CSPA Gold Circle Checklist for YEARBOOKS • VIDEO • ONLINE

1 Entry Form

- Make one copy of the entry form for each separate entry, and each page of a multi-paged entry.
- Tape entry form to the upper-left corner of the back of each page.
- Complete entry forms, and remember to fill in the correct category name and number: e.g. . Index Y30.

2 Multiple pages

- Tape the pages together in order, only putting the tape on the back of the page.
- Fold accordion style, except yearbook category Y10. Theme and concept.

3 Video Entries

Video entries must be on standard $^{1}/_{2}$ inch VHS format or DVD disc, one entry per videotape/DVD disc. Entry forms should be folded in half, facing out, and taped to the videotape/DVD disc container. In addition, videotape/DVD disc label on the tape should have the name of school and category number. No tapes/DVDs will be returned.

4 Packing of Entries

- Use no paper clips or staples.
- All entries must be stacked in order by category number and placed inside a package.
- Place one completed payment form and check and send in the package.
- If more than one package is mailed, indicate on outside: "Package No. __ of __ Packages."

Payment Form 27th Annual Gold Circle Awards

Deadline 10/30/2009

Please submit one form for entire set of entries.

If total is $25 or less, payment must accompany entry.

Purchase Orders are permitted for amounts over $ 25.

Send payment form, check and entries together to: CSPA, Gold Circle Awards, Columbia University, Mail Code 5711, New York, NY 10027-6902. (ONLY United States Postal Service — See our Web site for further instructions.)

Name _____ Purchase order # _____

School Name _____ ❑ Member 1st 50 entries **FREE**

Address _____ Next ___ entries @ $7.50 = $ _____

City _____ State _____ ❑ Non-Member ___ entries @ $15.00 = $ _____

Zip _____

For CSPA use only:
ent. _____ ch# _____ amt. _____ date _____

27th Annual CSPA Gold Circle Awards

Entry Form *Deadline October 30, 2009

Please attach one form to the back of each separate entry.

YEARBOOK, VIDEO & ONLINE

Name of Category entered _____

Category: letter | number

web address for online categories _____

Check all boxes applicable:

- ❑ Middle School
- ❑ High School
- ❑ College/University
- ❑ Community College
- ❑ CSPA member (regular or associate)
- ❑ Non-member
- ❑ Yearbook
- ❑ Video
- ❑ Online

Please be accurate on spellings and punctuation. Please print or type legibly

School Name _____

Street Address _____

City _____ State/Province _____ Zip _____

Telephone (daytime): (_____) _____ ext _____

Name of Publication _____

Adviser's name _____

Editor's name _____

Title of the piece (for identification purposes) _____

Is this entry the work of more than one person? ❑ Yes ❑ No

Names not submitted on this form will not be added later. No exceptions. If you're a winner, this form is used to prepare your award certificate and your listing in the awards announcement. Please type or print CLEARLY names of all persons who created this entry (if more than three CSPA will indicate staff):

1 _____

2 _____

3 _____

I certify that the entry attached to this form is that of student(s) and was published in a student publication between November 1, 2008 and October 30, 2009. I give permission for CSPA to use this entry, either in electronic or printed form, as an example of superior student achievement.

Signed _____ Date _____

Print Name _____