

Membership FAQ

What do I need to send to CSPA for my Regular Membership?

Newspapers & Newsmagazines

Send 2 sets of issues published during the academic year 2008-2009. Each set should include up to six issues (you choose, which issues if you published more than six). One set is for the evaluation and one set is for Crown Awards. Issues will not be returned after judging.

College Newspapers

Fall and spring semesters are treated as two separate memberships. Membership fees will also be assessed per semester. Submit 2 sets of 10 papers (you choose which issues to submit) one for critique judging and the other Crown judging packaged per semester.

Magazines

Send 2 copies each of all issues from academic year 2008-2009. If more than 1 issue was published, send 2 sets of all that were published. Issues will not be returned after judging.

Yearbooks

Send 2 copies of the 2009 yearbook. Spring delivery books need not include summer supplements. Yearbook may be returned for the additional \$13.50 return fee as shown on page 3.

Tips for submissions

Please keep a copy of everything you submit to CSPA.

Regular Members: Don't forget, submit **two sets/copies** of your publication (one for the evaluation, the second for Crown judging).

Associate Members: Please don't forget to fill out the entire membership form. Submit only 1 set of newspapers, 1 copy of your magazine or 1 copy of your yearbook.

Frequently asked questions about joining CSPA

Why are newspapers and magazines due by June 15th?

To permit timely returns of critiques, it is essential to have all newspapers and magazines submitted in June when the majority of our board of judges are available to devote quality time to an evaluation. *We encourage yearbooks to submit their edition as soon as it is printed.* Late summer and fall delivery yearbooks have until October 15th to send in their publications.

How do we get our publication evaluated by the CSPA?

Join as a Regular Member. Enter your newspaper, magazine or yearbook by completing the Membership Form on pages 3-6. On page 3, make sure you check off the appropriate box to indicate that you want Regular Membership.

If we don't want an evaluation this year, can we still be CSPA members?

Yes, become an Associate Membership for your student newspaper, magazine or yearbook. You'll receive all CSPA benefits EXCEPT the written evaluation. When you complete the Membership Form on pages 3-6, remember to check off the box on page 3 to indicate that you want Associate Membership.

We read about your 2009 Crown Awards on your Web site. When are entries due for CSPA's Crown Awards for the year 2010?

CSPA dates its awards by the year in which they are given. If your newspaper, yearbook or magazine was published during school year 2008-2009, it should be entered during 2009 for the Crown Awards that will be announced in March, 2010. Enter now for those awards, using the form on page 3-6. Deadline: Oct. 15, 2009.

What do we send for Crown Awards consideration?

For Regular Members: send a second set of newspapers, a second copy of your magazine (or a second copies of all magazine entered if more than one issue is published per year) or a second copy of the 2009 yearbook. For Associate Members: send one set of copies of the publication.

Can we enter just the Crown Awards, without getting an evaluation this year?

Yes, enter as an Associate Member, fill out the membership, then submit your publication with the form and fee.



CSPA MEMBERSHIP FORM

for 2008-2009 Student Newspapers, Magazines and 2009 Yearbooks

Enter one publication on this form;
Please photocopy for additional entries.

PLEASE PRINT OR TYPE

Publication Name _____

Name of School/College _____

Street/Box Address _____

City _____ State _____ Zip _____

Publication Telephone Number (_____) _____ - _____ ext. _____

School Fax Number (_____) _____ - _____

e-mail address _____ This is the publication's adviser's address

URL/WWW address http:// _____

Name of Adviser (Mr./Ms.) _____

Name of Editor (Mr./Ms.) _____

Was your publication a CSPA Member last year? yes no

I give permission for CSPA to use this entry, either in electronic or printed form, as an example of superior student achievement. I also authorize CSPA to include publication name, school/college name, address, phone number, name of adviser and email address as provided in a membership directory.

Signature Position Date

Definitions of Membership:

CSPA Regular Membership includes detailed critique, a copy of the corresponding Fundamentals book, award certificate, Crown judging, 50 free Gold Circle entries, and adviser membership in CSPAA (scholastic members only). Also included with membership is the Special Awards CD-ROM. Regular Members will be accepted postmarked as below. Each publication must be submitted as a separate member. Enroll as early as you can!

CSPA Associate Membership includes Crown judging, 50 free Gold Circle Circle entries plus and adviser membership in the CSPAA (scholastic members only). Also included with membership is the Special Awards CD-ROM. *No evaluation or critique is provided.*

Middle School and High School (1 form per publication)	Paid by 6/15/09	Paid by 10/15/09	Subtotal
<input type="checkbox"/> ASSOCIATE Membership (no critique) or	\$140.00	\$140.00	_____
<input type="checkbox"/> Newspaper/Magazine/Spring Yearbook REGULAR Membership (with critique) or	\$195.00	\$255.00	_____
<input type="checkbox"/> Fall Delivery Yearbook REGULAR Membership (with critique)	\$195.00 (prepaid)	\$255.00	_____

Collegiate Newspapers (1 form per semester)			
<input type="checkbox"/> Fall '08 Semester ASSOCIATE Membership (no critique) or	\$140.00	\$140.00	_____
<input type="checkbox"/> Fall '08 Semester REGULAR Membership (with critique)	\$195.00	\$255.00	_____
<input type="checkbox"/> Spring '09 Semester ASSOCIATE Membership (no critique) or	\$140.00	\$140.00	_____
<input type="checkbox"/> Spring '09 Semester REGULAR Membership (with critique)	\$195.00 (prepaid)	\$255.00	_____

Collegiate Magazines/Yearbooks (1 form per publication)			
<input type="checkbox"/> ASSOCIATE Membership (no critique) or	\$140.00	\$140.00	_____
<input type="checkbox"/> REGULAR Membership (with critique)	\$195.00 (prepaid)	\$255.00	_____

Options (for all publications)			
<input type="checkbox"/> Return of yearbook after critique	\$13.50	\$13.50	_____
<input type="checkbox"/> Return of yearbook after Crown judging	\$13.50	\$13.50	_____
<input type="checkbox"/> Extra Award Certificates Qty: _____ x	\$7.95/each	\$7.95/each	_____
<input type="checkbox"/> Certificate mounted on walnut plaque Qty: _____ x	\$32.50/each	\$32.50/each	_____

Total for Membership Enclosed _____

Did your publication send payment under separate cover? yes no

Make checks payable in US dollars: Columbia Scholastic Press Association

To mail via US Postal Service:
Columbia Scholastic Press Association
Mail Code 5711
Columbia University
New York, NY 10027-6902

To ship by FedEx, UPS or other couriers:
Columbia Scholastic Press Association
90 Morningside Drive - Basement
New York, NY 10027

CSPA Phone number (212) 854-9400
24 hr. Fax number (212) 854-9401

CSPA USE ONLY

EF FEE Pub Crown _____
 Inc _____
 Inc letter _____
 Comp _____
 Crown _____
 Ck# _____
 \$ _____
 PO # _____
 Entered _____
 Update _____
 Ack _____
 Rating _____ Score _____
 #AC _____
 SB sent _____
 Plaque sent _____
 Book ret _____
 J _____
 PY _____

Please answer all questions and check the appropriate boxes on pages 3 through 6.

1. Type of publication

- Yearbook (10)
- Newspaper (12)
- Newsmagazine (13)
- General Magazine (15)
- Literary Magazine (16)
- Literary-Art Magazine (17)
- Other (please specify) (19)

2. Type of institution

- Public Senior High School (22)
(Gr. 7-12, 9-12 or 10-12)
- Private/Parochial School (25)
(Gr. K-12, 7-12, 9-12 or 10-12)
- Jr. High/Middle School (23)
- College or University (4 yr.) (20)
- Junior/Community College (21)
- Other (please specify) (27)

3. Enrollment

- 20001 or more students (30)
- 10001-20000 students (31)
- 5001-10000 students (32)
- 2001 -5000 students (33)
- 1501-2000 students (35)
- 1001-1500 students (36)
- 501-1000 students (38)
- 0-500 students (39)

4. Frequency of publication

- 35 or more issues/yr. (65)
- 26-34 issues/yr. (66)
- 17-25 issues/yr. (67)
- 13-16 issues/yr. (67)
- 9-12 issues/yr. (68)
- 5-8 issues/yr. (69)
- 2-4 issues/yr. (70)
- 1 issues/yr. (71)

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This application form is a four-page pullout to be completed and mailed to CSPA.



Business Practices

15. Budget Analysis Please provide total ANNUAL figures, not percentages.

A. SOURCES OF INCOME:

Total from Advertising \$ _____
 (Base ad rate: \$ _____ per _____)
 Total from Subscriptions \$ _____
 Total from Administration \$ _____
 Total from Student Government \$ _____
 Total from Student Groups \$ _____
 Total from Single Copy Sales \$ _____
 Total from Fund Raisers \$ _____
 Total from Other Sources (specify) \$ _____

TOTAL ANNUAL INCOME:

\$ _____

B. TOTAL EXPENDITURES

Total spent on Printers' Fees \$ _____
 Total spent on Photography \$ _____
 Total spent on Other Operating Expenses \$ _____

TOTAL ANNUAL EXPENDITURES:

\$ _____

FROM PAST YEARS:

A. Did this staff inherit a deficit?

yes no

If so, what percentage of this deficit did this year's staff make up? _____%

FOR THIS YEAR ONLY:

B. Did expenditures exceed income this year?

yes no

If so, who will make up the loss?

C. Did expenditures equal income this year?

yes no

D. Did income exceed expenditures this year?

yes no

If so, what will it be used for?

16. Circulation

(Please give numerical answers, not percentages)

a) Exact student enrollment _____
 b) Total circulation _____
 c) Circulation to students _____
 d) Circulation to others _____

18. Prior Annual Critique Entry (only complete if you are a Regular Member seeking critique):

If your publication entered last year's Annual Critique state briefly the suggestions made in last year's Critique (scorebook) and your actions to follow up on them or your reactions against using them.

The judges suggested . . . _____

Our action for/reaction against . . . _____

19. Advisers: Training and Experience.

These questions will be used by CSPA to help gear its programs and services to your needs. Your answers to these specific questions on advising will not be used to either add or deduct points in the judging of your publication.

- a) Number of years as adviser (to this type of publication) _____
 b) Total number of years teaching (any/all subjects) _____
 c) Are you certified to teach journalism in your state? yes no
 d) Number of college credits (based on semester hours) you have in journalism _____
 e) What academic subject(s) did you regularly teach during school year 2008-2009?
 (Include journalism, if you taught it). _____
 f) For advising this publication, I receive (check all of the following that apply):
 extra pay reduction in teaching load reduction in nonteaching duties
 other (specify) _____

20. Yearbooks only: additional questions

In addition to all the preceding questions, please complete this section.

- a) Please state your theme _____
 b) Name of publishing company _____
 c) Final copy deadline _____
 d) Did staff meet periodic copy deadlines set by publisher? yes no
 e) Did staff meet final copy deadline set by publisher? yes no
 f) What was the contract delivery date of the book? _____
 g) What was the actual delivery date of the book? _____
 h) If these dates differ, briefly explain circumstances _____

i) Did you attend a workshop given by a yearbook company in 2008-2009? yes no

j) Did you attend a non-company sponsored workshop in 2008-2009? yes no

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