



Connecticut Association of Boards of Education, Inc.

81 Wolcott Hill Road, Wethersfield, CT 06109-1242 · (860) 571-7446 · Fax (860) 571-7452 · www.cabe.org

July 2010

TO: Chairs, Superintendents, Charter Schools and RESCs

FROM: Bonnie Carney, Senior Staff Associate for Publications

RE: **35th Annual Awards of Excellence for Educational Communications Contest**

The annual CABE/CAPSS Convention is November 19 and 20, 2010 which means that your Communications Contest entries must be received no later than September 13, 2010.

Effective communication with parents and taxpayers in your school district is a very significant part of your district operation. It is important for the community to be aware of the exciting activities and events taking place in our schools each day. They are your supporters and you need them. CABE established the Awards of Excellence for Educational Communications in 1975.

Entries are divided into three categories based on district size: under 2000 ADM; 2000 to 5000 ADM; and over 5000 ADM.

1. **GOING GREEN** (*your most environmentally friendly ideas*) – Areas of consideration on: energy conservation, recycling and reduction of carbon footprints. In an article (no longer than 500 words) submit your most creative idea(s) that you have implemented. Include photographs, if appropriate. **(Please submit the article via email, but mail your entry form and fee).** We are planning on posting all entries on the CABE website to share with all school districts.
2. **Newsletter** — internal or external, for periodic distribution.
3. **Annual Report** — for distribution in the community.
4. **District Budget** — document detailing a school budget for distribution in the community.
5. **Parent/Student Handbook** — handbooks or pamphlets intended to promote better understanding of school policies, procedures, and regulations.
6. **Course Selection Guide** — handbook or booklet distributed to students and parents for the purpose of selecting subjects for the coming year and promoting a better understanding of the school.
7. **Calendar** — distributed to the community to promote a better understanding of the public schools.
8. **Special Project** — board handouts, flyers and all other innovative or experimental projects related to educational communications which do not fit above.
9. **Special Project (AV)** — video tape or slide show presentations **must be developed by the school district.**
10. **Computer Generated Projects** – (for example, Powerpoint presentations) developed to further the school district message. Entries **must be developed by the school district** and a hard copy must accompany all entries.
11. **Web Sites** - school district or individual school web sites are eligible for entry into this category. Entries **must be developed by the school district.**

Boards may submit as many entries in as many classifications as they wish. Entries will not be returned. *Winning districts will be notified the week of October 11, 2010. At that time if you are a winning district you will be asked to send 20 copies (videos, slides, going green, and computer projects excluded) of your winning entry for display at the November 2010 CABE/CAPSS Convention to be held at the Mystic Marriott Hotel in Groton.*

IMPORTANT: The fee is \$25 for a single entry. Multiple entries are \$20 each, (e.g., 2 entries \$40, 3 entries \$60, 4 entries \$80, etc.). A CHECK OR PURCHASE ORDER MUST ACCOMPANY YOUR ENTRIES.

Awards of Excellence for Educational Communications

Official Entry Form

A COMPLETED COPY of this form must be attached to each entry submitted along with ENTRY FEE OR PURCHASE ORDER. **Entries must be received by September 13, 2010.** Mail to: CABE, 81 Wolcott Hill Rd., Wethersfield, CT 06109, Attention: Communications Contest. **Entries without an Official Entry Form will not be considered.**

Please fill out all information:

Date _____ Name of District _____

Name of person(s) who created this entry _____

Address _____

Email _____ Daytime Phone _____

1. Size of district (check one):

- Under 2000 ADM
- 2000 - 5000 ADM
- over 5000 ADM

2. Title of project _____

Publication or production date _____

3. Type of Project (check one):

- Going Green (email article to bcarney@cabe.org; send entry form and fee to CABE)*
- Newsletter
- Annual Report
- District Budget
- Parent/Student Handbook
- Course Selection Guide
- Calendar
- Special Project
- Special Project (AV)
- Computer Generated Projects
- Web Sites

4. For what audience was the project intended? (Check appropriate boxes)

- Students
- Staff
- Parents
- Community
- Other _____

5. How was project used? _____

Winning districts will be notified the week of October 11, 2010.

NOTE: ENTRIES MUST BE THE WORK OF SCHOOL DISTRICT PERSONNEL NOT OUTSIDE AGENCIES.