



Native Daughters of the Golden West

543 Baker Street
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Grand Officers, Past Grand Presidents
Officers and Members of Subordinate Parlors

Dear Sisters:

Yearbooks are a great way to record the activities and history of your Parlor. Not only do they say “thank you” to the Parlor President and members for their hard work, they benefit everyone since they become more aware of activities in your community as well as our organization. Every year I am amazed at the creative ideas found in the yearbooks which are brought to Grand Parlor and often wonder how many good ideas are never shared because a yearbook was not submitted.

I would like to invite you to participate in the 2017 Yearbook Contest at Grand Parlor at Knotts Berry Farm. Since the commitment to enter a yearbook is not a last minute decision, start early and avoid the “rush”. Enclosed is a copy of the yearbook rules and regulations to assist you.

Imagine the excitement when your Parlor’s name is called out as the winning book and you receive your cash prize! Although the Grand Parlor competition is an incentive goal, the actual award is the priceless collection of historical material and keepsake for the members of the Parlor, past, present, and future. To encourage interest after this letter is read, why not plan a “Remember” night and ask that members bring in their President’s book or scrapbook for all to enjoy. Your committee assures you a delightful evening of nostalgic remembrance.

Please send in a Parlor Report of your plans for a yearbook to me by April 30th so they can be included in my Advance Report for the Proceedings. It will also tell us how much space we will require at GPAM for judging and exhibition of the books.

Approved:

Sherry Farley, Grand President

Sincerely and fraternally

State Chairman
14905 Lark Street
San Leandro, CA 94578

RULES AND REGULATIONS FOR YEAR BOOK CONTEST

1. **GROUPS:** Yearbooks will be judged in classes divided according to the following population groups:
Group I Up to 30,000 Group II 30,001 to 90,000 Group III over 90,000
2. **PRIZES:** Prizes to be awarded at Grand Parlor for each population group will be as follows:
First Prize \$50.00 Second Prize \$25.00 Third Prize Honorable Mention
The sum of \$225.00 shall be allocated for these prizes to be accompanied by certificates awarded at Grand Parlor Annual Meeting.
3. **PREPARATION:** Yearbook, including all artwork, must be prepared and compiled by Members of the Subordinate Parlor.
4. **COVER SIZE & DESIGN:** Maximum size of yearbooks is to be 14" by 16"; there is no minimum restriction. The yearbook cover may embody any California design or theme.
5. **PRINTING:** Any type of lettering or printing may be used.
6. **DEDICATION (Optional):** A yearbook may be dedicated to whomever the Subordinate Parlor chooses; However, this is an optional item which can be eliminated if the Subordinate Parlor so wishes.
7. **SPECIFIC INFORMATION:** A yearbook shall contain the following information:
 - a. Page 1 - Name and number of Subordinate Parlor, city or town where Subordinate Parlor is located, date of the current year, and population of the city or town where the Subordinate Parlor is located.
 - b. Page 2 – Theme of the yearbook, name of the person responsible for the artwork.
8. **GENERAL INFORMATION:** There are no restrictions as to the manner in which yearbooks may be compiled. However, they should be neat, well organized, and attractive. The prime purpose of a yearbook is to keep a record of Subordinate Parlor activities for the current year, June 1 through May 31. The yearbook may contain newspaper and/or magazine stories and pictures concerning Subordinate Parlor activities, personal momentos such as snapshots, commercial photographs, programs, menus, etc., or anything that is of interest and meaningful to that Subordinate Parlor. Subordinate Parlors , may wish to include articles, pictures, and/or stories about California and the community or area. Publicity inches will not be measured, but newspaper/magazine articles should be identified by the name of the newspaper/periodical and the date of publication.
9. **JUDGES AND RATING:**
 - a. Yearbooks must be in the display room before the opening session on the first day of the Grand Parlor Annual Meeting.
 - b. Yearbooks will be judged during the second day of the Grand Parlor Annual Meeting. They will not be displayed until the judging is completed and they will remain on display until the afternoon before the closing session. They must be reclaimed before the end of the afternoon session on the last day of the Grand Parlor Annual Meeting.
 - c. Judges for the yearbooks shall be selected from outside the Order. Three to five judges shall be Selected by the Grand President, or upon her request, by the State Chairman.
 - d. Judges shall be furnished with Yearbook Contest Rules and Rating Sheets for their use.
 - e. In addition to their duties during the year as Committee Members, duties of the Committee members at the Grand Parlor Annual Meeting shall be as follows:
 1. To be responsible for receiving yearbooks in the specified yearbook room on the afternoon Prior to the opening session or the morning before the opening session. A sign-in sheet should be signed by the person delivering the yearbook.
 2. Prepare Judging sheets for each entry as yearbooks are received.

RULES AND REGULATIONS FOR YEAR BOOK CONTEST CONTINUED

3. Use the checklist provided to be certain that yearbooks are assembled in conformance with rules and regulations.
 - a.) Check page one for the name, number, and location of the Subordinate Parlor, date of Current year, and population of city or town.
 - b.) Check for the theme, Subordinate Parlor yearbook Chairman, and artist.
 - c.) Verify that newspaper/magazine articles and pictures are identified with name of Newspaper/magazine and date.
 - d.) Check cover conformity with size requirements.
 - e.) Provide judges with necessary information or assistance during the judging when requested.

f. RATING:

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| 1) Cover | possible thirty percent |
| 2) Appearance, neatness, attractiveness, of contents | possible twenty-five percent |
| 3) Organization of yearbook | possible twenty percent |
| 4) Value to Subordinate Parlor | possible twenty-five percent |

10. FORMS:

- a. All forms for use in conducting the Yearbook contest shall be provided to the State Chairman In advance of the Grand Parlor Annual Meeting.
They are:
 1. Sign-in and sign-out sheet.
 2. Checklist for use of Yearbook Committee in confirming adherence to the Yearbook Contest Rules.
 3. Rating Sheets for Judges
 4. Grand Parlor Award Certificates
- b. Each Subordinate Parlor submitting a yearbook shall be furnished with a rating sheet indicating the score earned by the yearbook, the rating sheet is to be signed by the judges and the State Chairman and given to the Subordinate Parlor representative responsible for the return of the Yearbook.

11. **GENERAL RECOMMENDATION:** Members serving in the Yearbook Room during the Grand Parlor Annual Meeting should be NON-VOTING Members, to avoid the absence of Voting Members from the Grand Parlor Annual Meeting sessions.