



Catholic Daughters of the Americas®

September 2018

To: Local, Campus, JCDA, Territorial, and State Court Regents

From: Vickie M Feist, National Website Contest Chairman

Re: 2019 National Website Contest

Greetings to all Catholic Daughter Courts- *State, Territorial, Local, Campus, and JCDA!*

Enclosed you will find the Contest Guidelines, Website Suggestions, Entry Form, and Contest Score Sheet for the 2019 National Website Contest. Please be sure to **pass along** this information to your court webmaster as soon as possible so she knows about the contest and the guidelines.

PLEASE be sure to *review the qualifications*. There are so many courts that have dynamic websites and it is a shame that several have been disqualified in past years because they didn't comply with the requirements.

TAKE NOTE: It can be easy to copy articles, stories, poems, recipes, emojis, clip art, etc. from the web or from emails that have circulated. Since many such items don't seem to have authors listed, the assumption often gets made that these items are free to use. However, a very large number of such items are **copyright protected** (yes, even free clip art) and it is **illegal to use them** without permission. Articles, stories, poetry, clip art, photographs- any created and posted work falls under copyright law. Contrary to popular belief, there does **not** need to be a copyright symbol or statement present for a writing, picture, or clip-art to be protected by law. It is best to assume all items are protected by copyright or trademark law and seek permission before using them. Even if you post something *without realizing* it is protected, you could be taken to court and end up paying a great deal of money. CDA insurance does NOT cover copyright infringement cases. Use of non-original material without permission is ground for disqualification from the Catholic Daughter website contest.

Don't have a court website yet? Don't worry; we have a division for those with new websites so you won't be competing against those who have had their website for years.

WHY NOT START A WEBSITE TODAY!

- Draw in new members.
- Educate new members (or even long-timers) about our organization.
- Show that we are an international organization.
- Keep everyone up to date on the events and activities of your court.
- Keep members who can't be at meetings in the loop!

We have an organization and courts at every level that are so dynamic, faith-filled, and loving- let's really get out there and share our story.

Approved by:

Olga Samaniego
National Regent



2019 NATIONAL WEBSITE CONTEST GUIDELINES

Local, Campus, and JCDA Courts submit entries to the State Website Chairman by March 1, 2019. The 1st place winner in each category and division will be submitted **by the State Chairman** to the National Chairman.

State and Territorial Courts submit their website contest entries to the National Chairman.

To be eligible for the **2019 National Website Contest**, all entries **must be POSTMARKED ON OR BEFORE APRIL 1, 2019**. *Website entries will not be accepted for judging after the deadline.*

Websites will be judged on the following categories:

- Layout (appearance, neatness, spacing, and contain all required elements)
- Headlines (interest, appeal)
- Creativity in design (including use of clip art, pictures, humor, etc.)
- Journalistic Style (readability, spelling, objectivity)
- Freshness of content
- Ease of locating information on site
- Information about/history of court
- Links to appropriate sites
- Coverage (local, state, & national news, projects, and activities)

Requirements for contest entry: (Failure to comply with any of the following guidelines will result in **automatic disqualification**.) **Each website *MUST* include the following:**

- The CDA mission statement and Catholic Daughters registered logo (on home page)
- Contact information/link for the Regent or the site Webmaster (on home page)
- Contact information/link for court officers/membership chair(s)
- Description of Circle of Love Program (not just a link to national page)
- Local/State/National Projects (with most coverage on the court's projects but at least basic information about the projects on the other 2 levels of the order)
- Link to National CDA website. Local courts should have link to State CDA website as well.
- Contest entries must include:
 - Fully completed entry form.
 - A copy of the score sheet with each Entry Form- top 2 lines of information completed.
- Local, campus, & JCDA court entries: 3 copies of the Contest Entry Forms must be submitted to the State Chairman. Only **1st place** state contest local court, campus, and JCDA court winners in each division may be sent by the State Chairman to the National Chairman.
- For all state and territorial court entries: entry form and prepared score sheet may be sent electronically to VickieCDA@gmail.com or 3 copies of each may be submitted in hard copy by US Mail and postmarked no later than April 1st to:

Vickie M Feist, National Chairman
311 S Lincoln Ave
Pierre SD 57501

Divisions: I) Local Courts II) Campus Courts III) JCDA Courts IV) Territorial Courts V) State Courts
Categories: I) New Website (less than 12 months) II) Established Website (12+ months)



2019 National Website Contest Suggestions

Vickie M Fest, National Chairman



State Regents *must* appoint a State Website Contest Chairman to oversee the contest on the state level.

All websites are required to include:

1. The CDA mission statement and Catholic Daughters registered logo (on home page)

These two items identify CDA as a national organization. Being a National organization, the logo of the Order should be prominent on each website.

2. Court name, number and location of the court (on home page)

3. Contact information for the Regent or the site Webmaster (on home page)

It is important to protect our officer and member information since web pages are accessible to a very large number of people, some who may abuse contact information. Home addresses and phone numbers should not be listed- instead use email addresses.

4. Contact information for court officers/membership chairman

Contact information published on the web should be limited to email addresses. It is important to have a way for ladies to contact your court with questions on becoming members!

5. Description of Circle of Love Program (not just a link to the national website descriptions)

6. Local/State/National Projects

All sites are to have information on local, state, and national projects. Most information is expected for the court's own projects- with at least general information on the other levels. (i.e. Local courts have much on their projects and less on state and national. State courts have much on their projects, less on national, and at least listing of local/campus/JCDA courts with name, #, and locations, contact email, and links to their websites if they exist)

7. Link to National CDA website. Local courts need a link to State CDA website, if one exists.

8. Websites not available at the time of judging will be disqualified. Three attempts will be made to access the website before it is disqualified.

9. There will be 3 judges for the national website contest

- *Chairman may not serve as judge.*
- *It is recommended that judges have various backgrounds/experiences- not all from the same institution/organization.*
- *Judges may not be parents, grandparents, or siblings of any entrants in the contest.*

What other things are recommended for inclusion in the websites?

Ask your Court Chaplain & District Deputy to write an article each month for the website. How about your court officers? Your membership chairman? Maybe other chairmen?

- **National & State News:** You are connected to a national organization and **members need to know how and where they can find current information of national activities.** More information is on the national website address; www.catholicdaughters.org.
- **Pictures:** It is fun to see pictures of court activities, but be sure to get written permission from members to use their picture.
- Acknowledgement of members in thanks, sympathy, etc. makes a website more personal. It also gives information to members that do not or cannot attend meetings.

MISSION STATEMENT

Catholic Daughters of the Americas strives to embrace the principle of faith working through love in the promotion of justice, equality and the advancement of human rights and human dignity for all.



Catholic Daughters of the Americas
2019 National Website Contest Entry Form

Court Name and Number _____

Court Location _____

Name of Regent _____

Address _____

City/State

Zip

Telephone Number () _____

Website Address _____

Date Website Established _____

Name of Webmaster _____

Category: I) Local Courts II) Campus Courts III) JCDA Courts

IV) Territorial Courts V) State Courts

Division: I) New Website (less than 1-year old) II) Established Website

INSTRUCTIONS

LOCAL, CAMPUS, AND JCDA COURTS:

1. Complete and make three (3) copies of Entry Form
2. Attach a new copy of the score sheet to each Entry Form, with the top 2 lines of court information completed.
3. Send entries to State Chairman, postmarked **on or before March 1, 2019:**

State Chairman Name

Address

City

State

Zip Code

STATE AND TERRITORIAL COURTS:

1. Complete and make three (3) hard copies of Entry Form (if mailing)
2. Attach a copy of the score sheet to each Entry Form, with the top 2 lines of court information completed.
3. Send entries electronically to VickieCDA@gmail.com or in hard copy by US Mail to National Chairman, postmarked **on or before April 1, 2019:**

Vickie M Feist, National Website Contest Chairman
311 S Lincoln Ave
Pierre, SD 57501



Catholic Daughters of the Americas
2019 National Website Contest Scoring Sheet

Court Name & Number _____ Category _____ Division _____

Location _____ Regent's Name _____

REQUIREMENTS (<i>section completed by State/National Chairman</i>)		Y / N
Required	CDA Mission Statement prominently displayed on home page	
Required	CDA Registered Logo prominently displayed on home page	
Required	Court name, number, and location on home page	
Required	Regent and/or Webmaster email address on home page	
Required	Court officers and/or Membership Chairman's email address	
Required	Description of Circle of Love Program	
Required	Local CDA Projects	
Required	State CDA Projects	
Required	National CDA Projects	
Required	Link to National CDA website. Link to State CDA website (for local courts, if state has website).	
Required	Properly completed cover sheets (3) included	
Required	Website judged 1 st Place in designated category & division at the state level- verified by State Regent or State Website Chairman	
Required	Website available at the time of judging. (Three attempts will be made to access site)	
	Website has completed all requirements and is considered a QUALIFIED entry?	
MAX POINTS	CATEGORIES (<i>section completed by judge</i>)	JUDGE'S SCORE
20	LAYOUT (Appearance, neatness, etc.) Comments:	
15	CREATIVITY IN DESIGN (Headline interest, site interest & appeal, clip art, pictures, etc.) Comments:	
15	FRESHNESS OF CONTENT (Up to date information, readability, variety of content) Comments:	
10	LOCAL COVERAGE (Court news, projects and activities) Comments:	
10	STATE COVERAGE (State CDA news, projects and activities) Comments:	
10	NATIONAL COVERAGE (National CDA news, projects and activities) Comments:	
10	EASE OF USE (Ease of locating info, links to state/national CDA sites, other appropriate links) Comments:	
10	CIRCLE OF LOVE PROGRAM INFORMATION Comments:	
100	TOTAL POSSIBLE SCORE	JUDGE'S TOTAL SCORE

****Territorial Courts do not have a State Court, therefore they will not be judged on State Coverage and their Total Possible Score is 90.**