

# **JOURNALISM SECTION**

## **South Dakota High School Activities Association**

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## JOURNALISM ADVISORY COMMITTEE

Member	Term Expires
Elizabeth Vogt, Pierre Riggs (Chairperson)	2010
Abigail Schultz, Hamlin	2011
Terri Newman, St. Thomas More	2012
Janelle Gregg, Sisseton	2013
Mary Tranberg, SF Lincoln	2014

**Visit the SDHSAA Web Site**  
**([www.sdhsaa.com](http://www.sdhsaa.com))**  
**for the latest SDHSAA**  
**High School Journalism Information:**

**Rules & Regulations**  
**Forms**  
**Contest Results**

**(once in the SDHSAA Web Site, click on "Fine Arts" then "Journalism")**

**Articles and Sections from the  
CONSTITUTION AND BY-LAWS OF THE  
SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
that relate to  
South Dakota High School Publications Activities**

**CONSTITUTION OF THE  
SOUTH DAKOTA HIGH SCHOOL  
ACTIVITIES ASSOCIATION**

**Preamble**

The school districts of the state of South Dakota, acting by and through their duly elected school board members, having heretofore associated together in the creation and development of a voluntary, non-profit association organized for the advancement of both curricular and co-curricular interscholastic activities, do hereby jointly and in cooperation with each other, and with the non-public schools authorized by law to join therein, for the perpetuation of the Association, do hereby establish this Constitution and these By-Laws.

**ARTICLE I  
NAME**

This Association shall be known as the South Dakota High School Activities Association, (referred to herein as the Association or as the SDHSAA) and its duration shall be perpetual.

**ARTICLE II  
OBJECT**

The purpose of this Association is to direct and coordinate interscholastic activities carried on by the member high schools of South Dakota.

It shall have the duty and obligation to control, coordinate, and direct the operation of the interscholastic activity programs of its member schools. Among these programs shall be those in athletics, speech, music, student council, publications, and such like or related programs as now or hereafter may be organized among member schools and which are recognized by the By-Laws.

It shall also attempt to equalize activity opportunity by standardizing qualifications for participants, coaching and directing procedures, and treatment of visiting teams and participants in connection with all activities.

**ARTICLE III  
MEMBERSHIP**

**Section 2. BASIS FOR CLASSIFICATION BY ENROLLMENT.** When member schools are classified according to enrollment for participation in the various athletic or fine arts activities sponsored by the Association, Average Daily Membership (ADM) based on enrollment in grades 9-11 from one year previous as documented by member schools on the SD SIMS NET Average Daily Membership Report form. The ADM shall be the basis upon which schools are classified. Member schools shall submit the above referenced form on or before January 15 on an annual basis. The SDHSAA shall compile the enrollment data and said data shall be the basis for a two year

classification with such enrollment figures being set forth in bulletins sent out annually by the SDHSAA.

**ARTICLE VII  
ADMINISTRATION BY THE  
BOARD OF DIRECTORS  
(Functions, Powers, Duties)**

**Section 2. CONTROL OF ACTIVITY DATES.** All interscholastic events and dates for such events shall be approved, cleared or arranged for by the Board of Directors.

**Section 5. CONTROL OF OTHER ACTIVITIES.** The Board of Directors shall have the power to adopt such rules and regulations in connection with any and all high school activities not inconsistent with the Constitution and By-Laws of the Association as it may feel necessary. In order to organize, plan and supervise the operation of the various activity programs, the Board of Directors shall appoint advisory committees consisting of not less than three nor more than seven members, who shall be either administrators or persons qualified to teach or coach the activities in the committee's charge. These advisory committees shall be responsible to the Board of Directors, and their decisions shall be subject to the approval of the Board of Directors.

**Section 10. CONTROL OF ELIGIBILITY OF STUDENTS.** ... The eligibility of students of member high schools to participate in South Dakota High School Activities Association events will rest with the Board of Directors of the Association under the powers of Section 3. ...

**ARTICLE VIII  
LOCAL ADMINISTRATION OF CONTESTS**

**Section 1. PRINCIPAL RESPONSIBLE.** The principal of the high school or the superintendent of schools or the athletic/activities director, or his authorized faculty representative shall be the official representative for each member school, and such principal or superintendent shall be responsible to the Association for all matters pertaining to the activity relations of the school.

**Section 2. CONTESTS APPROVED BY PRINCIPAL.** No contest shall be arranged with another school without the sanction of the high school principal, superintendent, or athletic/activity director.

**Section 3. LOCAL RULES.** Local rules pertaining to eligibility of student players and performers in inter-school competition may be made and enforced by the local school officials, provided such rules are not inconsistent with the Constitution and By-Laws of the Association.

**ARTICLE IX  
PROHIBITED ACTS AND PENALTIES**

**Section 4. UNAPPROVED CONTESTS, MEETS, OR TOURNAMENTS.** A member school shall not sponsor nor enter a team or contestants in any contest, meet, or tournament that has not been sanctioned by the Board of Directors. Any member school that violates this regulation shall be liable to discipline, including reprimand, monetary fine, or temporary suspension, by the Board of Directors.

**BY-LAWS OF THE SOUTH DAKOTA  
HIGH SCHOOL ACTIVITIES  
ASSOCIATION**

**CHAPTER 1 - GENERAL PROVISIONS  
PART I - SCOPE OF BY-LAWS**

These By-Laws constitute the rules and regulations governing all approved interscholastic activity programs and the provisions of this chapter shall be applicable to all such activities except as may be otherwise provided as to certain specific programs.

**PART II - ADVISORY COMMITTEES**

The Advisory Committees authorized by Article VII, Section 5 of the Constitution of this Association shall include, but shall not be limited to, advisory committees on girls' athletics, boys' athletics, athletic directors, speech, music, journalism, and student council activities. The Board of Directors shall fix the terms of the members to afford continuity and provide for such meetings of the committees as it deems necessary. It shall be the duty of each respective advisory committee to plan and recommend to the Board of Directors, for its approval, a program of activities for its assigned activity.

**PART III - SCHOOL PARTICIPATION**

Any high school which is a member of this Association is eligible to participate in the activities sponsored by the Association.

**PART IV - STUDENT ELIGIBILITY FOR FINE  
ARTS AND ATHLETIC PARTICIPATION**

**Section 1. GENERAL REQUIREMENTS.**

- a) Age. The student must be under 20 years of age at the time of participation.
- b) Enrollment. Must have enrolled not later than the sixteenth school day of the current semester.
- c) Eight Semester Rule. A student shall be eligible for four first semesters and four second semesters of interscholastic competition. For the purpose of this subsection, enrollment and attendance in school or participation in one or more contests shall count as a semester of eligibility. Once a student enrolls as a ninth grader, all semesters must be consecutive unless waived as per Article VII, Section 3 (1) of the Constitution. **NOTE:** Attendance Defined: If the student is used in the

ADM count, full or partial day, they are considered to have attended school.

- d) Scholastic/ Academic Eligibility Rule.
  - 1) Preceding Semester. The student, unless they are entering high school for the first time, shall have successfully earned a minimum of two (2) units of credit which are used in the issuance of a diploma, for the preceding or for the most recent semester of attendance in any accredited high school. For the purposes of this subsection, enrollment in school for fifteen school days or participation in one or more contests shall constitute a semester in determining eligibility. However, the Board of Directors or the Executive Director shall have the authority to waive the fifteen day attendance rule when and if a student withdraws from school after fifteen days of attendance as a result of an injury or illness and does not return to any school for the remainder of the semester and the student does not receive any high school course credits.  
**NOTE: Failure to earn two (2) units of credit the previous semester causes the student to become ineligible the entire following semester.**  
**NOTE: Only credits accepted by the school for graduation may be used in determining whether a student successfully earned two (2) units of credit. Source: Minutes of the January 10-11, 2001 Board of Directors Meeting.**
  - 2) Current Semester. The student shall (a) be enrolled in an accredited high school and attend courses for which a minimum of two (2) units of credit may be earned towards the issuance of a diploma, (b) be receiving alternative instruction as set forth in SDCL 13-27-3 or (c) any student in grades ten, eleven, or twelve may apply to an institution of higher education or a postsecondary vocational education institution as a special student in a course or courses offered at the institution of higher education or postsecondary vocational education institution. Correspondence/college courses approved in advance by the high school principal for which credits earned are used in the issuance of a high school diploma may count towards the two (2) units of credit eligibility requirement. (Refer to SDCL 13-28-37)
  - 3) A student's grades which are dependent upon completion of a project such as a vocational education project after the close of the academic school year shall be determined by the grade averages of record assuming satisfactory completion of the project.

- 4) **Summer School.** Student's who have been declared ineligible because of academic deficiencies from the previous semester may not earn scholastic/academic eligibility by taking an academic course(s) during the summer vacation period.
- 5) **Beginning and Ending of a Semester.** For the purpose of this subsection, the first semester shall be considered as ending on midnight on the day before the second semester begins and the second semester shall be considered as starting on the first day classes are held in said semester. The actual ending of the second semester or school year, rather than the date of graduation exercises or diploma date, controls the determination when eligibility terminates.

## **PART V - PROTESTS - REVIEW OF DECISIONS**

**Section 1. DECISIONS OF THE JUDGES FINAL.** Judges' decisions in any contest are by their nature necessarily regarded as final and shall not be considered as the basis for protest.

**Section 2. BASIS AND PROCEDURE FOR PROTEST.** Protests based upon a challenge to the interpretation given to a contest regulation or administrative ruling thereon must be submitted in writing within 24 hours after the contest, to the chairman of the district or region committee. The committee shall render its decision promptly to the Executive Director of the Association, and shall notify the protestant, by telephone, to be followed by a written notice of its decision sent by first class mail to the protestant. An appeal from the decision of the district or region committee shall go directly to the Board of Directors. The decision of the Board of Directors shall be final. The appeal must state the decision of the district or region committee and the basis for the request to overrule that decision.

## **CHAPTER II PART I**

### **Section 1. CHANGE OF SCHOOLS EFFECT ON ELIGIBILITY**

- (d) A Student cannot transfer from:
  - A. a high school in another state to a high school in this state, or
  - B. a member school to another member school (to include non-member school to member school) and be eligible for athletic/fine arts participation if he/she were not eligible due to personal conduct violations (i.e. training rule violations, code of conduct violations, activities violations, etc.) for such participation in the state/member school from which he/she transferred. This provision also includes those students who transfer under subsection (m) --- open enrollment students.

A student who would be ineligible at their previous school may not become eligible for competition at any level by transferring. The

school at which the ineligibility occurred determines the period of ineligibility. A transfer at the beginning of a school year does not decrease or eliminate the period of ineligibility.

A transfer student will be eligible for athletic and fine arts participation provided he/she meets the eligibility requirements as set forth by Part IV --- Student Eligibility For Fine Arts and Athletic Participation, Section I --- of the Bylaws of the SDHSAA and has completed any suspension for activities violations from the school they are transferring from.

**NOTE:** As these are student penalties and not penalties against the school, the penalty follows the student. A change in schools does not erase the violation or the penalty for the violation.

## **PART II - REGULATIONS GOVERNING LOCAL ADMINISTRATION...**

**Section 6. ANNUAL ELIGIBILITY REPORT.** Prior to the start of any sport or fine arts activity, the high school principal or his/her designee shall verify to the coaching staff in each sport respectively and to the director of each fine arts activity respectively that the students participating in those activities meet all the eligibility requirements set forth in Chapter I, Part IV and chapter II, Part I of the By-Laws.

In the event an ineligible student is allowed to participate in an interscholastic contest, forfeiture will be automatic. Additionally, the Board of Directors shall determine other penalties as deemed appropriate...

...On or before June 15, each high school principal or his/her designee shall submit to the Executive Director the Annual Fine Arts Eligibility Report Form listing the names and other pertinent data of all students who participated in interscholastic fine arts activities for the school year just completed.

In the event a student becomes ineligible at any time during the school year, it shall be the duty of the high school principal or his/her designee to so inform the athletic coach or fine arts director, at which time the student will be immediately withdrawn from all interscholastic competition.

## **PART III - RULES AND PROVISIONS FOR TOURNAMENTS AND MEETS**

**Section 4. ....** When dividing the membership into classes for the purpose of competition, the Board of Directors shall use Average Daily Membership figures based upon the ADM in grades 9, 10 and 11 from the previous school year. A copy of the enrollment data will be filed by member schools with the Executive Director of the South Dakota High School Activities Association on or before the 1st day of July each year. Reclassification for all sports or fine arts activities shall be done at the same time so that the two-year periods are concurrent for all activities.

**NOTE: For a copy of the complete Constitution and By-Laws of the SDHSAA, ask your principal for a copy.**

## **ACADEMIC ACHIEVEMENT TEAM AWARD FOR HIGH SCHOOL JOURNALISTS**

In an attempt to recognize the academic excellence of the athletic teams and fine arts groups in each school, the SDHSAA created the "Academic Team Award". The "Academic Team Award" is designed to recognize "varsity" level "teams" that achieve a combined GPA of 3.0 or higher. As determined on May 15 or later GPA's, the following publications "teams" are eligible for the award:

The school newspaper staff (on May 15)

The school yearbook staff (on May 15)

The school "Literary Publications" staff  
(on May 15)

For additional information about the "Academic Team Awards" refer to the "Academic Achievement Team Award" Section of either the *SDHSAA FINE ARTS HANDBOOK* or the *SDHSAA ATHLETIC HANDBOOK*.

## SDHSAA SPONSORED JOURNALISM ACTIVITIES 2009-10

All Journalism events sponsored by the South Dakota High School Activities Association are open to all member schools of the SDHSAA.

### HIGH SCHOOL PRESS CONVENTION:

**Date:** September 28, 2009

The High School Press Convention is held annually in the fall at South Dakota State University, Brookings. Activities include:

- ❖ Sessions for students and advisers
- ❖ All-State Journalist staff meeting
- ❖ Announcement of the winners in the 2008-09 Annual Publications Contests for newspapers, yearbooks and literary publications
- ❖ "On-the-Spot" Contests in:
  - News Writing
  - Photography
  - Feature Writing
  - Yearbook Design(Descriptions of these contest events can be found in the "Journalism Section" regulations.)

**Early registration deadline – September 14, 2009**  
(Use High School Press Convention Registration Form #JO-1)\*

#### Registration Fees For All Students:

Early Pre-Convention Registration Fee - \$6.00\*  
After Early Deadline Registration Fee - \$8.00\*  
\*To a maximum of 35 students and advisors – after 35 registered students and advisors from a school all additional registered individuals are free.

#### Registration Fees For All Advisors & Adults:

Early Pre-Convention Registration Fee - \$7.00\*  
After Early Deadline Registration Fee - \$9.00\*

### FIRST EDITION NEWSPAPER CONTEST:

**Deadline** – Postmarked on or before October 15, 2009

The First Edition Contest is conducted by the SDHSAA in cooperation with the High School Press Association. The contest results are announced in November.

(Use Contest Entry Form #JO-2)

### SPRING WRITING CONTEST

**Deadline** - March 5, 2010

The Spring Writing Contest is conducted by the SDHSAA in conjunction with the South Dakota High School Press Association.

Results of this contest are announced in April.

Spring Writing Contest Categories:

- Writing Category  
(use Contest Entry Form #JO-3A)\*
- Photography Category  
(use Contest Entry Form #JO-3B)\*
- Cartoons Category  
(use Contest Entry Form #JO-3C)\*
- Front Page Layout  
(use Contest Entry Form #JO-3D)\*
- Infographics Category  
(use Contest Entry Form #JO-3E)\*
- Special Edition  
(use Contest Entry Form #JO-3F)\*
- Advertising Category  
(use Contest Entry Form #JO-3G)\*

### ANNUAL PUBLICATIONS CONTESTS:

- A. Literary Publications Contest  
**Deadline** - May 15, 2010  
(Use Contest Entry Form #JO-4)\*
- B. Newspaper Contest  
**Deadline** - May 15, 2010  
(Use Contest Entry Form #JO-5)\*
- C. Yearbook Contest  
**Deadline** - September 1, 2010  
(Use Contest Entry Form #JO-6)\*

The results from the 2009-10 Annual Publications Contest will be announced at the High School Press Convention in September, 2010.

**NOTE:** Schools not picking up their "All-State Publications" Contest plaques or Annual Publication Contest entries at the time of the High School Press Convention will be assessed a \$10.00 shipping and handling fee.

### HIGH SCHOOL PRESS PASSES:

**NOTE:** Schools must submit their on-line rosters on or before deadlines (1<sup>st</sup> Semester – October 1; 2<sup>nd</sup> Semester – February 10)

Press passes can be secured for high school journalists when their school has a team competing in a State Athletic Contest. (Use the Request For Student Press Passes Form #JO-7)\*

### JOURNALISM ADVISORY COMMITTEE MEETING

**Date:** May 4, 2010

The Journalism Advisory Committee will meet on the campus of SDSU in Brookings. Advisors for school publications are welcome to attend.

<b>*The entry forms for each of the high school journalism activities listed above can be found at the end of the "Journalism Section".</b>
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# FIRST EDITION NEWSPAPER CONTEST

Newspaper advisors, send in the first edition of your school's newspaper in order to enter this contest. The First Edition Newspaper Contest provides an opportunity for a school to enter the initial issue of its newspaper in a contest early in the school year.

## A. ENTRY INFORMATION:

1. **Entry due date** - To be eligible for competition, the newspaper and the entry form must be sent to the High School Press Association office and must be postmarked on or before **October 15**.
2. **Entry Form** - The entry form for the First Edition Newspaper Contest can be found at the end of the "Publications" section.

All entry forms should include the school's enrollment. The official school enrollment numbers can be obtained from the SDHSAA DIRECTORY.

### 3. **Send Entries To -**

First Edition Contest  
High School Press Association  
Journalism Department  
Box 2235  
SDSU  
Brookings, SD 57007

4. **Notification of contest results** – Schools will be notified of the contest results by **November 15**. The results will be accompanied with a comprehensive one page summary of all entries.

## B. CONTEST JUDGING:

All entries submitted by the deadline due date will be judged by qualified newspaper journalists using the guidelines established in the *Newspaper Contest Guidebook*. Special emphasis will be placed on layout, design, content, photography, cut lines and headlines.

## C. FIRST EDITION CONTESTS AWARDS:

Award certificates will be presented to the top three school newspapers in each of the two enrollment classes (based on the 9-11 ADM of each school):

Class 1 – 175 and Over  
Class 2 – Under 175

## D. CONTEST AWARDS:

First, second, third and Honorable Mention (when warranted) place award certificates will be sent to the winning schools by the High School Press Association at SDSU, Brookings by **November 15**.

### A NOTE ABOUT ENROLLMENT AND SCHOOL CLASSIFICATIONS

The publications contests classify schools based upon their enrollment in grades 9 through 11. The enrollment figures which are used are obtained from the SDHSAA and are based upon each school's Average Daily Membership (ADM). Schools are classified for a two year time period. Classification time periods will be for the following school years:

2009-10 and 2010-11  
2011-12 and 2012-13  
2013-14 and 2014-15  
2015-16 and 2016-17  
2017-18 and 2018-19

## ON-THE-SPOT CONTEST INFORMATION

Each year during the annual High School Press Convention, in October, publications advisors have the opportunity to enter their students in one of four distinct contests which occur during the Convention. The “On-The-Spot Contests” recognize individual student accomplishment in a controlled setting. Certificates of Recognition are awarded to the top four students in each contest area. The judges are High School Press Association staff members or members of the SDSU journalism department faculty.

### A. ON-THE-SPOT NEWS WRITING CONTEST

This contest is held during the second session of the annual High School Press Convention. Students will attend the keynote address and write a news story about the keynote address. Students are provided with paper upon which to write the story. Students are judged on how well they write and organize the story.

**Judging Criteria.** The judging criteria include:

- ... writing an effective news story lead.
- ... organizing the story in an inverted pyramid format.

**Contest Results.** Results of the News Writing Contest will be announced during the afternoon awards session of the Convention.

### B. ON-THE-SPOT YEARBOOK DESIGN CONTEST

The contest is held during the second session of the annual High School Press Convention. Students who enter are asked to design a yearbook layout for the student life section of their book. The graphic design established in the layout will be used throughout the section. A set of directions for what is to be included in the design will be given. Students will have the option to either use a computer for their design (in Yeager Hall) or to stay in the location of the SDHSPA convention and use pencil/paper for their design. Students also have the option to bring their personal laptops to complete the contest design but must have InDesign computer software and Adobe Acrobat to make a design pdf copy for submission. **Please note:** all students will be given the same amount of time to complete the design. Those students going to Yeager Hall to use the computer will use some of their design time as walking time to the hall and will not be given extra design time from other students. Students will be judged on how well they carry out the specifics of the assignment.

**Judging Criteria.** Judges will be looking for designs which follow basic rules including:

- ... the use of dominant photo.
- ... consistent interior spacing.
- ... uniform copy and caption column width or the use of a column plan or grid system for the entire spread.
- ... whether the design established on the spread will be workable for an entire section of the yearbook.

**Contest Results.** Results of the Yearbook Design Contest will be announced during the afternoon awards ceremony of the Convention.

### C. ON-THE-SPOT FEATURE WRITING CONTEST

This contest is held during the second session of the annual High School Press Convention. Students will be provided compiled information on a topic. The student should select and prepare the information into a feature story. Students are also provided with paper upon which to write the story. Students are judged on how well they write and organize the information in the story.

**Judging Criteria,** The judging criteria include:

- ... feature lead.
- ... smooth and logical paragraph transitions.
- ... effective use of direct and indirect quotes.
- ... theme development.
- ... consideration given to grammar, spelling and neatness.

**Contest Results.** Results of the Feature Writing Contest will be announced during the afternoon awards session of the Convention.

### D. ON-THE-SPOT PHOTOGRAPHY CONTEST

**Entry Limits:** A school may submit a maximum of three entries in this contest. Each entry must be the work of a different student (i.e., no student may have more than one entry). The photos entered must be taken by students who will attend the Annual High School Press Convention:

**Entry Requirements:** An entry consists of one photograph plus a cutline or caption.

1. Photos that are entered in the contest must be pictures taken on **Wednesday, September 9**. The photos entered can utilize any subject matter.
2. The photos that are entered in the contest must be submitted to the High School Press Association on or before **Friday, September 11**. The photos must be **submitted by e-mail** to [jessica.jensen@sdstate.edu](mailto:jessica.jensen@sdstate.edu).

**Contest Judging:** The photographs that are submitted will be judged by professional photographers. The entries will be judged on the composition, quality and imagination demonstrated in the photos.

**Contest Results:** The results of the Photography Contest will be announced during the afternoon awards session of the High School Press Convention. The winning On-The-Spot photographs will be posted on the South Dakota High School Press web site following the State Convention.

# ANNUAL PUBLICATIONS CONTEST RULES

The annual SDHSAA Publications Contest is designed to critique and reward high school newspapers, miscellaneous publications and yearbooks in South Dakota. The contest is structured to fulfill two goals: improving those entered publications in the future and providing a recognition of excellence in high school publications. Each year, high school publications advisors may enter their publications from that year in the Contest; Newspapers and Miscellaneous Publications are due in May and Yearbooks are due the following September. A team of professionals will judge the publications based on the set of criteria listed below and award All-State, First Class, Second Class and Third Class honors. The awards for each school year are presented during the annual High School Press Convention, which is held during the fall of the following school year.

## ANNUAL CONTEST GUIDELINES:

Entries in the Annual Publication Contest are judged on the basis of criteria established by the Journalism Advisory Committee and the Journalism Department at SDSU. Sample copies of the newspaper and yearbook guidebooks are available from the SDHSAA "Journalism" Website. A sample "Miscellaneous Publications" guidesheet is available from the High School Press Association, at a minimal cost.

### NEWSPAPER CONTEST

**A. SCOPE OF CONTEST.** This contest is limited to school newspapers and news magazines.

**B. SCORING AND RATINGS.**

- All-State (Superior) – 900-1000 points
- First Class (Excellent) – 825-899 points
- Second Class (Average) – 750-824 points
- Third Class (Below Average)- below 750 points

**C. NEWSPAPER CONTEST DIVISIONS** (by school enrollment). A total of 1000 points is possible in each of the contest divisions.

1. **OFFSET NEWSPAPERS:** Papers that are reproduced on an offset printing press but are not a page in the community newspaper. There are three classifications for such papers, depending upon the 9-11 ADM enrollment of the school:

- Class 1 – 300 and Higher
- Class 2 – 175 to 300
- Class 3 – Under 175

Newspapers in this category are judged on such criteria as: News and feature coverage, editorials, sports, photography, in depth reporting, column writing, headlines, page design and layout and advertising.

2. **ALL SELF-PUBLISHED NEWSPAPERS:** (Class 4) Papers that are reproduced on in-house copiers (i.e. photocopy machines, risographs, etc.). All such newspapers, regardless of school enrollment, are entered into this category.

These publications are judged on such criteria as content and coverage of school events; writing and editing; headlines; page design and layout and advertising.

3. **PAGE IN THE LOCAL NEWSPAPER:** (Class 5) Papers that are a page or two published in the community newspaper. All such newspapers, regardless of school enrollment, are entered into this category.

These publications are judged on such criteria as writing, editing, photography, coverage of school events, page design and layout.

**D. JUDGES.**

Judges for the Newspaper Contest include advisors of All-State award winning newspapers and/or members of the press.

**E. GUIDEBOOK.**

Newspaper entries will be evaluated using the "Newspaper Guidebook (Revised – 2008)" – available on the SDHSAA "Journalism" web site.

**F. SUBMITTING SCHOOL NEWSPAPERS.**

A newspaper entry must consist of four successive issues from the school year. The papers should be mailed flat, all in one package. The High School Press Association can not store or file individual papers received during the school year.

Clearly label the package CONTEST ENTRY and address it to:

**High School Press Association  
Department of Journalism  
Box 2235  
SDSU  
Brookings, SD 57007**

**ENTRY DEADLINE – MAY 15, 2010**

**ENTRY FORM & ENTRY FEES:** A copy of the official entry form, Form #JO-5, (found at the end of the "Journalism Section") and a **\$25 entry fee must accompany each entry.**

### LITERARY PUBLICATIONS CONTEST

This division of the Annual Publications Contest is specifically designed as a category for publications which may include poetry, essays, short stories and visual arts. All such publications, regardless of school enrollment, are entered into this category. These publications are judged upon such criteria as writing, editing, design, layout, coverage and printing. A total of 100 points is possible.

**A. JUDGES.**

Judges for the Literary Publications Contest include SDSU Journalism and English Department faculty and journalists or writers.

**B. GUIDESHEET.**

A sample "Literary Publications Contest Guidesheet" is available from the High School Press Association, Box 2235, SDSU, Brookings, SD 57007.

**C. SUBMITTING LITERARY PUBLICATIONS.**

Each publication that is submitted will count as one entry.

All entries should be mailed to:

**High School Press Association  
Department of Journalism  
Box 2235  
SDSU  
Brookings, SD 57007**

**ENTRY DEADLINE: MAY 15, 2010**

**ENTRY FORM & ENTRY FEES:** A copy of the entry form, Form #JO-4, (found at the end of the "Journalism Section") and a **\$20 entry fee must accompany the entry.**

**YEARBOOK CONTEST**

Entries in this contest are judged on the basis of criteria established by the Journalism Advisory Committee and the Journalism Department of South Dakota State University. These criteria include writing, editing, design, layout, advertising, photography, coverage and organization. A total of 1000 points is possible.

**A. SCORING AND RATINGS.**

- All-State (Superior) - 900-1000 points
- First Class (Excellent) – 825-899 points
- Second Class (Average) – 750-824 points
- Third Class (Below Average) - below 750 points

**B. CONTEST DIVISIONS.**

Advisors may enter their yearbook into one of the following classifications, according to their school's 9-11 ADM enrollment:

- Class 1 – 425 and Higher
- Class 2 – 140 to 425
- Class 3 – 75 to 140
- Class 4 – 45 to 75
- Class 5 – Under 45

**C. JUDGES.**

Judges for the Yearbook Contest include the advisors of All-State yearbooks and/or members of the press.

**D. GUIDEBOOK.**

Yearbook entries will be evaluated using the "Yearbook Contest Guidebook (Revised 2008)" – available on the SDHSAA "Journalism" web site.

**E. SUBMITTING SCHOOL YEARBOOKS.**

Yearbooks should be mailed, well wrapped as soon as they are published.

**ENTRY DEADLINE: September 1, 2010**  
*(For 2009-10 Yearbooks)*

Entries must arrive in Brookings no later than **September 1**. Yearbooks arriving after September 1 but before September 5 will be assessed an additional late fee for special shipping.

**NOTE:** Yearbooks arriving **after September 5** will be critiqued but will not receive a rating and will not be eligible for an award.

All entries should be mailed to:

**High School Press Association  
Department of Journalism  
Box 2235  
SDSU  
Brookings, SD 57007**

**ENTRY FORM & ENTRY FEES:** A copy of the entry form, Form #JO-6 (found at the end of the "Journalism Section") must be attached to the inside of the entry, **accompanied by a \$25 fee for yearbooks of 124 or fewer pages, and \$35 for books of 125 or more pages.**

Yearbooks arriving after September 1 but on or before September 5 – Additional \$15 late fee.

**"ANNUAL PUBLICATIONS CONTEST"  
SHIPPING & HANDLING FEE**

**ASSESSMENT:** A \$10.00 shipping and handling fee will be assessed to a school for each Annual Publications Contest Entry (i.e., four successive newspaper issues, one yearbook, one literary publication) that is not picked up at the time of the High School Press Convention. An additional \$10.00 shipping and handling fee will be assessed to a school for each "All-State" award plaque not picked up during the High School Press Convention.

**"ANNUAL PUBLICATIONS CONTEST"  
RATINGS AND AWARDS**

**A. JUDGE RANKINGS**

Judges shall rank publications in honor ratings as follows:

- All-State: Superior
- First Class: Excellent
- Second Class: Good
- Third Class: Fair

The "All-State" and "First Class" awards winners selected in each classification will receive plaques and certificates respectively.

**B. "TOP OF CLASS AWARD"**

1. **TOP OF CLASS NEWSPAPER AWARD** – This award will be presented to the school that receives an All-State rating for its newspaper and whose score is highest in all the

Newspaper Contest Divisions. (In case of ties, duplicate awards will be given.)

2. **TOP OF CLASS YEARBOOK AWARD** –
  - a. This award will be presented to the school that receives an All-State rating for its yearbook and whose score is highest in all the Yearbook Classes. (In case of ties, duplicate awards will be given.)

**C. “SWEEPSTAKES AWARD”**

This award will be presented to the school that receives an All-State rating in both its yearbook and newspaper and whose combined scores for yearbook and newspaper are the highest. (In case of ties, duplicate awards will be made.)

**DECISION OF JUDGES FINAL**

The decision of the judge or judges shall be final and no protest based upon the judge’s ratings will be considered (SDHSAA By-Laws Part V, Sections 1-2).

**A NOTE ABOUT ENROLLMENT AND SCHOOL CLASSIFICATIONS**

The publications contests classify schools based upon their enrollment in grades 9 through 11. The enrollment figures which are used are obtained from the SDHSAA and are based upon each school's Average Daily Membership (ADM). Schools are classified for a two year time period. Classification time periods will be for the following school years:

- 2009-10 and 2010-11
- 2011-12 and 2012-13
- 2013-14 and 2014-15
- 2015-16 and 2016-17
- 2017-18 and 2018-19

# SPRING WRITING CONTEST RULES AND REGULATIONS

The Spring Writing Contest is a high school writing and photography contest sponsored annually by the South Dakota High School Activities Association and the South Dakota High School Press Association.

## ENTRY LIMITS FOR SCHOOLS:

Each school must observe the “Entry Limitation” that is provided for each contest category.

## STUDENT ENTRY LIMITS:

A student may submit only **one entry** in the **Cartoons category** and only **one entry** in **each** of the **Writing** and **Photography sub-categories**.

## SUBMISSION OF ENTRIES:

Where appropriate, entries may be either mounted on 8 ½ x 11 inch standard paper and attached to the entry form OR mounted on the back of the entry form.

## CATEGORIES AND RULES:

### 1. WRITING.

Includes the following Sub-Category groups:

- a) Newswriting
- b) In-Depth News Feature
- c) Feature Story
- d) Sports Story/Sports Feature
- e) Sports Column
- f) Editorials
- g) General Interest Column/Opinion Article
- h) Arts Review

News clippings which are submitted must either be mounted on 8 ½ by 11 inch standard paper to the entry form or mounted on the back of the entry form.

**ENTRY FORM:** Use the “Writing” entry form, Form JO-3A, to register entries in this category.

#### ENTRY LIMITATIONS:

- a) Each school is allowed to enter three items in each of the writing sub-category groups.
- b) A student may submit only one entry in each of the writing sub-categories.

### 2. PHOTOGRAPHY.

Photos which are entered in the contest should be suitable for reproduction.

Includes the following Sub-Category groups:

- a) Photo:School Activities
- b) Photo:Sports
- c) Photo:Portrait
- d) Photo:Story (three or more photos that tell a story)
- e) Photo:Non-School Subject

Clippings of photos along with their cutline/caption must be mounted on the back of the entry form.

**ENTRY FORM:** Use the “Photography” entry form, Form JO-3B, to register entries in this category. Each photo (or photo grouping) should be submitted with its own entry form.

## ENTRY LIMITATIONS:

- a) Each school is allowed to enter three items in each of the photography sub-category groups.
- b) A student may submit only one entry in each of the photography sub-categories.

### 3. CARTOONS.

Each entry consists of a single cartoon by a student. Each entry must be mounted on 8 ½ x 11 inch standard paper attached to the entry form or mounted on the back of the entry form.

**ENTRY FORM:** Use the “Cartoons” entry form, Form JO-3C, to register entries in this category.

#### ENTRY LIMITATION:

- a) Each school is allowed three entries in the Cartoon category.
- b) A student may submit only one entry in the cartoons category.

### 4. FRONT PAGE LAYOUT.

Entries must include the three best issues of a newspaper’s front page layout.

Papers will be divided into offset, self-published and departmental.

**ENTRY FORM:** Use the “Front Page Layout” entry form, Form JO-3D, to enter this category of the Spring Writing Contest.

**ENTRY LIMITATION:** Each school is allowed only one entry in this category.

### 5. INFOGRAPHICS.

An infographic is a chart, map, graphic or other illustration meant to provide information. Each entry consists of a single infographic by a student. Each entry must be mounted on 8 ½ x 11 inch standard paper attached to the entry form or mounted on the back of the entry form. The infographics submitted may or may not have been part of a story. If part of a story, the infographic should be submitted separate of the story

**ENTRY FORM:** Use the “Infographics” entry form, Form JO-3E, to register entries in this category.

**ENTRY LIMITATION:** Each school is allowed three entries in the Infographics category.

### 6. SPECIAL EDITION.

This category involves a single issue or section of an issue of the newspaper that gives special, in-depth treatment to a single subject or contemporary issue.

Entries should include a minimum of three articles addressing different facets of a subject or issue. All articles should appear in one section of the paper.

**ENTRY FORM:** Use the “Special Edition” entry form, Form JO-3F, for this category.

**ENTRY LIMITATION:** A school may enter as many special editions as it produces in the school year.

#### 7. ADVERTISING

Each entry consists of two samples of original ads designed by the student. Ad entries must be either mounted on 8 ½ by 11 inch standard paper attached to the “Advertising” entry form or mounted on the back of the “Advertising” entry form. **NOTE:** “Advertising” entries will not count for the Spring Writing Contest Sweepstakes.

**ENTRY FORM:** Use the “Advertising” entry form, Form JO-3G, to register entries in this category.

**ENTRY LIMITATION:** Each school is allowed three entries this category.

#### ENTRY INFORMATION:

**DEADLINE:** MARCH 5 (All entries must be postmarked by March 5 to be valid.)

**PERIOD COVERED:** Schools may enter material published in their school newspaper during the current school year.

1. **ENTRY FORMS:** The entry forms for the Spring Writing Contest can be found at the end of the “Journalism Section.”

2. **MAIL ALL ENTRIES TO:**

High School Press Association  
Department of Journalism  
Box 2235  
South Dakota State University  
Brookings, SD 57007

#### SPRING WRITING CONTEST SWEEPSTAKES AWARDS:

**CLASSES & AWARDS.** Awards will be presented to the top three entries (and “honorable mention” entries, if merited) in each of the two enrollment classes.

**Class 1** – 175 and Over

**Class 2** – Under 175

**WRITING CONTEST POINTS.** Placement in the contest is determined by combining points earned on entries submitted.

1<sup>st</sup> Place = 4 points

2<sup>nd</sup> Place = 3 points

3<sup>rd</sup> Place = 2 points

Honorable Mention = 1 point

1. **HIGH POINT STUDENTS.** The “High Point Student” Award provides a means of recognizing the outstanding contribution of individual students. These awards are determined by combining the points earned by each student on entries submitted in the various categories of the Spring Writing Contest.

2. **WRITING SWEEPSTAKES.** The “Writing Sweepstakes” award is a way to recognize both the students and the schools who produce the best writing entries. It reflects the highest total scores received by combining the points earned on entries submitted in the writing categories, contest areas.

3. **OVERALL SWEEPSTAKES.** The “Overall Sweepstakes” Award reflects excellence and balance throughout all the areas of competition. The award is based upon the combined scores which a school receives in the writing categories, in the photography categories, and in the cartoons, front page layout and special edition categories of the Spring Writing Contest. **NOTE:** Scores earned in the “Advertising” category **do not** count towards “Sweepstakes” points.

#### ANNOUNCEMENT OF RESULTS:

The results of the Spring Writing Contest will be announced in April.

#### A NOTE ABOUT ENROLLMENT AND SCHOOL CLASSIFICATIONS

The publications contests classify schools based upon their enrollment in grades 9 through 11. The enrollment figures which are used are obtained from the SDHSAA and are based upon each school's Average Daily Membership (ADM). Schools are classified for a two year time period. Classification time periods will be for the following school years:

2009-10 and 2010-11

2011-12 and 2012-13

2013-14 and 2014-15

2015-16 and 2016-17

2017-18 and 2018-19

## SDHSAA POLICY REGARDING HIGH SCHOOL PRESS PASSES FOR STATE ATHLETIC EVENTS

The SDHSAA Board of Directors adopted the following policy during their regular meeting of June, 1991(revised in June, 1994 and 2006). The policy is designed to clarify the procedure to be followed for a student journalist to be admitted to cover a state athletic event in which his/her school is participating.

**1. SCHOOL NEWSPAPER & YEARBOOK ROSTERS.** It is the responsibility of each school to submit a roster of their student journalists that are working with their school newspaper and school yearbook. The roster must be submitted on line (JO-WEB Journalism Roster) *each semester (even if the students listed do not change)*. No High School Press Passes will be issued to a school if the school has not submitted the "Journalism Roster Form" for that semester or for a student not listed on the "Roster Form".

**Roster Submission Deadlines:**

- 1<sup>st</sup> Semester Activities – October 1
- 2<sup>nd</sup> Semester Activities – February 10

**2. WHO CAN RECEIVE HIGH SCHOOL PRESS PASSES.** Bona-fide High School student journalists and photographers can receive press passes into the SDHSAA State Athletic Event only by their school requesting the passes in advance of the event. **NOTE This policy does not apply to:** Students that video tape the school's games for team evaluation or public access broadcast.

**Advisors.** High School Newspaper and Yearbook advisors who supervise their student journalists or take pictures of the athletic competition must:

- A. Inform the SDHSAA that they need a "floor pass" for the event. The SDHSAA must be contacted no later than 2:00 p.m. (CT)/1:00 p.m. (MT) on the Tuesday immediately prior to the event or the request will be denied.
- B. At the State Contest, the advisor must provide "proof of admission" to the event (either a "complimentary ticket" from their school or a purchased ticket for the event). Upon providing "proof of admission" the advisor will be given a "floor pass" for the event. "Floor Passes" will be given out at the same location as the Student Press Passes (Explained below).

**3. PRESS PASS LIMITS.** A school may request no more than two student passes for their school newspaper and two passes for their yearbook.

**4. PRESS PASS REQUEST FORM.** All requests for student press passes by the school should be made

on the "Request For Student Press Passes" Form (Form #JO-7) which can be found at the end of the "Journalism Section". The request should name the student/students and should be signed by the school newspaper or yearbook advisor and the principal, assistant principal or activities director of the school. **NOTE:** Press Passes will only be issued to students whose name appears on the on-line roster.

**5. PRESS PASS REQUEST DEADLINE.** Requests for passes should be received by the SDHSAA Office no later than 2:00 p.m. (CT)/ 1:00 p.m. (MT) on the Tuesday\* immediately prior to any of the following state events:

- A. Football Championships
- B. Competitive Cheer & Dance
- C. Volleyball
- D. Girls' Gymnastics
- E. Wrestling
- F. Girls' Basketball Tournaments
- G. Boys' Basketball Tournaments
- H. Track & Field

**\*NOTE:** If, due to extenuating circumstances, an earlier deadline is necessary, the athletic directors in the schools involved in the State Event will be notified about the earlier deadline.

**6. REQUESTS FOR STUDENT PRESS PASSES SHOULD BE SENT TO:**

SDHSAA  
FAX - 605/224-9262

**7. VERIFICATION.** If a school wants verification that its request for press passes has been received, the advisor(s) should include their e-mail address in the space provided and a message of receipt will be sent by the SDHSAA.

**8. REQUESTS RECEIVED AFTER DEADLINE.** Requests received after the "Request Deadline" will be denied. The student(s) must then purchase a ticket to gain admission to the state event.

**9. PICKING UP PRESS PASSES.** The press passes that have been requested can be picked up at the state event site by the student(s) at either the "media pass door" or "tournament headquarters". To find the location for picking up the press passes, go to the SDHSAA Web site, click on "Media", then on the State Athletic Event for which the pass is requested. The "media pass door" should be listed (or call the SDHSAA – 605-224-9261.)

The above press pass policy places the responsibility on the school to make advance arrangements for student coverage of an athletic event. If arrangements are not made in advance, the student(s) will be denied press pass admission to the contest and must purchase a ticket to gain admission.

# ORGANIZATIONS TO ASSIST HIGH SCHOOL PUBLICATIONS ADVISORS

## **SOUTH DAKOTA HIGH SCHOOL PRESS ASSOCIATION**

The South Dakota High School Press Association was founded in 1922 by Paul Kreiser, then head of the Journalism Department at South Dakota State College. In 1962, after 67 years of service, the organization became the Journalism Division of the South Dakota High School Activities Association. In 1994, the organization returned to its original name - The South Dakota High School Press Association. Throughout the years the organization has conducted a program for the South Dakota students that staff high school newspapers, yearbooks and other publications.

Every SDHSAA member high school is automatically a member of the High School Press Association.

Policies of SDHSPA are established by an Advisory Committee composed of high school publication advisers appointed by the SDHSAA. SDHSPA programs are under the supervision of the SDHSAA Assistant Executive Director in charge of Fine Arts. A member of the Journalism and Mass Communication staff at South Dakota State University serves as executive secretary of the SDHSPA.

The SDHSPA is involved in numerous projects designed to improve the publications program in South Dakota High Schools. These projects include:

- A. Co-sponsoring with the SDHSAA the annual fall High School Press Convention of high school journalism students and their advisers at SDSU.
- B. Administering the Annual Publication Contest in which high school yearbooks, newspapers and miscellaneous publications are evaluated. Awards are presented at the High School Press Convention. Schools entering publications contests must be members of the SDHSAA. All-State and First Class Awards winners selected in several classifications receive plaques and certificates, respectively.
- C. Co-sponsoring with the South Dakota High School Activities Association the "Spring Writing" Contest, the "First Edition" Newspaper Contest and the "On the Spot" Contests.
- D. Sponsoring Summer Journalism Institute sessions for high school student journalists in June each year. Professional Journalism instructors from SDSU, South Dakota schools and surrounding states' schools, teach publication basics to students. In addition, special sessions are designed for high school Journalism advisors.
- E. Selecting the All-State staff of writers and photographers. The All-State staff is composed of Summer Journalism Institute students who show a high degree of proficiency in journalism. During the year, many "All-Staters" are involved in special Day-On-The-Job programs with their local news media and the Day-With-A-Legislator program.
- F. Providing All-State Yearbooks and Newspapers on a free loan basis to any interested high school. The Association sends publications to any school and pays one-way postage. The printed materials can be checked out for one month, while audio-visual materials such as filmstrips and video cassettes can be used for up to 10 days. For information write to: Yearbooks (or Newspaper) Loan Library, Department of Journalism and Mass Communication, SDSU, Brookings, SD 57007.
- G. Distributing the HIGH SCHOOL EDITOR, the official publication of the SDHSPA.  
  
This publication is edited and financed by the Journalism Department at South Dakota State University. Files and headquarters of the SDHSPA are located at SDSU and members of the staff serve as advisers to the SDHSPA.  
  
Students from South Dakota high schools may contribute to the HIGH SCHOOL EDITOR by writing to: "HIGH SCHOOL EDITOR", at the High School Press Association

**Contact the High School Press Association at:  
High School Press Association  
Department of Journalism  
Box 2235  
SDSU  
Brookings, SD 57007**

## **OTHER JOURNALISTIC ASSOCIATIONS**

Member schools are encouraged to seek membership in national journalistic associations in addition to the SDHSPA and the Supervisors of School Publications. These other organizations include Quill and Scroll, National Scholastic Press Association and Columbia Scholastic Press Association. Information can be obtained by writing the Journalism Department, SDSU, Brookings, SD 57007

**REGISTRATION FORM**  
**SOUTH DAKOTA HIGH SCHOOL PRESS CONVENTION**  
**Monday, September 28, 2009**

**Journalism Advisor:** Use this form to register your school's delegates to the South Dakota High School Press Convention which will be held on the campus of South Dakota State University in Brookings.

**Mail the form to:** South Dakota High School Press Association  
Journalism Department  
South Dakota State University  
Brookings, SD 57007

**Early Registration Deadline:** September 14

NAME OF SCHOOL REPRESENTED \_\_\_\_\_

NUMBER OF STUDENTS ATTENDING \_\_\_\_\_

NUMBER OF ADVISORS/ADULTS ATTENDING \_\_\_\_\_

NAME OF ADVISOR(S)

Newspaper \_\_\_\_\_ No. of Years Advising \_\_\_\_\_

Yearbook \_\_\_\_\_ No. of Years Advising \_\_\_\_\_

Literary Publication \_\_\_\_\_ No. of Years Advising \_\_\_\_\_

**REGISTRATION FEE**

EARLY REGISTRATION DEADLINE\* number of students and advisors registered.

# \_\_\_\_\_ Students @ \$6.00 each (if paid by early deadline) Total \$ \_\_\_\_\_

# \_\_\_\_\_ Advisors/Adults @ \$7.00 each (if paid by early deadline) Total \$ \_\_\_\_\_

REGISTRATION AFTER EARLY DEADLINE\* number of students and advisors registered.

# \_\_\_\_\_ Students @ \$8.00 each (if after early deadline) Total \$ \_\_\_\_\_

# \_\_\_\_\_ Advisors/Adults @ \$9.00 each (if after early deadline) Total \$ \_\_\_\_\_

TOTAL STUDENT/ADVISOR FEES \$ \_\_\_\_\_

\*To a maximum of 35 students and advisors – after 35 registered students and advisors from a school all additional registered individuals are free.

\_\_\_\_\_  
Advisor's Signature

**EARLY REGISTRATION DEADLINE: SEPTEMBER 14**

**FIRST EDITION NEWSPAPER CONTEST  
ENTRY FORM**

**ENTRY DEADLINE:** Postmarked on or before October 15

NAME OF SCHOOL \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

NAME OF NEWSPAPER \_\_\_\_\_

DATE OF FIRST EDITION'S PUBLICATION \_\_\_\_\_

(NOTE: The newspaper being entered should be published during the current school year)

ADVISOR'S NAME \_\_\_\_\_

EDITOR'S NAME \_\_\_\_\_

HIGH SCHOOL ENROLLMENT (Grades 9-11 ADM) \_\_\_\_\_

*"I hereby certify that the students who worked on the entered publication were eligible at the time of their participation according to the eligibility rules of the SDHSAA."*

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Publication Advisor's Signature

**MAIL TO:** South Dakota High School Press Association  
Department of Journalism  
SDSU  
Box 2235  
Brookings, SD 57007

**SPRING WRITING CONTEST ENTRY FORM  
WRITING**

**ENTRY DEADLINE: MARCH 5**

NAME OF SCHOOL \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

CATEGORY - WRITING

Sub-Category (ex: Feature Story) \_\_\_\_\_

Headliner or Title \_\_\_\_\_

Date of Publication \_\_\_\_\_

Student's Name \_\_\_\_\_

**NOTE: A student may submit only one entry in each of the writing sub-categories.**

*"I certify that the student who worked on this entry was eligible at the time of their participation according to the eligibility rules of the SDHSAA."*

\_\_\_\_\_  
ADVISOR'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

**PLEASE FILL OUT ONE FORM FOR EACH ENTRY.** (Make Copies for Additional Entries)

**SEND TO:** High School Press Association  
SDSU  
Box 2235  
Brookings, SD 57007

*News Clippings must either be mounted on 8 1/2 x 11 inch standard paper and attached to this entry form OR mounted on the back of this entry form.*

**SPRING WRITING CONTEST ENTRY FORM  
PHOTOGRAPHY**

**ENTRY DEADLINE: MARCH 5**

NAME OF SCHOOL \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

CATEGORY - PHOTOGRAPHY

Sub-Category (ex: Portrait) \_\_\_\_\_

Cutline or Caption \_\_\_\_\_

Photo printed by: student \_\_\_\_\_ other \_\_\_\_\_

Date of Publication \_\_\_\_\_

Photographer's Name \_\_\_\_\_

**NOTE: A student may submit only one entry in each of the photography sub-categories.**

*"I certify that the student who worked on this entry was eligible at the time of their participation according to the eligibility rules of the SDHSAA."*

\_\_\_\_\_  
ADVISOR'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

**PLEASE FILL OUT ONE FORM FOR EACH ENTRY.** (Make Copies for Additional Entries)

**SEND TO:** High School Press Association  
SDSU  
Box 2235  
Brookings, SD 57007

*Photos along with their cutline or caption must be mounted on the back of this entry form.*

**SPRING WRITING CONTEST ENTRY FORM  
CARTOONS**

**ENTRY DEADLINE: MARCH 5**

NAME OF SCHOOL \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

CATEGORY - CARTOONS

Subject Matter \_\_\_\_\_

Date of Publication \_\_\_\_\_

Student's Name \_\_\_\_\_

**NOTE: A student may submit only one entry in the cartoons category.**

*"I certify that the student who worked on this entry was eligible at the time of their participation according to the eligibility rules of the SDHSAA."*

\_\_\_\_\_  
ADVISOR'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

**PLEASE FILL OUT ONE FORM FOR EACH ENTRY.** (Make Copies for Additional Entries)

**SEND TO:** High School Press Association  
SDSU  
Box 2235  
Brookings, SD 57007

*The Cartoon must be mounted on 8 ½ x 11 inch standard paper and attached to this entry form OR mounted on the back of this entry form.*

**SPRING WRITING CONTEST ENTRY FORM  
FRONT PAGE LAYOUT**

**ENTRY DEADLINE: MARCH 5**

NAME OF SCHOOL \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

CATEGORY - FRONT PAGE LAYOUT

Newspaper: Offset \_\_\_\_\_ Self-Published \_\_\_\_\_ Departmental \_\_\_\_\_

Date of Publication \_\_\_\_\_

Design Editor's Name \_\_\_\_\_

*"I certify that the student who worked on this entry was eligible at the time of their participation according to the eligibility rules of the SDHSAA."*

\_\_\_\_\_  
ADVISOR'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

**PLEASE FILL OUT ONE FORM FOR EACH ENTRY.** (Make Copies for Additional Entries)

**SEND TO:** High School Press Association  
SDSU  
Box 2235  
Brookings, SD 57007

**SPRING WRITING CONTEST ENTRY FORM  
INFOGRAPHICS**

**ENTRY DEADLINE: MARCH 5**

NAME OF SCHOOL \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

CATEGORY - INFOGRAPHICS

Subject Matter \_\_\_\_\_

Date of Publication \_\_\_\_\_

Student's Name \_\_\_\_\_

*"I certify that the student who worked on this entry was eligible at the time of their participation according to the eligibility rules of the SDHSAA."*

\_\_\_\_\_  
ADVISOR'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

**PLEASE FILL OUT ONE FORM FOR EACH ENTRY.** (Make Copies for Additional Entries)

**SEND TO:** High School Press Association  
SDSU  
Box 2235  
Brookings, SD 57007

*The infographic must be mounted on 8 1/2 x 11 inch standard paper and attached to this entry form OR mounted on the back of this entry form.*

**SPRING WRITING CONTEST ENTRY FORM  
SPECIAL EDITION**

**ENTRY DEADLINE: MARCH 5**

NAME OF SCHOOL \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

CATEGORY - SPECIAL EDITION

Subject Matter \_\_\_\_\_

Editor's Name \_\_\_\_\_

Date of Publication \_\_\_\_\_

Impact or Reaction From Public \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*"I certify that the student who worked on this entry was eligible at the time of their participation according to the eligibility rules of the SDHSAA."*

\_\_\_\_\_  
ADVISOR'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

**PLEASE FILL OUT ONE FORM FOR EACH ENTRY.** (Make Copies for Additional Entries)

**SEND TO:** High School Press Association  
SDSU  
Box 2235  
Brookings, SD 57007

**SPRING WRITING CONTEST ENTRY FORM  
ADVERTISING**

**ENTRY DEADLINE: MARCH 5**

NAME OF SCHOOL \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

CATEGORY – ADVERTISING

Student's Name \_\_\_\_\_

Date of Publication \_\_\_\_\_

Advertisers \_\_\_\_\_

Ad Copy Information:      Written by Student \_\_\_\_\_

   Provided by Advertiser \_\_\_\_\_

   Another Source \_\_\_\_\_

   Size of Advertisement \_\_\_\_\_

Explain the student's input into originality of layout and design: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*"I certify that the student who worked on this entry was eligible at the time of their participation according to the eligibility rules of the SDHSAA."*

\_\_\_\_\_  
ADVISOR'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

**PLEASE FILL OUT ONE FORM FOR EACH ENTRY.** (Make Copies for Additional Entries)

**SEND TO:**                      High School Press Association  
   SDSU  
   Box 2235  
   Brookings, SD 57007

*Advertising entries must either be mounted on 8 ½ x 11 inch standard paper and attached to this entry form OR mounted on the back of this entry form.*

**ANNUAL CONTEST ENTRY FORM:  
LITERARY PUBLICATIONS**

**NOTE:** Please answer all questions on this form **and** attach it to your contest entry.

**SEE:** "Annual Publication Contest Rules" in the "Journalism Section" of the *SDHSAA FINE ARTS HANDBOOK*.

**ENTRY DEADLINE: MAY 15, 2010**

ENTRY FEE \_\_\_\_\_

SCHOOL \_\_\_\_\_ TOWN \_\_\_\_\_

NAME OF PUBLICATION \_\_\_\_\_

ADVISOR \_\_\_\_\_ ADVISOR'S EMAIL \_\_\_\_\_

NAME OF EDITOR \_\_\_\_\_

1. How many pages in the publication? \_\_\_\_\_

2. How many copies did you print? \_\_\_\_\_

3. How is your publication financed? (subscriptions, school board, activity tickets, advertising, etc.) Describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is this publication (check all that applies):

Poetry \_\_\_\_\_

Essays \_\_\_\_\_

Short Stories \_\_\_\_\_

Visual Arts \_\_\_\_\_

5. Is your publication produced by students in a course of instruction (such as journalism or English) or is it produced as an "outside of the school day" activity?

Course of Instruction \_\_\_\_\_

"Out of School" Activity \_\_\_\_\_

Other (Describe) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(continued on back)

6. List any special circumstances you think the judge should consider in evaluating your publication.

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7. Percentage of photography by students? \_\_\_\_\_

Explain part done by students (i.e., developing, printing) \_\_\_\_\_

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8. Percentage of art work or other visual images by students? \_\_\_\_\_

9. Please indicate whether you want your entry:

Critiqued and ranked as part of contest, \_\_\_\_\_

Critiqued and ranked but **NOT** part of contest. \_\_\_\_\_

*"I hereby certify that the students who worked on the entered publication were eligible at the time of their participation according to the eligibility rules of the SDHSAA."*

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Publication Advisor's Signature

**SUBMIT THIS FORM WITH ENTRIES NO LATER THAN MAY 15**  
**(Please include the \$20 entry fee with each entry.)**

**NOTE:** The South Dakota High School Press Association will assess a \$10.00 shipping and handling fee for any Literary Publications Contest entry and/or "All-State" Literary Publications award plaque not picked up at the High School Press Convention.

**MAIL TO:** South Dakota High School Press Association  
Department of Journalism  
SDSU  
Box 2235  
Brookings, SD 57007

**ANNUAL CONTEST ENTRY FORM:  
NEWSPAPER**

**NOTE:** Please answer all questions on this form **and** attach it to your newspaper contest entry.  
**SEE:** "Annual Publications Contest Rules" in the "Journalism Section" of the *SDHSAA FINE ARTS HANDBOOK*.

**ENTRY DEADLINE: MAY 15, 2010**

ENTERED IN CLASS NO. \_\_\_\_\_

ENTRY FEE \_\_\_\_\_ TOWN \_\_\_\_\_ SCHOOL \_\_\_\_\_

NAME OF NEWSPAPER \_\_\_\_\_

ADVISOR \_\_\_\_\_ ADVISOR'S EMAIL \_\_\_\_\_

NAME OF EDITOR \_\_\_\_\_

1. How many pages (average) in each issue? \_\_\_\_\_

2. Do you publish: weekly \_\_\_\_\_ twice a month \_\_\_\_\_ every five weeks \_\_\_\_\_ other \_\_\_\_\_

Explain \_\_\_\_\_

\_\_\_\_\_

3. How is your paper mainly financed? (subscriptions, school board, activity tickets, advertising, etc.)

Describe: \_\_\_\_\_

\_\_\_\_\_

4. What percentage of your newspaper staff have taken a course in journalism for regular credit? \_\_\_\_\_

5. Is your newspaper produced by students in a course of instruction in journalism, or is it produced entirely as an "outside of the school day" activity?

a. Course of instruction \_\_\_\_\_ b. "Out of School" activity \_\_\_\_\_

c. Other (describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. List any special circumstances you think the judge should consider in evaluating your newspaper.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(continued on back)

7. Explain how the newspaper is produced (example - manual production or computer). Describe the equipment used and how the pages are laid out.

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8. Percentage of photography by students? \_\_\_\_\_

Explain what part by students (i.e., developing, printing) \_\_\_\_\_

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9. Describe the types and images not taken by students:

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10. Please indicate whether you want your entry included in annual competition:

Critiqued and ranked as part of contest \_\_\_\_\_

Critiqued and ranked but **NOT** part of contest \_\_\_\_\_

*"I hereby certify that the students who worked on the entered publications were eligible at the time of their participation according to the eligibility rules of the SDHSAA."*

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Newspaper Advisor's Signature

**SUBMIT THIS FORM WITH NEWSPAPER ENTRIES NOT LATER THAN MAY 15**  
**(Please include the \$25 entry fee with the entry.)**

**NOTE:** The South Dakota High School Press Association will assess a \$10.00 shipping and handling fee for any Newspaper Contest entry (i.e. four successive issues of the school newspaper) and/or "All-State" Newspaper award plaque not picked up at the High School Press Convention.

**MAIL TO:** South Dakota High School Press Association  
Department of Journalism  
SDSU  
Box 2235  
Brookings, SD 57007

**ANNUAL CONTEST ENTRY FORM:  
YEARBOOK**

**NOTE:** Please answer all questions on this form **and** attach it to your contest entry.

**SEE:** "Annual Publications Contest Rules" in the "Journalism Section" of the *SDHSAA FINE ARTS HANDBOOK*.

**ENTRY DEADLINE: SEPTEMBER 1, 2010**

(Yearbooks arriving after September 1 will be assessed an additional fee. Yearbooks arriving after September 5 will be critiqued but will receive no rating. SEE – "Yearbook Contest" regulations in the "Annual Publication Contest" portion of the "Journalism Section".)

ENTERED IN CLASS NO. \_\_\_\_\_

ENTRY FEE \_\_\_\_\_ TOWN \_\_\_\_\_ SCHOOL \_\_\_\_\_

NAME OF YEARBOOK \_\_\_\_\_

ADVISOR \_\_\_\_\_ ADVISOR'S EMAIL \_\_\_\_\_

NAME OF EDITOR \_\_\_\_\_

1. How many pages in your yearbook? \_\_\_\_\_ 2. How many copies did you order? \_\_\_\_\_

3. How is the yearbook mainly financed? (School board, activity tickets, book sales, fundraisers, advertisements) Describe:

\_\_\_\_\_

\_\_\_\_\_

4. Name of your printing company \_\_\_\_\_

5. Percentage of photography by students other than portraits? \_\_\_\_\_

6. What percentage of your yearbook staff have taken a course in journalism for regular credit?

\_\_\_\_\_

7. Is your yearbook produced by students in a course of instruction in journalism, or is it produced entirely as an "outside of the school day" activity?

a. Course of instruction \_\_\_\_\_ b. "Out of School" activity \_\_\_\_\_

c. Other (describe)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(continued on back)

8. List any special circumstances you think the judge should consider in evaluating your book, including computer limitation. (***THIS INFORMATION IS IMPORTANT.***)

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9. What software do you use to produce your yearbook? Explain.

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10. Please indicate whether you want your entry included in annual competition.

Critiqued and ranked as part of contest \_\_\_\_\_

Critiqued and ranked but ***NOT*** part of contest \_\_\_\_\_

**PLEASE NOTE:** The Judge has the option to make written critiques in the yearbook. Advisors and students should refer to the "Yearbook Scorebook" for the judge's evaluation and specific scores.

*"I hereby certify that the students who worked on the entered publication were eligible at the time of their participation according to the eligibility rules of the SDHSAA."*

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Yearbook Advisor's Signature

**SUBMIT THIS FORM WITH YOUR YEARBOOK ENTRY NOT LATER THAN SEPT. 1, 2010**

- ❖ ***The Yearbook must arrive at the High School Press Office no later than September 1.***
- ❖ ***Books arriving after September 1 but on or before September 5 will be assessed an additional \$15 fee for special shipping.***
- ❖ ***Yearbooks arriving after September 5 will be critiqued but will not receive a rating.***

**PLEASE INCLUDE THE ENTRY FEE: Yearbooks with 125 or more pages - \$ 35  
Yearbooks with 124 or fewer pages - \$25**

**NOTE:** The South Dakota High School Press Association will assess a \$10.00 shipping and handling fee for any Yearbook entry and/or "All-State" Yearbook award plaque not picked up at the High School Press Convention.

**MAIL TO:** South Dakota High School Press Association  
Department of Journalism  
SDSU  
Box 2235  
Brookings, SD 57007

# REQUEST FOR STUDENT PRESS PASSES

**DATE DUE:** *TUESDAY PRIOR TO THE STATE EVENT*

**TIME DUE:** *2:00 P.M. (CT)/1:00 P.M. (MT)*

## STIPULATIONS FOR STUDENT PRESS PASSES

1. The press passes are granted to **only** high school **student journalists**.
2. Student Press Passes will only be issued to schools that have **submitted an online roster** of their student school newspaper and yearbook journalists for the **current semester**.
3. A school may request no more than 2 student passes for the school newspaper and 2 student passes for the school yearbook. Passes will **only** be issued for the state event a school is participating in.
4. The request for student press passes should list the students by their names.
5. Student Press Passes will **only** be issued if **requested in advance** of the event - the request must be received in the SDHSAA office no later than 2:00 p.m. (CT)/1:00 p.m. (MT) on the Tuesday immediately prior to the state athletic event. **Requests received by the SDHSAA after the deadline will be denied. The students then must purchase a ticket to gain admission to the state event.**  
**\*NOTE: If, due to extenuating circumstances an earlier deadline is necessary, the Athletic Directors of all schools involved in the State Event will be notified.**
6. Students not listed on the online roster will be denied a student press pass.
7. This request form **must be signed** by a member of the school administration **plus** the newspaper and/or yearbook advisor(s) requesting the passes.
8. If you want verification that this request has been received, include your e-mail address in the space provided along with your signature(s).

NAME OF HIGH SCHOOL \_\_\_\_\_

STATE EVENT \_\_\_\_\_

NEWSPAPER STUDENTS  
(print or type)

YEARBOOK STUDENTS  
(print or type)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Newspaper Advisor Signature  
(for newspaper passes)

\_\_\_\_\_  
Yearbook Advisor Signature  
(for yearbook passes)

\_\_\_\_\_  
(e-mail for verification)

\_\_\_\_\_  
(e-mail for verification)

\_\_\_\_\_  
School Administrator's Signature  
(principal, assistant principal, athletic director)

**FILL OUT ONE FORM FOR EACH STATE ATHLETIC EVENT  
(Make Copies Of This Form For Additional State Events).**