

SCRAPBOOK CONTEST COMMITTEE

(Book and Electronic Media Format)

Junior and Senior Divisions

1. Send out information about the contest, urging clubs to enter. This will be done by placing information in the fall and convention LTLA newsletters.
2. Make sure the president has purchased a plaque for the first place winner and ribbons for all of the winners.
3. Prepare the judging forms. Remember to attach the rules for the contest to the score sheets for the judges.
4. Make arrangements with the LTLA/hotel liaison person for a TV and VCR and tables for the scrapbook and electronic media scrapbook contest displays. (The hotel usually does not provide for the TV and VCR. You may have to bring these from your school.)
4/16/05
5. Obtain the Spirit Award packet at the time of registration. (10/17/98)
6. Collect the entries in the registration area. Have a member of the committee there with boxes clearly labeled "**SCRAPBOOK ENTRIES HERE**" and "**ELECTRONIC MEDIA SCRAPBOOK ENTRIES HERE.**" There should be a box for each format for the junior division entries and a box for each format for the senior division entries. (10/09/05)
7. Arrange for three judges. Remember that the sponsors of participating clubs cannot be judges.
8. Obtain the requested ribbons and plaques for both formats at the executive board meeting on Friday.
9. Arrange a display for the entries. You may want to bring a nice piece of backing or cloth to cover the table. Make a banner for the display table. Display the electronic media on the table with instructions on the use of the TV, VCR, and other media. (4/16/05)
10. Assemble the judges, distribute the judging forms, and be available to the judges. Be sure that no one except judges is in the area. (2/18/2000)
11. Compile the judges' decisions. Keep the results a secret until the winners are announced on Saturday morning, except to give the results to the Spirit Award Committee chairman shortly after you have compiled them.
12. Announce the winners and award the prizes at the third general session. As the winners are announced, please have someone show the appropriate entries, including a clip of the electronic media scrapbook of the first place winner in each division. (4/16/05)
13. Dismantle the display before you leave the convention. Make sure the TV, VCR, and other media are returned. (4/16/05)
14. Attend all executive board meetings. Make copies of a written report to be presented: one for the president, one for the secretary, one for the reporter, one for the Student Relations Committee chairman, one for the executive secretary/liaison, and one for your files. (3/5/99)
15. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a completed voucher form to each bill.

16. Deliver the first place winning scrapbook (immediately following the announcement of contest winners at the third general session) to the chairman of the Membership Committee to be displayed at the LLA convention. (2/13/98)

Revised October 29, 2005