



Prince Hall Grand Chapter Order of the Easter Star  
Jurisdiction of Georgia  
**2010-2011 Scrapbook Guidelines**



The scrapbooks highlight and illustrate the important and memorable district and chapter events that “*Strategize THE STAR through the Synergy of Service to Education, Wellness, and Volunteerism.*” The books begin with the close of one Grand Session and continue until the next Grand Session.

The scrapbook structure must be a three ring binder not larger than 18” x 20” (one that holds loose leaf paper).

The COVER must have the District name and number.

The book must open and close easily, and the pages must turn easily.

**Example:** Savannah District #1  
Savannah, GA

The **TITLE PAGE** is the first sheet inside the front cover.

It must begin with the District name and number.

It must include the Chapter names, numbers, and cities.

It must list all Chapters in your District

**Example:** Savannah District #1, O.E. S., P. H .

Electa Chapter #1 – Savannah, GA

Solomon Temple Chapter #95 – Savannah, GA

Clyo Chapter #297 – Clyo, GA

The **TABLE of CONTENTS PAGE** is the second sheet, and it must include page numbers for the sections and components of the content specified below.

**The Correct Binder, the Cover, the Title Page, and the Table of Contents Page judged under “Overall Quality” for 5 points each to be added or deducted.**

**Example:** Table of Contents

Savannah District #1                      1 – 15

Electa Chapter #1                              16 – 30

Solomon Temple Chapter #95      03 – 45

The **ORGANIZATION** of the content is very important.

**Part One = “DISTRICT HIGHLIGHTS” has 3 components:**

1. Community Involvement

*-Service projects done by the District as a whole are those community events that include all Chapters participation. District events can not be counted as a Chapter event in if your chapter made a contribution. You can, in the Chapter section show that you participated, however it will not be counted for your Chapter’s service event.*

## 2. Education and Youth Activities

*-Activities and service projects done for youth are in the next section. Anything your District does to improve the quality of life for young people in your District counts. Attending a Youth Day Program or Banquet will not get points if you did not contribute to the event. All Chapters should be included in this activity.*

## 3. Standard and Special Events

*-This sections include program and activities planned by the District in which all Chapters participate. To include attending St. Johns Day, Prince Hall Day, Grand Session, etc. Also District Picnics, District Awards Banquets, Teas, etc.*

**Part Two = “CHAPTER HIGHLIGHTS”** has a separate section for each chapter arranged numerically by chapter numbers.

**Each chapter will have 3 components:**

1. Community Involvement
2. Education and Youth Activities
3. Standard and Special Events

***Each Chapter’s section is organized in the same manner as the District. Your Chapter will not get points for attending or participating in a District Function. However you can show, with pictures, in your section that your Chapter was actively participated in the function.***

Each component must be in CHRONOLOGICAL order, and each one will be scored individually. The District and each Chapter must have its own distinct section and identified such. Districts will not be penalized for only one missing chapter in their book. In your District or Chapter Section you may include a Chapter picture, Officers, Queen, etc. These items will not receive points.

The DOCUMENTATION for each picture, article, or entry must have the chapter (or district) name, and an adequate description that includes a specific date (month/day#/year). The front and the back of each sheet counts as two pages.



***Example:***

Solomon Temple Chapter #95  
Valentine Extravaganza  
2-14-2011

The **SCORING** criteria will include these factors:

The Cover must be attractive, creative, durable, easy storable with easy-turn pages.

The Content sections must have a variety of projects in chronological order with appropriate documentation.

The Quality is determined by creativity, organization, attractiveness, and book cover.

**SCORING** is on a point system, the more your District or Chapter include, the more points you will receive. The **Scoring Chart** tells you how many points each item will receive up to a certain number of items. There are different accumulated point for Small District (7 Chapters or less) and Larger Chapter (8 Chapters or more).

**PENALTIES** will be applied for inadequate cover, title page, or timeline (dates) for materials, and minor documentation errors.

**DISQUALIFICATION** of the book will occur for major incompleteness, consistent or serious errors with the table of content, organization, documentation, or chronological order.

## **2010-2011 Scrapbook Additional Information and Instructions**



**This year we are “Mastering Service Boldly with Dignity, Grace and Honor” as we strategize THE STAR through education, wellness, and volunteerism.**

Each project or program must appear only once in the book. For example, Chapter A plans a program and includes members from Chapters B, C, and D. The invited program participants and other members from visiting Chapters attend. Chapter A is the only chapter that will include this program that will receive points in the scrapbook.

Events that are sponsored by the District must appear in the District section only. Pictures of your Chapter attending these event will not receive points.

Scores are primarily based on the number and variety of illustrated projects. To conserve space, give selected highlights. A few photos appropriately presented can earn a point for the activity; ten or twelve pictures (of the same thing) will not earn you more points.

If the District or Chapters choose to have pictures to introduce officers or members, use no more than two pages per district or chapter. No points will be earned for this entry.

Focus on volunteerism, wellness, education, and youth projects that you sponsor; not on meetings or events planned by others (except the Grand Chapter.) It is acceptable to “co-sponsor” an event with another chapter or community group.

Regardless of the special award, this annual scrapbook project provides a wonderful opportunity to evaluate, celebrate, and share the accomplishments of each district. It is a visual testimony of performance and service for your District and Chapters.

You may call me at 912 232-4399 or e-mail me [paj2223@aol.com](mailto:paj2223@aol.com) for help or additional information. The Committee looks forward to seeing some Great Scarpbooks

Love and Blessings,

*The Scrapbook Committee*

*Patricia Jones – Chairman*



## 2010-2011 Scrapbook Content and Scoring Chart

This rubric is designed to explain and inspire detailed preparations for award-winning scrapbooks, simplify the scoring process, and promote equity. Districts and Chapters will each highlight (1) community involvement, (2) youth and educational activities, and (3) standard and special events through their “*Mastering Service Boldly with Dignity, Grace and Honor*” The overall quality and the book cover will be scored.

	<b>COMMUNITY SERVICE AND VOLUNTEERISM</b>	<b>EDUCATION AND YOUTH ACTIVITIES</b>	<b>STANDARD AND SPECIAL EVENTS</b>	<b>OVERALL QUALITY</b>
<b>SAMPLE PROJECTS</b>	<u>Health, Wellness, Crisis Management, Benevolence, Volunteerism (EXAMPLES):</u> Health Fair, Disaster Victims, N.A.A.C.P., United Negro College Fund, Nursing Homes, Mental Retardation, Families in Need, AIDS, Senior Citizens, Health Facilities/ Hospitals, and Charities: Red Cross, Sickle Cell, Cancer, Heart, Blood Drive, & Others.	<u>Academic, Social, and Recreational Programs Sponsored by Adult OES for Youth or Youth Chapters (EXAMPLES):</u> Scholarships, Mentoring, Tutoring, Celebrating Graduations and Back to School Big Brother & Big Sister, Talent Show, Debutante Ball, Field Trip, Little Leagues and other Sports, Children Hospitals, and Many More.	<u>Ceremonies, Celebrations, Instruction (EXAMPLES):</u> Degrees, Initiations, Burials, Memorials, Banquets, Workshops, Anniversaries, Candlelight Services, School of Instruction, Etc.	<u>Creativity and Book Cover (QUALITIES):</u> Attractiveness, Presentation, Clear Pictures, Neatness, and Uniqueness.

<b>SMALLER DISTRICTS</b>		<b>7 CHAPTERS OR LESS = 200 HIGHEST BOOK SCORE</b>						
		<b>COMMUNITY INVOLVEMENT</b>		<b>EDUCATION AND YOUTH</b>		<b>STANDARD &amp; SPECIAL</b>		<b>OVERALL</b>
<b>DISTRICT POINTS</b>	# Projects	Points	# Projects	Points	# Projects	Points	↓	
	1, 2	4, 8	1, 2	4, 8	1, 2	4, 8		
	3, 4	12, 16	3, 4	12, 16	3, 4	12, 16		
	5 or more	<b>20</b>	5 or more	<b>20</b>	5 or more	<b>20</b>		
<b>CHAPTER POINTS</b>	# Projects	Points	# Projects	Points	# Projects	Points	↓	
	1, 2, 3	5, 10, 15	1, 2, 3	4, 8, 12	1, 2, 3	3, 6, 9		
	4, 5, 6	20, 25, 30	4, 5, 6	16, 20, 24	4, 5, 6	12, 15, 18		
	7, 8, 9, 10+	<b>35, 40, 45, 50</b>	7, 8, 9, 10+	<b>28, 32, 36, 40</b>	7, 8, 9, 10+	<b>21, 24, 27, 30</b>		
<b>TOTAL SCORES</b>	<b>(70)</b>		<b>(60)</b>		<b>(50)</b>		<b>(20)</b>	

<b>LARGER DISTRICTS</b>		<b>8 CHAPTERS OR MORE = 350 HIGHEST BOOK SCORE</b>						
		<b>COMMUNITY INVOLVEMENT</b>		<b>EDUCATION &amp; YOUTH</b>		<b>STANDARD &amp; SPECIAL</b>		<b>OVERALL</b>
<b>DISTRICT POINTS</b>	# Projects	Points	# Projects	Points	# Projects	Points	↓	
	1, 2, 3	4, 8, 12	1, 2, 3	4, 8, 12	1, 2, 3	4, 8, 12		
	4, 5, 6	16, 20, 24	4, 5, 6	16, 20, 24	4, 5, 6	16, 20, 24		
	7 or more	<b>30</b>	7 or more	<b>30</b>	7 or more	<b>30</b>		
<b>CHAPTER POINTS</b>	# Projects	Points	# Projects	Points	# Projects	Points	↓	
	1, 2, 3, 4	4, 8, 12, 16	1, 2, 3, 4	4, 8, 12, 16	1, 2, 3, 4,	4, 8, 12, 16		
	5, 6, 7, 8,	20, 24, 28, 32	5, 6, 7, 8	20, 24, 28, 32	5, 6, 7, 8	20, 24, 28, 32		
	9, 10, 11, 12	36, 40, 44, 48	9, 10, 11, 12	36, 40, 44, 48	9, 10, 11, 12	36, 40, 44, 48		
	13, 14, 15, 16	52, 56, 60, 64	13, 14, 15, 16	52, 56, 60, 64	13, 14, 15	52, 56, 60		
	17, 18, 19, 20+	<b>68, 72, 76, 80</b>	17, 18, 19, 20+	<b>68, 72, 76, 80</b>	16 or more	<b>65</b>		
<b>TOTAL SCORES</b>	<b>(110)</b>		<b>(110)</b>		<b>(95)</b>		<b>(35)</b>	

## 2010-2011 Distinguished Service Award



An award will be given to the chapter that has excelled in achieving the programmatic emphasis of this year's Grand Chapter Theme with a focus on "***Mastering Service Boldly with Dignity, Grace and Honor***". The entries presented in Part Two of the scrapbook will be summarized.

To be eligible for this award, the chapters must prepare a typed-written report entitled "**Strategizing THE STAR through the Synergy of Service: Education, Wellness, and Volunteerism - Distinguished Service Award.**"

- In Part One, review how the chapter has focused on health and wellness for the sisterhood and the neighborhood.
- In Part Two, give the chapter's volunteerism in terms of community active-ness, charities, support of sick and elderly, crisis management (not in Part 1) You may refer to an event that is not included in the scrapbook.
- In Part three, reveal the chapter's educational and youth projects. Do not give those experiences the youth chapter sponsored themselves.

The content of this report will briefly summarize what is in the scrapbook. One very significant or "first time" Chapter event could be mentioned in the introduction or conclusion. Some of the details may be listed in bullet or outline format. Do not include regular or annual programs, meetings, or District events.

This paper must be the last page in the scrapbook for the "participating" chapters. It must be numbered and listed on the Table of Contents

- It is only judged for the Distinguished Service Award.
- There are no points earned for the scrapbook.
- There are no penalties for not participating in the Chapter Distinguished Service Award.

Love and Blessings,

*The Scrapbook Committee*

