**2017-2018 GEORGIA Tome CHAPTER OF THE YEAR ENTRY FORM**

**Must be RECEIVED no later than March 1. Entries will NOT be accepted if received after this date!**

All entries must be TYPED on this form. Only areas in GRAY can be typed in. All other documentation should be created in a separate document file, then printed and inserted in order before binding.

***Refer to the Tome Competitive Event Documentation on pages 4-27 of this document for acceptable documentation for each activity.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **School Name:** | | |  | **Chapter President:** |  | | |
| **Adviser’s Name:** | | |  | **Adviser’s E-mail:** |  | | |
| **Activity #** | | **Activity** | | | | **Max** | **Points** |
| **Chapter Activities** | **1** | **Chapter Meetings**  **10 points** for each chapter meeting held that includes a literacy guest speaker, author skype, or student product workshop  **5 points** for each chapter meeting that includes group discussion using the Tome Discussion Guide for the Tome Book of the Month (50 points max) | | | | **100** |  |
| **2** | **Tome Literacy Week Activities (Last full week of February)**  **10 points** for each activity conducted in celebration of Tome Literacy Week  **10 points** for a published article about your Tome Literacy Week (local newspaper, school website, etc.) | | | | **60** |  |
| **3** | **Social Activity**  **5 points** for each social activity conducted for your chapter members (max 15 points) | | | | **15** |  |
| **Membership Recruitment** | **4** | **Membership Campaigns**  **1 point** for each member who submits a Membership Madness application locally (recruit 5 *NEW* members)  **2 points** for each member who submits a Membership Mania application locally (recruit 10 *NEW* members) | | | | **20** |  |
| **5** | **New Chapter Charter**  **15 points** for chartering a Tome, Jr. Tome (6-8), or Club Tome (4-5) Level chapter **by February 1 (cannot charter your own school, must partner with another school and help them charter a Tome Chapter)** | | | | **45** |  |
| **Public Relations Activities** | **6** | **Publicity**  **2 points** for each **article** appearing in the school/system newspaper, newsletter, or website (max 10 points)  **10 points** for each **article** appearing in the local/community newspaper (pictures without an article do not count)  **15 points** for each television appearance or radio program (school TV or radio appearance does not count)  **15 points** for developing a chapter newsletter that is published at least 3 times a year  **10 points** for developing and publishing a chapter website about your chapter’s current year activities (may not be social media)  **5 points** for developing and maintaining a chapter social media page (Facebook, Twitter, YouTube, etc.) (max 10 points) | | | | **75** |  |
| **7** | **Tome Social Media**  **2 points** for each article posted on the Tome blog **by February 1** (max 10 points; limit 2 articles per month – email [tomesociety@gmail.com](mailto:tomesociety@gmail.com) with subject “Tome Student Blog Submission”)  **1 point** for each student member and adviser who “follows” the Tome page on Twitter/Instagram **by February 1** (max 25 points) | | | | **30** |  |
| **8** | **Tome Chapter Pictures Tagged**  **2 points** per **digital** picture of your chapter activities where you tag @tomesociety on Twitter/Instagram by February 1 (limit 2 pictures per month) | | | | **20** |  |
| **Service Projects** | **9** | **Community Service Projects**  **15 points** for each service project benefiting your community (not fundraising) | | | | **30** |  |
| **10** | **School Service Projects**  **10 points** for each service project benefiting your school, another school organization, or faculty/staff (not fundraising) | | | | **20** |  |
| **11** | **Submission in the Chapter Service Project Competition**  **25 points** for your chapter submitting an entry in the Chapter Service Project Competition | | | | **25** |  |
| **Conference Participation and Recognition** | **12** | **Participation/Recognition in Fall, Spring, and Yearlong Tome Competitive Events – (does not include service project or reading bowl team competitions)**  **10 points** for each entry placing First-Third Place in a competitive event  **5 point** for each entry competing but not placing  **THIS CATEGORY WILL BE CALCULATED BY TOME AFTER WINNERS ARE ANNOUNCED.** Please list all competitions your chapter has submitted entries in that could possibly qualify you for points in this category on the table included in the documentation section (include this page as documentation in order in your bound submission). | | | | **200** | **TOME** |
| **13** | **Participation in the Tome Reading Bowl Competition**  **5 points** for each member of your reading bowl team that participates in the online testing all 3 cycles (***5 points per each member with perfect attendance for all online tests in three rounds***; not 5 points per round) **30 points** if your reading bowl team qualifies for bowl competitions at state conference based on online testing scores (top 4 teams) | | | | **105** |  |
| **14** | **Participation in TomeCon 2018 –**  **5 points** for each chapter member registered to attend TomeCon 2017 | | | | **200** |  |
| **15** | **Membership in Tau Omicron Mu Epsilon –**  **5 points** for each member inducted into Tau Omicron Mu Epsilon Honor Society during the 2017-2018 year (11-12 grades only) | | | | **200** |  |
| **Tome Adviser Project Teams** | **16** | **Adviser Tome Training during current school year**  **5 points** for each chapter adviser who attends a Tome Adviser Webinar (limit 5 points per adviser)  **10 points** for each chapter adviser who attends a face-to-face Adviser Training at a professional learning conference (GaETC, COMO)  **15 points** for hosting and leading a local Tome adviser training at your school/district for other local advisers (after attending a face-to-face or webinar training first) | | | | **30** |  |
| **17** | **Adviser -It List Reader Committee**  **10 points** for each book read and evaluated on the It List Reader form by a chapter adviser | | | | **50** |  |
| **18** | **Adviser – Competition Judging**  **10 points** for each different competition judged by a chapter adviser | | | | **50** |  |
| **19** | **Adviser – Competition Development Committee (as needed)**  **5 points** for serving on a new competition development committee | | | | **10** |  |
| **20** | **Adviser- Curriculum Development Committee**  **5 points** for each discussion guide created by a chapter adviser | | | | **20** |  |
| **21** | **Adviser – Events Committee (as needed)**  **10 points** for an adviser serving on an Events Committee (Tome State Conference) | | | | **10** |  |
| **22** | **Adviser – Reading Bowl Committee (as needed)**  **10 points** for an adviser serving on the Reading Bowl Development Committee | | | | **10** |  |
| **23** | **Contribution to Tome Scholarship Fund (Due February 1) –**  **10 points** for each $50 contribution secured or donated by chapter to the Tome Scholarship Fund  **5 points** fordonating a raffle basket at TomeCon | | | | **100** |  |
| **24** | **Participation in the Tome Connecting Chapters Project**  **10 points** for each project/activity conducted with a Tome or Jr. Tome or Club Tome Level chapter in local attendance zone  **20 points** for hosting/organizing a joint project/activity with other Tome chapters in your local attendance zone which more than 5 separate chapters attend. | | | | **50** |  |
|  | | **Total Points Received** | | | | **1475** |  |
| Chapters will be honored as follows:  **Honor Roll:** Minimum of 300 points  **Bronze Chapters**: Minimum of 400 points (Minimum of 15 members)  **Silver Chapters**: Minimum of 600 points (Minimum of 20 members)  **Gold Chapters**: Minimum of 800 points (Minimum of 30 members)  **Superior Chapter** – Top 2 and 3 Points Earning Chapters  **Overall Chapter of the Year** – Top 1 Point Earning Chapter  Chapter earning the most points will be named Overall Chapter of the Year. Second and Third places will also be awarded Superior Chapter. **Entries will be DISQUALIFIED that do not follow directions exactly (handwritten, not bound, postmarked late, etc).** | | | | | | | |

**Chapter of the Year Submission Guidelines**

Before submitting, you must enter the number of points received for each criterion on the entry form. *Please note: You MUST NOT enter more points than the maximum allowed for that criterion.* The points you enter will be verified by the documentation you submit and official Tome records.

Chapters wishing to qualify for a Chapter of the Year Award (Gold/Silver/Bronze designation) must submit the completed Tome Chapter of the Year Award Entry Form & Submission Packet

Failure to submit these required items according to regulations stated here in the Tome Chapter of the Year Guidelines will result in disqualification for Chapter of the Year awards. *All documentation must be provided in the order according to the submission packet and MUST BE bound like a report. If necessary, submit multiple “books” and number each book (1 of 3, 2 of 3, 3 of 3, etc.)* ***Three-ring binders are not acceptable****. All documentation must reference the applicable Chapter of the Year Activity Number with a HEADER #.* ***No*** *part of the packet should be handwritten. All documentation and numbering should be typed.*

Submit documentation of all points earned for each activity with the # of the Activity on the page for each documentation.

**Each documentation page must be numbered with the correct Chapter of the Year activity number. You will not receive credit for any page that is NOT numbered with the Chapter of the Year Activity Number.**

All documentation must be submitted according to this packet. All documentation must be bound. The front cover of the report must list the following:

* School/Chapter name
* City, State
* Name of adviser and chapter president
* Number of Points submitted

**Chapter of the Year entries & supporting documentation must be RECEIVED no later than March 1 and mailed to Jennifer Parker, Tome Executive Director, PO Box 302, Lula, GA 30554. Entries RECEIVED after March 1 will not be accepted. (Use overnight mail if necessary for reports to be received by March 1.)**

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| **1** | **Chapter Meetings**  **10 points** for each chapter meeting held that includes a literacy guest speaker, author skype, or student product workshop  **5 points** for each chapter meeting that includes group discussion using the Tome Discussion Guide for the Tome Book of the Month (50 points max) | **100** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#1 Documentation

Include the agenda with date for each meeting, highlight/underline on agenda items for points.

* **10 points**
  + literacy guest speaker (Include name/title)
  + author skype (Include Author Name and at least one book authored)
  + student product workshop (description)
* **5 points**
  + group discussion using the Tome Discussion Guide for the Tome Book of the Month (included which discussion guide used on each meeting agenda)

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| **2** | **Tome Literacy Week Activities (February)**  **10 points** for each activity conducted in celebration of Tome Literacy Week  **10 points** for a published article about your Tome Literacy Week (local newspaper, school website, etc.) | **60** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#2 Documentation

1. Flier/emails showing activities for Tome Literacy Week
2. Scanned/snipped copies of published articles with dates (include publication name)

|  |  |  |  |
| --- | --- | --- | --- |
| **3** | **Social Activity**  **5 points** for each social activity conducted for your chapter members (max 15 points) | **15** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#3 Documentation

* List of date and description of each activity (2-3 sentences) .

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| **4** | **Membership Campaigns**  **1 points** for each member who submits a Membership Madness application (recruit 5 *NEW* members) **by February 1**  **2 points** for each member who submits a Membership Mania application (recruit 10 *NEW* members) **by February 1**  (A member is defined as any student who has attended 1 or more local chapter meetings or activities during the course of the current school year AND has met local chapter membership requirements (i.e. paying local chapter dues). These member names must also be listed on the Tome Student Membership form emailed to advisers.) | **20** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#4 Documentation

* List of student member names by February 1 who submitted Membership Madness/Mania Applications (Use example column headings).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Student Name | Madness or Mania | Points Earned (1 or 2) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

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| --- | --- | --- | --- |
| **5** | **New Chapter Charter**  **15 points** for chartering a Tome, Jr. Tome (6-8), or Club Tome (4-5) Level chapter **by February 1 (cannot charter your own school, must partner with another school and help them charter a Tome Chapter)** | **45** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#5 Documentation

* Letter from chartered school’s adviser thanking your chapter for helping their group charter a Tome chapter. Letter should include name of chartering and chartered school.

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| **6** | **Publicity**  **2 points** for each **article** appearing in the school/system newspaper, newsletter, or website (max 10 points)  **10 points** for each **article** appearing in the local/community newspaper (pictures without an article do not count)  **15 points** for each television appearance or radio program (school TV or radio appearance does not count)  **15 points** for developing a chapter newsletter that is published at least 3 times a year  **10 points** for developing and publishing a chapter website about your chapter’s current year activities (may not be social media)  **5 points** for developing and maintaining a chapter social media page (Facebook, Twitter, YouTube, etc.) (max 10 points) | **75** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#6 Documentation

* **2 points** for each **article** appearing in the school/system newspaper, newsletter, or website (max 10 points)
  + Scanned/Snipped copies of articles. (Include publication name/date)
* **10 points** for each **article** appearing in the local/community newspaper (pictures without an article do not count)
  + Scanned/Snipped copies of articles. (Include publication name/date)
* **15 points** for each television appearance or radio program (school TV or radio appearance does not count)
  + Link to rebroadcast of segment (chapter can record and publish to YouTube)
* **15 points** for developing a chapter newsletter that is published at least 3 times a year
  + Printed copies of at least three editions of newsletter
* **10 points** for developing and publishing a chapter website about your chapter’s current year activities (may not be social media)
  + Link to Chapter Website
* **5 points** for developing and maintaining a chapter social media page (Facebook, Twitter, YouTube, etc.) (max 10 points)
  + Link to each social media page

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| **7** | **Tome Social Media**  **2 points** for each article posted on the Tome blog **by February 1** (max 10 points; limit 2 articles per month – email [tomesociety@gmail.com](mailto:tomesociety@gmail.com) with subject “Tome Student Blog Submission”)  **1 point** for each student member and adviser who “follows” the Tome page on Facebook/ Pinterest Twitter/Instagram **by February 1** (max 25 points) | **30** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#7 Documentation

* Snip of your chapter’s article on Tome Blog with date published.
* Typed list of students/advisers from your chapter and with their social media username and site they follow/like (Use example column headings).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Student/Adviser Name | Tome Social Media Platform (i.e Instagram, Facebook, etc) | Social Media Username |
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| **8** | **Tome Chapter Pictures Tagged**  **2 points** per **digital** picture of your chapter activities where you tag @tomesociety on Twitter/Instagram by February 1 (limit 2 pictures per month) | **20** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#8 Documentation

* Snip of each posted picture with date

|  |  |  |  |
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| **9** | **Community Service Projects**  **15 points** for each service project benefiting your community (not fundraising) | **30** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#9 Documentation

* Description of each community service project with dates of project

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| **10** | **School Service Projects**  **10 points** for each service project benefiting your school, another school organization, or faculty/staff (not fundraising) | **20** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#10 Documentation

* Description of each school service project with dates of project

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| **11** | **Submission in the Chapter Service Project Competition**  **25 points** for your chapter submitting an entry in the Chapter Service Project Competition | **25** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#11 Documentation

* Copy of your Service Project Newsletter

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| **12** | **Participation/Recognition in Fall, Spring, and Yearlong Tome Competitive Events – (does not include service project or reading bowl team competitions)**  **10 points** for each entry placing First-Third Place in a competitive event  **5 point** for each entry competing but not placing  **THIS CATEGORY WILL BE CALCULATED BY TOME AFTER WINNERS ARE ANNOUNCED.** Please list all competitions your chapter has submitted entries in that could possibly qualify you for points in this category on the table below (print and include this page as documentation in order in your bound submission). | **200** | **TOME** |

**#15 Tome Chapter of the Year**

**Advisers:** Type in columns 1-3 your chapter info for all competitions your chapter participated in (except for Service Project and Reading Bowl).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **To be completed by TOME** | |
| **Competition Name** | **Chapter Submission #** | **Student Name(s)** | **Place Awarded** | **COY Points Awarded** |
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| **13** | **Participation in the Tome Reading Bowl Competition**  **5 points** for each member of your reading bowl team that participates in the online testing all 3 cycles (***5 points per each member with perfect attendance for all online tests in three rounds***; not 5 points per round) **30 points** if your reading bowl team qualifies for bowl competitions at state conference based on online testing scores (top 4 teams) | **105** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#13 Documentation

* Typed list of students that participated in all three rounds (Use example column headings).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Student Name | Participated in Online Test #1 | Participated in Online Test #2 | Participated in Online Test #3 | If yes for all three, then earn 5 points per member |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* Copy of email from Tome Society stating your team made it into the final face to face round.

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| **14** | **Participation in TomeCon 2018 –**  **5 points** for each chapter member registered to attend TomeCon 2017 | **200** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#14 Documentation

* Printed copy of TomeCon registration with all students names.

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| --- | --- | --- | --- |
| **15** | **Membership in Tau Omicron Mu Epsilon –**  **5 points** for each member inducted into Tau Omicron Mu Epsilon Honor Society during the 2017-2018 year (11-12 grades only) | **200** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#15 Documentation

* Copy of Tau Omicron Mu Epsilon registration information with all students names.

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| **16** | **Adviser Tome Training**  **5 points** for each chapter adviser who attends a Tome Adviser Webinar (limit 5 points per adviser)  **10 points** for each chapter adviser who attends a face-to-face Adviser Training at a professional learning conference (GaETC, COMO)  **15 points** for hosting and leading a local Tome adviser training at your school for other local advisers (after attending a face-to-face or webinar training first) | **30** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#16 Documentation

* **5 points** for each chapter adviser who attends a Tome Adviser Webinar (limit 5 points per adviser)
  + Snipped screen shot, with adviser name highlighted on attendance
* **10 points** for each chapter adviser who attends a face-to-face Adviser Training at a professional learning conference (GaETC, COMO)
  + Selfie of adviser at session or signed statement from adviser with date/time of session attended.
* **15 points** for hosting and leading a local Tome adviser training at your school for other local advisers (after attending a face-to-face or webinar training first)
  + Agenda from your training with list of attendees

|  |  |  |  |
| --- | --- | --- | --- |
| **17** | **Adviser -It List Reader Committee**  **10 points** for each book read and evaluated on the It List Reader form by a chapter adviser | **50** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#17 Documentation

* List of all books evaluated with adviser name (must have submitted the online evaluation form after reading book)

|  |  |  |  |
| --- | --- | --- | --- |
| **18** | **Adviser – Competition Judging**  **10 points** for each different competition judged by a chapter adviser | **50** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#18 Documentation

* Name of Event Judged and Adviser name

|  |  |  |  |
| --- | --- | --- | --- |
| **19** | **Adviser – Competition Development Committee**  **5 points** for serving on a new competition development committee | **10** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#19 Documentation

* Name of new competition and adviser name

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| --- | --- | --- | --- |
| **20** | **Adviser- Curriculum Development Committee**  **5 points** for each discussion guide created by a chapter adviser | **20** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#20 Documentation

* Name of Discussion Guide created and Adviser Name

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| --- | --- | --- | --- |
| **21** | **Adviser – Events Committee**  **10 points** for an adviser serving on an Events Committee (Tome State Conference) | **10** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#21 Documentation

* Name of Events Committee and Adviser Name

|  |  |  |  |
| --- | --- | --- | --- |
| **22** | **Adviser – Reading Bowl Committee**  **10 points** for an adviser serving on the Reading Bowl Development Committee | **10** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#22 Documentation

* Name of Adviser and description of role on committee

|  |  |  |  |
| --- | --- | --- | --- |
| **23** | **Contribution to Tome Scholarship Fund (Due February 1) –**  **10 points** for each $50 contribution secured or donated by chapter to the Tome Scholarship Fund  **5 points** fordonating a raffel basket at TomeCon 2018 | **100** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#23 Documentation

* Copy of donation check
* Picture of basket with description

|  |  |  |  |
| --- | --- | --- | --- |
| **24** | **Participation in the Tome Connecting Chapters Project**  **10 points** for each project/activity conducted with a Tome or Jr. Tome Level chapter in local attendance zone  **20 points** for hosting/organizing a joint project/activity with other Tome chapters in your local attendance zone which more than 5 separate chapters attend. | **50** |  |

Number the documentation for this item with this item number and insert on the next page. If no points for this item, do not insert a documentation page. Create documentation in a file in a separate document, then print and insert in your bound report the following documentation on the next page(s).

#24 Documentation

* Description/date of activity and list of chapters that attended
* Host location, description/date of activity, and list of chapters that attended