



HELEN BARTLETT AWARD - BEST YEAR BOOK

CRITERIA *(Updated May 2014)*

Altrusa International of _____

	Maximum Points	Score
1. Cover: Year, logo, branding & font should be correct throughout	10	
2. Club details: Name, address, contact, meeting details, Charities Commission registration number.	10	
3. Yearly Calendar: Important Altrusa dates	8	
4. Member Details: Name, contact details, space to record new member details	8	
5. Membership: Obligations and expectations of membership clearly stated, and aligned to objectives of Altrusa.	6	
6. Unique Club Information: Volunteer hours, committees, and any information club deems necessary for members	10	
7. Club projects: List or give some details past / present projects	8	
8. Altrusa International: General information, must include direction to International Website and access/member login information	5	
9. District Fifteen: Direction to website for manuals, policies, award forms and other information for clubs	7	
10. Layout: Table of Contents, good use of headings, font compliant throughout, reference to Privacy Act.	12	
11. Accuracy: Up to date and proof read	8	
12. Practicality: Members' guide to year, quick reference tool, size, and general ease of use	8	
Total	100	

Entries close March 15th. From Feb 1st Website will give details of where to send