materials

**10. Originality and Imagination (10 pts.)**

- a. Theme (execution and implementation of guidelines)
- b. Use of DRT objectives
- c. Other

**TOTAL POSSIBLE POINTS = 100**

**Suggestions for Materials**

Archival Preservation Hints: Use “Bookkeeper” spray on newsprint. Use acid-free adhesives or acid-free, pre-glued corners. Use acid-free pens and paper. These may be purchased from such stores as Lights Impressions ([lightimpressionsdirect.com](http://lightimpressionsdirect.com)), Exposures ([exposuresonline.com](http://exposuresonline.com)), Wal-Mart or book stores.

**Suggestions for Judges**

Make sure each history book is placed in the correct classification according to size (*See* “3. Classifications”)

1. The door to the judging area should be locked during judging.
2. Judges shall not judge their own chapter’s classification.
3. Review all history books before rating any.
4. Very important: Score No. 10, Originality and Imagination, after all books have been scored on the first nine (9) areas, which give some flexibility in determining winners.
5. Complete the Judging Sheet. Comments should be made about anything that is outstanding or lacking.
6. First, Second, Third and Honorable Mention certificates are awarded in each chapter size classification (*see* “2. Cover Page”).

**Delivering/Picking-Up History Books**

Make arrangements for someone to be responsible for getting history book entered in competition before 2:00 p.m. the first day of the Convention. The first day of the Convention shall be defined as the day of the opening ceremonies. Inquire at the Convention registration table for the location of history book