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**2015-2016 DISTRICT AWARDS AND RECOGNITION**

**Communications & Outreach**

**BEST CLUB NEWSLETTER**

***Submission Deadline:* 31 March 2016**

Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of club president: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of club president (*required*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Title of Club Newsletter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Frequency: Weekly/Fortnightly/Monthly/Bimonthly (delete)

3. For online newsletters, do you include interactive content? Yes/No

4. Attach at least three sample newsletters with your submission.

5. Circulation (number of recipients): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Who is on the circulation list?

 Club members

 Other Rotarians within the District

 Rotarians from other Districts

 Others

7. How is it circulated?

 Postal mail

 Electronic mail

 Fax

 At club meetings in hard copy

 Others (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. What does your newsletter include? (tick all applicable)

 \_\_\_\_ Newsletter editor (provide name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_ Editorial team

 \_\_\_\_ Newsletter masthead

 \_\_\_\_ Table of Contents

 \_\_\_\_ President’s Message

 \_\_\_\_ Updates from RI

 \_\_\_\_ Governor’s monthly newsletter

 \_\_\_\_ The Four-Way Test

 \_\_\_\_ The Guide to Daily Living

 \_\_\_\_ Club announcements

 \_\_\_\_ Announcements on weekly desk duties

 \_\_\_\_ Club Secretary’s report

 \_\_\_\_ Club Treasurer’s report

 \_\_\_\_ District Announcements including district meetings, training, seminars etc

 \_\_\_\_ Review of Club’s annual goals

 \_\_\_\_ Reports on weekly club meetings

 \_\_\_\_ Reports on monthly board meetings

 \_\_\_\_ Club attendance

 \_\_\_\_ Reports on Club assemblies

 \_\_\_\_ Reports on Club’s service projects

 \_\_\_\_ Reports on Club’s fellowship activities

 \_\_\_\_ Reports on Membership Development

 \_\_\_\_ Reports on Rotary Foundation giving

 \_\_\_\_ Reports on youth services activities

 \_\_\_\_ Updates on ***End Polio*** campaign

 \_\_\_\_ General information on members, the Club

 \_\_\_\_ Photographs

 \_\_\_\_ Graphics for various club statistics

 \_\_\_\_ Regular features (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_ Humour

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Submit completed form plus any appendices **IN SOFT COPY** by 31 March 2016 to

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