Sample Congratulatory Letter for the Affiliate Newsletter Award Chair

Date

NAME
Name of Affiliate
email

Dear (First Name, Last Name):

Congratulations! (Name of Newsletter) has been chosen as the First Place Newsletter in the (year) NCTE Affiliate Newsletter Award contest. You and your affiliate can take great pride in the recognition this award brings to your affiliate for excellence in newsletter writing.

The judges noted that (Name of Newsletter), published by (Name of Affiliate) featured interesting articles written in engaging, fluent voice that teachers will find useful; pleasing balance of informational and creative articles; good balance of teacher professional development articles along with affiliate information; and one of the few newsletters with a strong connection to state education programs.

Please make plans for a member of your affiliate to accept your award at the Affiliate Breakfast in (city), scheduled for (Day), (Date), at (time)--note that those attending the breakfast need to purchase a breakfast ticket in advance.

Thank you for your participation in the (year) NCTE Affiliate Newsletter contest.

Sincerely,

NAME, SCOA Region (number) Representative
Chair, YEAR Affiliate Multicultural Program Award Committee

cc: Affiliate Director
Chair of SCOA
Sample of "regret to inform" Letter to Affiliate from Newsletter Award Chair

(Date)

(First Name, Last Name of Applicant)
(Affiliate Name)
email

Dear (First Name, Last Name):

Thank you for submitting your affiliate newsletter to the (year) NCTE Affiliate Newsletter Award contest. Unfortunately, among the many splendid newsletters, the judges could only select one winner and two honorable mentions. The award winner this year is *(Name of Publication, published by affiliate name and edited by . . .)* and the honorable mentions go to *(Name of Publication, published by affiliate name and edited by . . .)* and *(Name of Publication, published by affiliate name and edited by . . .)*.

Judges noted that the Name of Newsletter, published by Name of Affiliate provided a clear presentation of affiliate conference, membership and contest information. But, they suggest that in the future you work for consistency and balance in content; affiliate and NCTE news; more professional development articles about best practices, as well as reading suggestions for both teachers and students.

I invite you to submit an application for the NCTE Affiliate Newsletter Award next year. This year, if you’re coming to convention, please join us at the Affiliate Breakfast (Day, Date, Time, City)-- note that those attending the breakfast need to purchase a breakfast ticket in advance—and stop by the affiliate booth where the winning newsletters will be on display.

Again, thank you for your participation in the (year) NCTE Affiliate Award contest.

Sincerely,

NAME, SCOA Region (number) Representative
Chair, YEAR Affiliate Multicultural Program Award Committee

cc: Affiliate Director
    Chair of SCOA
For Immediate Release
DATE

Contact: Millie Davis
800-369-6283, ext. 3634
mdavis@ncte.org

LOCAL TEACHERS WIN NCTE AFFILIATE NEWSLETTER AWARD

The first place winner of the National Council of Teachers of English (NCTE) Affiliate Newsletter Award is Scribbles ‘n Bits, edited by Jean Copland of Columbus, Georgia, and Gerald Boyd of Atlanta, Georgia, and published by the Georgia Council of Teachers of English.

The Affiliate Newsletter Awards will be presented by the NCTE Standing Committee on Affiliates on November 19, 2005, during the Affiliate Breakfast, an event of the NCTE Annual Convention in Pittsburgh, Pennsylvania.

This award, established in 1992, is designed to recognize those newsletters which are outstanding. Entries for the awards were newsletters published at least three regularly scheduled times during the year of May 2004 through the program deadline of May 1, 2005.

The entries were judged by a committee of independent judges. The judges were impressed with the overall quality and variety of the newsletter submissions which were rated for content (particularly the inclusion of current, pertinent information with a good balance between theory, practice, and professional growth information), quality of writing, a clear and accurately defined purpose for the publication, a format which aids the reader in locating information and is easy to read, the use of graphics to aid the overall effectiveness of the newsletter, and the usage of the conventions of standard written American English.

Honorable mention went to Visions & Revisions, edited by Kathy Dooley-Smith of Brentwood, Tennessee, and published by the Tennessee Council of Teachers of English, and the OCTELA Newsletter, edited by Ruth McClain of Columbus, Ohio, and published by the Ohio Council of Teachers of English Language Arts.

The National Council of Teachers of English, with more than 35,000 individual and institutional members worldwide, is dedicated to improving the teaching and learning of English and the language arts at all levels of education.