



AMERICAN COLLEGIATE HORSEMEN'S ASSOCIATION

ACHA Club Scrapbook Competition Guidelines *Scrapbooks due at check-in at national convention*

Scrapbooks should cover local club activities only from January 1st – December 31st (do not include department, team, and other activities)

Guidelines:

A. Content (60%)

- 1. Table of Contents*
- 2. Officers*
- 3. Advisors*
- 4. Club Roster and Picture*
- 5. Honorary Members*
- 6. Sample Minutes*
- 7. Annual Budget*
- 8. Final Annual Treasurer's Report*
- 9. Club Activities*
 - a. Educational Activities*
 - b. Leadership Activities*
 - c. Service Activities*
 - d. Social Activities*
 - e. Fundraising Activities*
 - f. Other club related activities*
- 10. Awards given by the local club*

B. Presentation (40%)

- 1. Neatness/Appearance*
- 2. Creativity*
- 3. Logical order to content*
- 4. Exhibits professionalism*
- 5. Facilitates understanding of club activities and accomplishments*

Scrapbooks will be evaluated by a team of advisors without entries in the scrapbook competition and equine industry professionals attending convention. Awards for 1st, 2nd, and 3rd place will be presented during the awards banquet at national convention.