

**The following instructions are much the same as previous years, except this year for those locals that don't have any idea of what a Historical Yearbook looks like, as well as those who do, I will be making a CD for all locals so that you can have a visual of what to do. I will have this CD ready for the Founders Day dinner to hand out, for all locals to use. If you then have any questions, PLEASE call me and I will help you any way I can.**

**ALSO new next year, the county committee will be giving out, along with award certificates, baskets filled with scrapbook accessories , in different denominations for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place.**

A historical Yearbook presents a visual story of the years projects, activities and achievements of your PTA Unit. It is a valuable record of your local unit.

The Historical Yearbook contains factual information about your school and your PTA. It should include publicity and flyers sent out by your organization to the media (newspapers, radio and TV stations), to other organizations and to the parents in your school, all newspapers articles and other publicity printed about your organization, and snapshots of PTA activities.

It is presented in a simple loose leaf album with plastic covered pages. It should follow **EXACTLY THE NJPTA HISTORICAL YEARBOOK INSTRUCTIONS** which you receive during the middle of the school year in the NJPTA magazine.

Your Historical Yearbook chairperson should be one of your neatest and best organized members! She/He should have the cooperation of your public relations chair to be sure that the materials to be put into the book meet the strict state standards. In order for books to be judged they must go thru the county PTA chairperson.

Ocean County PTA conducts a historical yearbook contest every year which we hope you will want to enter. **Books are returned to the county chairperson about mid-June.**

The six best books are sent to NJPTA and they award 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, place from books entered throughout the State. They are given their awards at the NJPTA convention's award dinner. All Historical Yearbooks that are entered at state level will be in a special room at the convention for all to view. In recent years, Ocean County has placed very well in the state contest.

Historical Yearbook County Chair, Ginger Reinhold

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