



American Collegiate Horsemen's Association

.....To unify collegiate horsemen of all levels and disciplines through the promotion of leadership, education, service, and national affiliations

ACHA Club Scrapbook Guidelines

Covering January 1st through December 31st

Awards will be presented at the American Collegiate Horsemen's Association National Convention. First through fifth place will be recognized with awards. The following guidelines will be used to evaluate the entries for the Club Scrapbook Awards.

A. Content (60%)

1. Table of Contents
2. Officers (names)
3. Advisors
4. Club Roster and Picture
5. Honorary Members
6. Sample Minutes
7. Annual Budget and Final Treasurer's Report
8. Club Activities (printed and visual evidence)
 - Service Activities
 - Educational/Leadership Activities
 - Social Activities
 - Fund Raising Activities
 - Other Activities
9. Awards given by the local club

B. Presentation (40%)

1. Cover should be neat, appropriate, and durable
2. Creativity
3. Logical Order
4. Professionalism
5. Appearance
6. Facilitates the understanding of club's activities and accomplishments

C. General

1. A Club Scrapbook is not a record of the department's year, but should document the local ACHA club's year (January 1 through December 31). Judging Teams, Scholarships, and Awards should only be included if the club is the sponsor, not the department, college, university, etc.
2. The evaluation committee will be instructed to emphasize quality with respect to activities and presentation.

Evaluators

If possible, the evaluation committee should include 1) advisors whose Club did not submit a scrapbook, and 2) a professional in graphic art such as a layout specialist for a breed association publication, an Extension staff member, or a member of the hosting Club's communications department.

Date Due

The Club Scrapbook should be submitted to the National President at the time of registration at the National Convention.
