CSPA Gold Circle Checklist for

Digital Media & Yearbook Deadline October 11, 2016

These entries will be awarded in February of 2017

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 30 entries as part of the membership and a small fee for entries after the 31st. Publications that have the REGULAR or ASSOCIATE MEMBERSHIP still receive 30 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 book style. The tape the form on the back of the first and last page.

4 Video Entries

•If your video was broadcast on your website, write legibly on the entry form the URL. If the URL is too long for the space provided, please TYPE the URL address on a separate sheet of paper and tape the entry form to the back of that paper. CSPA suggests making a shorter URL address for entries with long permalinks with a URL link shortening system such as https://bit.ly.com, or tiny.cc. If the video was broadcast on a school network, send a copy of each video on a DVD. Tape a copy of the entry form to each DVD.

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 34th Annual Gold Circle Awards

Please submit one form for entire set of entries.

Deadline 10/11/2016

Send payment form, check and entries together to:
CSPA, Gold Circle Awards,
Columbia University
90 Morningside Drive, Suite B01, New York, NY 10027

If total is $50 or less, payment must accompany entry.

Purchase Orders are permitted for amounts over $ 50.

Adviser's Name _____ Purchase order # _____

Publication Name _____ NUMBER OF ENTRIES: _____ [1st 30 entries] **FREE**

School Name _____ Additional _____ entries @ $8.95 = $ _____

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

City _____ State _____

Zip _____

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

34th Annual CSPA Gold Circle Awards

Entry Form *Deadline October 11, 2016

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

YEARBOOKS, DIGITAL MEDIA

Category	
letter	number

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
- ❑ Hybrid [digital media]
- ❑ 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 October 14, 2015 and October 11, 2016. 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 _____