CSPA Gold Circle Checklist for

Fall Yearbooks & Digital Media Deadline November 1, 2011

These entries will be awarded in February of 2012

1 You must be a CSPA member to enter the Gold Circles

•CSPA has introduced BASIC MEMBERSHIP for publications only interested in entering the Gold Circles. Members receive 50 entries as part of the membership and a small fee for entries after the 51st. Publications that have the REGULAR or ASSOCIATE MEMBERSHIP still receive 50 entries free.

2 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. (In case of page separation.)
•Complete entry forms, and remember to fill in the correct category name and number: e.g. . Index Y23.

3 Multiple pages

•Tape the pages together in order, only putting the tape on the back of the page.

4 Video Entries

Video entries must be on standard DVD disc, one entry per DVD disc. Entry forms should be folded in half, facing out, and taped to the DVD disc container. In addition, DVD disc label on the tape should have the name of school and category number. No DVDs will be returned.

5 Packing of Entries

•Use no paper clips. Staples should only be used for the digital media entire PDF publication download.
•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 28th Annual Gold Circle Awards

Deadline 11/1/2011

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 _____

School Name _____

Address _____

City _____ State _____

Zip _____

Purchase order # _____

NUMBER OF ENTRIES: _____ [1st 50 entries] **FREE**

Additional _____ entries @ $7.50 = $ _____

You must be a CSPA member to enter Gold Circles. The entry form is available on the CSPA website. [http://cspa.columbia.edu]

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

28th Annual CSPA Gold Circle Awards

FALL YEARBOOKS, DIGITAL MEDIA

Category: letter | number

Entry Form *Deadline November 1, 2011

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

Name of Category entered _____

web address for online categories _____

Check all boxes applicable:

- ❑ Middle School
- ❑ High School
- ❑ College/University
- ❑ Community College
- ❑ CSPA Regular Member
- ❑ CSPA Associate Member
- ❑ CSPA Basic Member
- ❑ Fall Yearbooks
- ❑ Digital Media

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 2, 2010 and November 1, 2011. 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 _____