

CSPA MEMBERSHIP

What does “Membership” in CSPA mean?

The CSPA offers three annual competitions: Medalist Critiques, Crown Awards and Gold Circle Awards. **Joining the CSPA is how a student publication, either print or digital, enters one or more of those competitions.**

Regular Member	Associate Member	Basic Member
Medalist Critique	NO MEDALIST CRITIQUE	NO MEDALIST CRITIQUE
Crown Awards	Crown Awards	NO CROWN AWARDS
Gold Circle Awards	Gold Circle Awards	Gold Circle Awards

Medalist Critiques offer a detailed written analysis of your print or digital publication, with recommendations for improvements. The results are returned with one of three ratings: Gold Medalist, Silver Medalist or Bronze Medalist.

Crown Awards recognize overall excellence in either print or digital student publications, chosen by a panel of judges working as a team. Entries are compared against one another with similar age and experience levels such as high school yearbooks against other high school yearbooks, and so forth. There are NO written results returned to individual publications.

Gold Circle Awards recognize individual achievement by students from any CSPA member in many categories. Each CSPA member can submit as many as 30 individual entries as part of their membership. Additional entries can be submitted at a special member rate. Certificates are awarded to First, Second or Third Place and up to three additional Certificates of Merit are given for honorable mention in each category. Gold Circle Award entries *require separate submission* by June 10th (print news and magazine entries) or by October 10th (all yearbook and digital entries).

Regular Membership provides entry for all three competitions. Associate Members compete in Crown Awards and Gold Circle Award, while Basic Members only participate in Gold Circle Awards. Fees are adjusted for each membership.

A DVD is prepared and mailed to all members, depicting selected pages from the winners with commentary from the judges explaining their choices. The DVD is included for all CSPA members, regardless of type of membership.

Follow this link for more details and specifics: <http://bit.ly/1luONnm>

Deadlines:

- June 10, 2014 for all news, magazine and Spring delivery yearbooks
- October 10, 2014 for all Summer/Fall delivery yearbooks

WHAT TO SEND WITH YOUR MEMBERSHIP:

Print Newspapers, Digital or Hybrid News Media

PRINT

- 2 sets of 2013-2014 printed issues
- Each set should include up to six issues of your choice

DIGITAL (online)

- The publication's website URL*

HYBRID (print + online together)

- The publication's website URL*
- 2 sets of 2013-2014 printed issues

Magazines

PRINT

- 2 copies of the 2013-14 printed issues

DIGITAL

- The publication's website URL*

HYBRID (print + online together)

- The publication's website URL*
- 2 sets of 2013-2014 printed issues

Yearbooks

- 2 copies of the 2014 yearbook
- Spring delivery books need not include summer supplements.
- Yearbooks may be returned for an additional \$13.50 fee (per book).

* *Digital media* can only be judged if the links supplied to CSPA are working for the judges to access. Please use question 19 on the entry form to inform us if/when you expect your site to be offline.

Associate Members:

Submit only 1 set of your publication (or your site's URL) as you do not receive a critique judging.

FREQUENTLY ASKED QUESTIONS:

What is the October 10th deadline for?

To permit timely returns of Medalist critiques, it is essential to have all print and hybrid newspapers and magazines submitted in June. We have more adviser-judges available to complete an evaluation during the summer. The October 10th deadline is intended for Summer and Fall delivery yearbooks.

How do we get our publication evaluated by the CSPA?

Only Regular Members receive a written evaluation (critique) of their publication.

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

Associate and Basic Memberships are CSPA members, yet neither receive evaluation/critique of their publication and/or website.

When are entries due for 2015 CSPA Crown Awards?

CSPA dates its awards by the year in which they are given. If your newspaper, magazine or yearbook was published during the 2013-2014 school year, it should be entered during Spring/Fall 2014 for the Crown Awards that will be announced in March 2015. The final submission deadline is October 10, 2014.

How is the judging for Crowns different from the Medalist Critique?

Crown Awards are judged at Columbia by panels of invited judges working in groups to review all entries. The Crown process is more of a "holistic" approach to judging the entire publication, as an informed reader would do. The Medalist Critique process is a detailed "dissection" of the publication, and the completed results are returned to the school. The judge's commentary is written alongside the printed judging standards.

CSPA Membership Form

for 2013-2014 student Newspapers, Magazines, Web sites and 2014 Yearbooks

Once you've completed this form, click the "Submit form" button on the Adobe Acrobat/Reader toolbar.

Print the completed form for your records and to send with your entries.

To enter any CSPA competition, your publication/Web site must first become a CSPA member.

Publication/Site name _____
School/College _____
Street/Box Address _____
City _____ State _____ ZIP/Postal Code _____
Country _____
Phone number _____ "(123) 456-7890" Ext. _____ Fax number _____ "(123) 456-7890"
Adviser's e-mail _____ Publication's e-mail _____
Web site address _____

Adviser's information Title _____ First Name _____ Last Name _____
Editor's information Title _____ First Name _____ Last Name _____

Was your publication a CSPA member last year? Yes No

Publication type _____ Type of magazine _____
Institution type _____ If other, please specify: _____
Enrollment _____
Frequency of publication _____ If other, please specify: _____

What can CSPA do for you?

Remember: Membership is per publication, not by school.
Please complete a separate form for each publication submitted.


CSPA offers these types of membership:

- Digital Regular Membership:** includes detailed critique of **your digital media**, Crown judging, 30 free Gold Circle entries, Special Edition Crown Awards DVD. **[\$215]**
- Print Regular Membership:** includes detailed critique of **your print media**, Crown judging, 30 free Gold Circle entries, Special Edition Crown Awards DVD. **[\$225]**
- Hybrid Regular Membership:** includes detailed critique of **print and digital media (as one package)**, Crown judging, 30 free Gold Circle entries, Special Edition Crown Awards DVD. **[\$265]**
- Associate Membership (choose one type below):** includes Crown judging, 30 free Gold Circle entries, Special Edition Crown Awards DVD. NO critique included. **[\$185]**
 - DIGITAL Associate Membership
 - PRINT Associate Membership
 - HYBRID Associate Membership
- Basic Membership:** includes 30 free Gold Circle entries, Special Edition Crown Awards DVD. NO critique, NO Crown Awards entry included. **[\$165]**

Optional:

- Return yearbook after critique - **\$13.50** Return yearbook after Crown judging - **\$13.50**
Extra Award Certificates (\$7.95 each) - Quantity: _____ Walnut plaque w/certificate (\$32.50 each) - Quantity: _____

TOTAL DUE TO CSPA:

You're not done yet! Tell our judges about your publication on pages 2 to 3. Click this button  to continue.

Scholastic members also receive a copy of the corresponding Fundamentals CD and their adviser's membership in CSPAA.
College newspaper membership covers the entire publication year.

CSPA USE ONLY

Incomplete _____	Check # _____	Rating _____	SB sent _____
Completed _____	Amount _____	Score _____	Plaque sent _____
EF <input type="checkbox"/> PUB <input type="checkbox"/>	Crown Rec. _____	All Colum. _____	Book ret _____
FEE <input type="checkbox"/> CROWN <input type="checkbox"/>	PO # _____	Entered _____	Judge _____
			PY _____

For the Judges

General information

1. Since what year has your publication been continually published? _____

Has it had other names? Yes No

If yes, please list other names: _____

2. Please indicate type(s) and list the name(s) of all student publications at your school:

- Newspaper _____ None
 Yearbook named _____ None
 Magazine named _____ None
 Online _____ None
 Other _____

3. Total number on staff

Number on editorial staff _____

Number on business staff _____

Number on production staff _____

4. Change of editors (not staff):

- Complete change each year
 Complete change each semester
 Complete change each issue
 Other (please specify) _____

5. Who selects the staff?

- Adviser Editor
 Both adviser & editor Last year's staff
 Staff volunteers Other (please specify) _____

6. Does adviser approve copy prior to publication?

Yes No

7. Does anyone other than the student editors & adviser approve copy regularly or prior to publication?

Yes No

8. Who determines the contents of the publication?

- Adviser Editor
 Staff Adviser & editor
 Other (please specify) _____

9. Is there a journalism class in the curriculum? Yes No

If yes, is completion of class required for editors? Yes No

10a. **PRINT MEDIA:** If your staff does hands-on production, please describe the equipment used to do its production work, its condition and its impact on your workflow.

10b. **ONLINE MEDIA:** Please describe the equipment, software and services used to produce your site. Please include the type of content management system used and whether your servers are on or off-site.

11. Staff Composition (COLLEGE/UNIVERSITY ONLY)

Check all applicable boxes to completely describe your staff arrangements and compensation.

Position	YES	NO		Part-time	Paid	Unpaid	Student	Non-Student
Faculty Adviser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editor-in-chief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Mgr.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising Mgr.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Clubs & Activities (HIGH SCHOOL/MIDDLE SCHOOL ONLY)

Please provide the following information to help the judge in scoring your publication. If none state "0".

of competitive sports _____ # of service/honor clubs _____

of intramural sports _____ # of foreign languages _____

Business Practices

13. Are advertising sales allowed? Yes No

Base ad rate: _____ per _____

14. Budget analysis: please provide total ANNUAL figures, not percentages.

A. From past years

Did this staff inherit a deficit? Yes No

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

B. Sources of income

Total from Advertising: _____
 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: _____

TOTAL ANNUAL INCOME: _____

C. Total expenses

Total spent on printers fees: _____
 Total spent on photography: _____
 Total spent on other expenses: _____

TOTAL ANNUAL EXPENSES: _____

D. For this year only

Did expenditures exceed income? Yes No

If yes, who will make up the loss?

Did expenditures equal income? Yes No

Did income exceed expenditures? Yes No

If yes, what will it be used for?

Almost done!



15a. Circulation (print only)

(Please give numerical answers, not percentages.)

Exact student enrollment _____
Total circulation _____
Circulation to students _____
Circulation to others _____

15b. Metrics (online only)

Do your Web site collect visitor data? Yes No

If yes, which service(s) do you use (e.g., *Google Analytics*):

16. Advisers: Training & Experience

These questions are used by CSPA to help gear its programs and services to your needs. *Your answers to these specific questions do not effect your critique point score or your standing in the Crown Awards judging.*

No. of years as adviser (to this type of publication) _____

Total no. of years teaching (any/all subjects) _____

Are you certified to teach journalism in your state?
Yes No

Number of college credits you have in journalism _____

What academic subject(s) did you regularly teach in 2012-2013?

For advising this publication, I receive (check all that apply):

extra pay reduction in teaching load

reduction in nonteaching duties

other (please specify) _____

17. YEARBOOKS ONLY: Additional questions

State your theme _____

Publishing company _____

Final copy deadline _____

Did staff meet periodic copy deadlines set by the publisher?

Yes No

Did staff meet final copy deadlines set by

Yes No

Contracted delivery date of the book _____

Actual delivery date of the book _____

If these dates differ, briefly explain circumstances:

Did you attend a workshop given by a yearbook company in 2012-2013?

Yes No

Did you attend a non-company sponsored workshop in 2012-2013?

Yes No

18. Prior Annual Critique

(If your publication entered last year's Annual Critique, briefly describe the suggestions made by the judge and your reaction for/against the comments.)

The judges suggested...

Our action for/against...

19. Last, but not least...

Please describe any specific problems, unusual conditions, local concerns, etc., that helped or hindered your work. This information will help the judges as they evaluate your publication.

Certification

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 e-mail address as provided in a membership directory.

I certify that I have completely and accurately answered all questions listed on the application.

Printed Name _____

Signature _____

Date _____

You're done!

Click the "Submit form" button in the purple box above. If not working, please attach form via e-mail to cspa-critiques@columbia.edu.

Send a signed hard copy with your entries to:

US MAIL: CSPA, Columbia Univ., Mail Code 5711, NY, NY 10027

FedEx/UPS: CSPA, 90 Morningside Dr., Basement, NY, NY 10027