

# CSPA Gold Circle Checklist for Digital Media & Yearbook Deadline October 10, 2017

**These entries will be awarded in February of 2018**

**1 You must be a CSPA member to enter the Gold Circles**

• CSPA has introduced BASIC MEMBERSHIP for publications only interested in entering the Gold Circles. Members receive 30 entries as part of the membership and a small fee for entries after the 31st. Publications that have the REGULAR or ASSOCIATE MEMBERSHIP still receive 30 entries free.

**2 Entry Form**

• Make one copy of the entry form for each separate entry, and each page of a multi-paged entry.  
• Tape entry form to the upper-left corner of the back of each page. (In case of page separation.)  
• Complete entry forms, and remember to fill in the correct category name and number: e.g. . Index Y23.

**3 Multiple pages**

• Tape the pages together in book style. The tape the form on the back of the first and last page.

**4 Video Entries**

• If your video was broadcast on your website, write legibly on the entry form the URL. If the URL is too long for the space provided, please TYPE the URL address on a separate sheet of paper and tape the entry form to the back of that paper. CSPA suggests making a shorter URL address for entries with long permalinks with a URL link shortening system such as <https://bit.ly.com>, or [tiny.cc](http://tiny.cc).

**5 Packing of Entries**

• Use no paper clips. Staples should only be used for the digital media entire PDF publication download.  
• All entries must be stacked in order by category number and placed inside a package.  
• Place one completed payment form and check and send in the package.  
• If more than one package is mailed, indicate on outside: "Package No. \_\_\_ of \_\_\_ Packages."

**Payment Form 35<sup>th</sup> Annual Gold Circle Awards**

**Please submit one form for entire set of entries.**

Send payment form, check and entries together to:  
CSPA, Gold Circle Awards,  
Columbia University  
90 Morningside Drive, Suite B01, New York, NY 10027

**Deadline 10/10/2017**

If total is \$50 or less, payment must accompany entry.

Purchase Orders are permitted for amounts over \$ 50.

Adviser's Name \_\_\_\_\_

Purchase order # \_\_\_\_\_

Publication Name \_\_\_\_\_

NUMBER OF ENTRIES: \_\_\_\_\_ [1st 30 entries] **FREE**

School Name \_\_\_\_\_

Additional \_\_\_\_\_ entries @ \$8.95 = \$ \_\_\_\_\_

Address \_\_\_\_\_

You must be a CSPA member to enter Gold Circles. The entry form is available on the CSPA website. [<http://cspa.columbia.edu>]

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

For CSPA use only:			
# ent.	ch#	amt.	date

## 35<sup>th</sup> Annual CSPA Gold Circle Awards

**Entry Form \*Deadline October 10, 2017**

**Please attach one form to the back of each separate entry.**

Name of Category entered \_\_\_\_\_

web address for online categories \_\_\_\_\_

YEARBOOKS,  
DIGITAL MEDIA

Category	
letter	number

Check all boxes applicable:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Middle School      | <input type="checkbox"/> CSPA Regular Member   | <input type="checkbox"/> Hybrid [digital media] |
| <input type="checkbox"/> High School        | <input type="checkbox"/> CSPA Associate Member | <input type="checkbox"/> Yearbooks              |
| <input type="checkbox"/> College/University | <input type="checkbox"/> CSPA Basic Member     | <input type="checkbox"/> Digital Media          |
| <input type="checkbox"/> Community College  |  |   |

Please be accurate on spellings and punctuation. Please print or type legibly

School Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (daytime): ( \_\_\_\_\_ ) \_\_\_\_\_ ext \_\_\_\_\_

Name of Publication \_\_\_\_\_

Adviser's name \_\_\_\_\_

Editor's name \_\_\_\_\_

Title of the piece (for identification purposes) \_\_\_\_\_

Is this entry the work of more than one person?  Yes  No

**Names not submitted on this form will not be added later. No exceptions.** If you're a winner, this form is used to prepare your award certificate and your listing in the awards announcement. Please type or print CLEARLY names of all persons who created this entry (if more than three CSPA will indicate staff):

1	
2	
3	

I certify that the entry attached to this form is that of student(s) and was published in a student publication between October 11, 2016 and October 10, 2017. I give permission for CSPA to use this entry, either in electronic or printed form, as an example of superior student achievement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_