

# Information for District Bulletin Coordinators

## How to facilitate the IBC – both HARDCOPY and ELECTRONIC

DCCs, here's what you need to do:

- Get the score sheets reproduced. (You can get the masters from the VP for Bulletin Editors.)
- Affix a score sheet to every monthly or bi-monthly bulletin, or one to every group of four weekly or two bi-weekly bulletins. (A different category score sheet for each of the two bulletins, or groups of bulletins, submitted by each editor.)
- Both HARDCOPY and ELECTRONIC bulletins must be sent as hardcopies for judging.
- **Fill out the top part of each sheet – name of bulletin, name of bulletin editor, etc.**
- Enclose a copy of the entry form complete with a printed copy of each of the entries into an envelope addressed to the IBC Chair.
- **Write the judges a note with any special instructions. (See “Problems with the BETY.”)**
- 10. Determine that the bulletin editor is a member of PROBE. You can find that out from Elbert Ford, )
- **ELECTRONIC entries must be printed hardcopies of the electronic version.**

## The IBC deadline is April 1, PERIOD!

### Problems with the BETY

In the past, some district contest coordinators simply sent bulletins received to the IBC Chair with no guidance. That has caused problems. For example, bulletins have been sent that did not meet the criteria set forth, i.e. not published by that particular editor for six months, or not enough consecutive issues. Please do not burden our over-taxed judges with having to go through these and deciding whether to disqualify them or not. **If the editor just wants comments on how to improve his bulletin, say so in special instructions to the judge. In other words, if editors so wish, they may request their scores not be published.**