WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME: **Unit Publications Contest/Share** COMMITTEE #: **365**
RESPONSIBLE TO: 2nd Vice President AREA: III
EFFECTIVE DATE: July 4, 2018

RESPONSIBILITIES:

Organize and implement a Unit Publications (Newsletters & Directories) Contest. See attached Rules and Regulations and timeline for specifics.

Co-ordinate with/respond to requests from:

- Rally manager regarding space requirements including tables and chairs, mailings to Presidents, timing of activities, etc.
- Communications Committee regarding, website postings, rally communiques
- Rally Presentations Coordinator re: AV needs

Submit articles to the Blue Beret – one for publication several months prior to the contest outlining entry requirements and one following the contest reviewing the results and plans for the next International Rally.

Deliver or arrange delivery of a publications-related seminar during the International Rally.

COORDINATES WITH:

Rally Manager, Tables and Chairs, WBCCI Headquarters, Blue Beret Editor, AV-Presentations, Presentations Chair

SPACE ARRANGEMENT:

Adequate space for at least 4 8' tables for displaying the publications and for the judges to move around.

EQUIPMENT NEEDED:

Laptop for viewing electronic newsletters/blogs.

SUPPLIES NEEDED:

Award ribbons per the Contest Rules and Regulations.

COMMITTEE REPORTS:

Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURES:

Considerations:

The Chairman will be offered an early parking date in order to provide time at the rally site to confirm judges and to coordinate the seminar and other committee requirements. An early parking date will be offered for one additional Committee member to assist with this early work. No financial obligations or expenses are to be incurred without prior approval of the 2nd Vice President.

Timeline:

At least 5 months prior to the International rally:

1. Review contest rules, entry form, and judging criteria and make available to ECC to post on rally website.
2. Prepare and submit article for the Blue Beret outlining entry process and directing potential

contestants to contest entry form and criteria

3. Recruit committee members and judges. Invite 3 to 6 volunteer judges from WBCCI who will be attending the International Rally to judge all publications for WBCCI content. Contact local newspapers, educational facilities and advertising firms to request judging assistance. Ideally, 2 – 3 judges will be recruited.
4. Respond to requests from Rally Manager, Rally Presentations Coordinator, ECC and responsible Executive Member regarding communications, space, equipment and other such needs
5. As schedule becomes available, request assistance from Committee members and WBCCI judges to cover sign-up period.

On arrival or as soon as possible thereafter:

1. Co-ordinate with other Committee member to ensure coverage of sign-up table and display times.
2. Confirm judges. Ensure they know where and when judging is to take place
3. Obtain committee credentials during check in
4. Obtain storage box from Property Logistics
5. Preview space allocated for activities to ensure suitability.

During rally:

1. For contest:
    a. Along with other Committee members, accept entries for contest at Sign up table and track entries on spreadsheet
    b. Regularly check with post office for any mailed-in entries
    c. Prior to judging,
        1) cross check all entries to ensure they are entered properly into contest and included on spreadsheet
        2) arrange for drinks and snacks to be available during judging
        3) obtain needed number of score sheets from print shop.
    d. Welcome and instruct judges, process scoring sheets to determine winners.
    e. Set up display of entries and winners at assigned times
    f. Submit announcement of winners to Rally Master of Ceremonies for evening announcements
2. Hold publications-related seminar.

At end of rally activities:

1. File entry spreadsheet into binder (stored in storage box.)
2. Return storage box to Property Control prior to date specified by Property Control Chairperson
3. Complete and submit Committee Chair and Inventory Control reports.

Following rally:

1. Send thank you notes to judges
2. Prepare article for Blue Beret announcing winners and changes for the following year
3. Review job description for currency and submit revisions to responsible Executive member
4. Retain contest entry forms and score sheets for six months (so that queries from contestants may be answered) and then destroy.

UNIT PUBLICATIONS CONTEST
Rules and Regulations

Introduction:

Entry forms may be submitted in person during rally check-in or by mail so that they are received by the end of the International rally check-in period.

Each entry will be reviewed and judged by at least two judges.

Entries receiving awards will be displayed during the assigned period. All entries must be picked up by the end of the display.

CONTEST DESCRIPTION AND AWARDS ISSUED:

Unit Newsletters

Contestants shall submit, along with the entry:

- A contest entry form, including the "Frequency of Publications Certificate" listing the number of newsletters published during the previous twelve months and signed by the Unit President or Unit Delegate to the International Convention. The frequency of publication may be used as a tiebreaker. In the absence of the “Frequency of Publications Certificate”, no additional points will be awarded. Misrepresentation will result in disqualification.
- Any three consecutive issues of their newsletter published since the previous International Rally.

Categories for entries:

- **Print-friendly** – Regardless of how it is distributed, a newsletter that can be printed without loss of format will fall into this category. Entries should be printed on regular photo copy paper only and should appear as they would to a member reading it in its primary distribution format, i.e., if the newsletter is distributed electronically in color, it should be printed in color. For the purposes of the contest, only a staple in the top left-hand corner may be used to hold pages together.
- **Web-based** – The blog-like newsletter cannot be produced in print without distortion in format and loss of imbedded hyperlinks. It will be viewed and judged online.

Awards: For each category, awards will be as follows:
First Place: Blue Ribbon
Second Place: Red Ribbon
Third Place: Yellow Ribbon

Unit Directories

Contestants shall submit a contest entry form along with the entry.

Awards will be as follows:
First Place: Blue Ribbon
Second Place: Red Ribbon
Third Place: Yellow Ribbon

UNIT PUBLICATIONS CONTEST – REGISTRATION FORM

NAME OF UNIT: _____

UNIT #: _____ REGION: _____

NAME OF ENTRANT: _____

DATE: _____ WBCCI #: _____ CONTACT #: _____

UNIT NEWSLETTERS

CATEGORY ENTERED: COLOR _____ BLACK and WHITE _____

NAME OF PUBLICATION: _____

NEWSLETTER EDITOR: _____ WBCCI #: _____

NUMBER OF NEWSLETTERS PUBLISHED SINCE LAST INTERNATIONAL RALLY: _____

THREE (3) CONSECUTIVE ISSUES PRESENTED FOR THIS CONTEST (Month / Year):

_____, _____, _____

CERTIFICATE OF FREQUENCY OF PUBLICATION

I hereby certify that our unit newsletter was published _____ (#) times in the last twelve months since the last International Rally.

SIGNATURE OF UNIT PRESIDENT: _____

Please PRINT name of signee: _____

UNIT DIRECTORIES

CATEGORY ENTERED: BOUND _____ LOOSE LEAF _____

DIRECTORY EDITOR: _____ WBCCI #: _____

UNIT YEARBOOKS

YEARBOOK EDITOR: _____ WBCCI #: _____

Date received by Chair or Committee Member:

_____

Signature of Chair or Committee Member:

_____

UNIT DIRECTORIES – SCORE SHEET

UNIT NAME: _____ UNIT #: _____

	WBCCI CONTENT _____ Judges Initials	**Yes**	**No**		**Max Points**	**Awarded Points**
1	**Table of Contents –** lists the various sections of directory					
2	**Unit Officer and Committee Listing** – office, name, address, phone number, WBCCI number					
3	**Alphabetical Member Listing –** name, address, phone number, WBCCI number,					
4	**International and Region Officer Listing –** office, name, WBCCI number					
5	**Numerical Member Listing** – cross reference					
6	**Unit Activities - Luncheons, Rallies, and Caravans** – dates and locations of all Unit and Region activities					
7	**Past Unit President Listing** – year and name of President					
8	**Unit Constitution & Bylaws** – current Constitution & Bylaws with date of approval listed					
	Number of Points for Each Item = 5				**40**	
9	**Bonus Points for WBCCI Content can range from 1-20** Examples – pictures of each member; extra member information such as cell phone numbers, summer/winter address, etc.; pictures and description of Unit rallies; special unit information; etc. **Judges Comments:**				**20**	
	ARTISTIC & TECHNICAL CONTENT _____ Judges Initials				**Max Points**	**Awarded Points**
10	**Cover –** Innovative and attracts attention				**5**	
11	**Typeface** – Clear, clean, easily readable				**5**	
12	**Column Arrangement** – easy to follow; readable				**5**	
13	**Eye Appeal** – attracts reader interest and attention				**5**	
14	**Creativity –** displays originality and imagination				**5**	

15	**Illustrations/Artwork –** in good taste				**5**	
16	**Bonus Points for Artistic & Technical Content can range from 1-20** Examples – effective use of space; easy to read; very attractive publication; WOW factor, etc. **Judges Comments:**				**20**	
	TOTAL OF POINTS ALLOWED				**110**	

UNIT NEWSLETTERS – SCORE SHEET

UNIT NAME: _____ UNIT #: _____

	WBCCI CONTENT _____ Judges Initials	**Max Points**	**Awarded Points**
1	**Communication by Unit President** **–** article that highlights unit activities; members' involvement and club directions on a unit, region and international level	10	
2	**Articles by Members** **–** written with good taste; promotes good will; interesting to members	10	
3	**Coverage of Unit Activities –** easy to follow directions; use of material to define upcoming events as well as past events; stimulates interest	16	
4	**Frequency of Publication** **–** two (2) points given for each issue published since last International #: _____	24	
5	**Bonus Points for WBCCI Content can range from 1-20** Examples – quantity and quality of articles; use of pictures; good presentation, etc. **Judges Comments:**	20	
	ARTISTIC & TECHNICAL CONTENT _____ Judges Initials	**Max Points**	**Awarded Points**
6	**Typeface** **–** clear, clean, easily readable	**5**	
7	**Column Arrangement** – easy to follow; readable	**5**	
8	**Composition & Grammar** – blending of headlines, activities, photographs and illustrations; good construction of sentences and paragraphs	**10**	
9	**Margins** – straight and of proportion to size of newsletter	**5**	
10	**Photographs** **–** clear identification of subject, size proportionate to column and/or newsletter	**5**	
11	**Headlines** – attracts interest in the article; in proper proportion to newsletter	**5**	
12	**Illustrations/Artwork** – in good taste; relevant to article; not done in excess	**5**	
13	**Creativity & Writing Style** – articles written with a flair, originality and imagination	**10**	
14	**Bonus Points for Artistic & Technical Content can range from 1-20** Examples – very attractive publication; WOW factor, consistency in format; good presentation **Judges Comments:**	**20**	
	TOTAL OF POINTS ALLOWED	**150**	