

**LOCAL CHAPTER NEWSLETTER  
AWARD OF MERIT**

*State Recognition Award*

Name \_\_\_\_\_ District No. \_\_\_\_\_

School \_\_\_\_\_ Chapter No. \_\_\_\_\_

**Copy this page, complete the information asked for, and staple it to the newsletter.**

This event recognizes local chapters that promote FBLA local, state, and national activities through the publication of local newsletters. Preparing and publishing a chapter newsletter provides members with an excellent opportunity to promote the year's FBLA activities and to create a public relations instrument.

**ELIGIBILITY**

All active local chapters are eligible.

**REGULATIONS**

1. The adviser must send one (1) copy of **two (2) different** issues of the chapter newsletter to the state adviser by the designated date. The newsletters will not be returned to the chapter.
2. Local chapter newsletters must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the newsletters are well organized, contain substantiated statements, and are written in a business style.
3. Newsletters must describe activities of the local chapter that were publicized between the previous State Leadership Conference and the current State Leadership Conference.
4. Newsletters not adhering to these regulations will be disqualified.

**PROCEDURE**

The suggested criteria for the State Newsletter Award of Merit serves as a guide for the national office in the evaluation process and includes:

**General layout:** The newsletter is attractively designed with appropriate white space. Photographs and/or graphics are meaningful and effectively displayed.

**Headlines:** Appropriate headlines and attractive titles are used. The choices of type size and style draw attention to the articles.

**Articles:** The content is well written with correct grammar, punctuation, spelling, and acceptable business style. A clear and concise presentation of information is in a logical arrangement. Articles address FBLA local, state, and national activities, as well as information about the business world.

The local newsletters are reviewed by a screening committee to determine if the chapters have complied with the regulations.

**AWARDS**

The number of awards presented at the State Leadership Conference is determined by the number of entries approved by a screening committee.