To enter your honors program newsletter into the contest, send four copies of your cover letter, and four copies of each of two issues (a total of eight newsletters). The cover letter should include the following information:

1. Whether your newsletter is created and published entirely by students (category A) or by faculty/administrator alone or with students (category B).
2. The number of honors students in your program.
3. The number of copies per issue.
4. The number of issues published per year.
5. The cost of printing one issue.
6. The total cost of production and mailing of a single issue.
7. Estimated time to edit and lay out one issue.
8. The target audience (honors students only, honors faculty, all faculty, etc.).
9. The purpose of your newsletter.
10. The name of your honors program as you wish it to be on the certificate and indicate what name you want on the check, should you win.
11. The name and title of the director of the program.
12. The name(s) of the person(s) most responsible for creating or overseeing the newsletter and their rank (student editor, assistant director, etc.).

Please make very clear whether you are entering your newsletter under category A (student run) or category B (faculty or faculty and students jointly). Prizes will be awarded for first and second place in each category.

If you wish to submit a newsletter that exists only on the Web, send paper copies to the contest but give the URL in the cover letter (and please make sure the name of your school is under the name of your newsletter on the Web page!).

See the Honors Newsletter Contest Winners article in the Winter 1997 issue of The National Honors Report for further information. Winners will be announced at the banquet of the NCHC National Conference in the fall of 2002. If possible there will be a Publications Board sharing session on creating an honors newsletter; all the entries will be available there for examination. Please bring additional copies of your newsletter to that session to share and discuss with others.

Send your newsletter entries and accompanying letter by June 30, 2002 to:
Hallie Savage, Clarion University of Pennsylvania, Honors Program, 840 Wood Street, Clarion, PA 16214.