



# American Collegiate Horsemen's Association

## **ACHA Club Scrapbook Competition Guidelines**

*Submit scrapbooks at check-in at national convention to a national advisor*

Scrapbooks should cover local club activities only from January 1<sup>st</sup> – December 31<sup>st</sup> (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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place will be presented during the national convention awards banquet.