

Information For District Bulletin Contest Coordinators

How to run the BETY and IBC – either HARDCOPY or ELECTRONIC

DCCs, here's what you need to do:

1. Get the score sheets reproduced. (You can get the masters from the VP for Bulletin Editors.)
2. Affix a score sheet to every monthly or bi-monthly HARDCOPY bulletin, or one to every group of four weekly or two bi-weekly bulletins. (A different category score sheet for each of the two bulletins, or groups of bulletins, submitted by each editor.)
3. Fill out the top part of each sheet – name of bulletin, name of bulletin editor, etc.
4. Put one HARDCOPY bulletin, or group of bulletins into the three envelopes addressed to the three judges assigned for your district.
5. Enclose a copy of the entry form complete with URLs and passwords if necessary for each of the ELECTRONIC entries into the four envelopes addressed to the four judges assigned to your district. **Printed copies will not be accepted!**
6. Enclose a self-addressed, stamped envelope with sufficient postage (more than you used, for the judges will include critique sheets as well) with each envelope. For Canadian judges, contact them to find out how much cash they will need to mail back the envelopes (Canada does not recognize our postage as valid for mailing from Canada). Write the judges a note, telling them when you must have the judged bulletins back to announce the winner at the district's Spring Convention, and any special instructions. (See "Problems with the BETY.")
7. When you get the judged bulletins back, add the scores, and determine the BETY winner in each category, HARDCOPY and ELECTRONIC.
8. Arrange to have the BETY winners presented awards at the Spring Convention, and for publicity about the BETY entrants in the district bulletin.
9. Determine which of the BETY entrants are *eligible for the IBC*. (Must have published six monthlies or the equivalent in weeklies or bi-weeklies during the calendar year.) The top bulletin from each category, HARDCOPY and ELECTRONIC, in each district are eligible if all other criteria are met.
10. Determine that the bulletin editor is a member of PROBE for the IBC judging. You can find that out from Dick Girvin, dickgirvin@juno.com)
11. For the top scorer in each category, eligible for the IBC, get three more copies of HARDCOPY bulletins (clean copies needed for new judges) and a new copy of the entry form for ELECTRONIC entries. **These need to be the same issues as entered in the BETY!**
12. Send the IBC HARDCOPY entries to the IBC HARDCOPY Chairman with score sheets annotated and affixed.
13. In like fashion, send the IBC ELECTRONIC entry information with score sheets annotated affixed to the entry form copy to the IBC ELECTRONIC Chairman. Make sure URLs and necessary passwords are on the entry form copy. **Again, printed copies will not be accepted!**
14. ELECTRONIC entries may not be printed hardcopies of the electronic version. If the entries are on a members' only page, the password must accompany the entry. Without the password so that the entries can be read online, the entries will be disqualified.
15. Submit a copy of your district BETY scoring summaries to the corresponding IBC chairman as verification that a district contest was held and that the entrants did, in fact, qualify for the IBC.

Set your BETY deadline early enough so that the judges have time to fairly judge each bulletin and get them back to you in time for awarding the BETY at your District Spring Convention. **The IBC deadline is April 1, PERIOD!**

Problems with the BETY

In the past, some district contest coordinators simply sent all bulletins received to the judges with no guidance. That has caused problems. For example, bulletins have been sent that did not meet the criteria set forth, i.e. not published by that particular editor for six months, or not enough consecutive issues. Please do not burden our over-taxed judges with having to go through these and deciding whether to disqualify them or not. **If the editor just wants comments on how to improve his bulletin, say so in special instructions to the judge. In other words, if editors so wish, they may request their scores not be published.** Also make sure that all entries are sent in by the district coordinator. This is the only way that all the information such as district score sheets needed can be included.

If there are not 16 entries in the IBC contests, one for each district, then the contest administrator will contact the district coordinator(s) of the next highest scoring bulletin to fill the 16 slots to be judged. This is one more reason why district scoring summaries are needed.