

NIPA checklist

1. Entry Form

- Make one copy of the entry form for each separate entry, and each page of a multi-paged entry.
- Tape entry form to the back of each page.
- Complete entry forms, and remember to fill in the correct category name and number: e.g. Sports Writing 8

2. Multiple page entries

- Tape the pages together in order, only putting the tape on the back of the page.
- Fold accordion style

3. Package of Entries

- Don't use paperclips or staples
- **All entries must be stacked in order by category number and placed inside a package.**
- Place one completed payment form and check and send in the package.
- If more than one package is mailed, indicate on outside: "Package No. ___ of ___ Packages." Also include a duplicate of the completed payment form in additional packages to facilitate processing upon their arrival at the NIPA office.

4. Payment

- Submit **ONE** payment form (bottom right) for the entire set of entries. Payment must accompany the entry. Purchase orders are permitted. There is a \$2 per entry fee up to a maximum of \$50 per school. The overall newspaper and yearbook categories require an additional \$35 fee for judging/evaluation.
- **NOTE:** If you are sending out multiple sets for each deadline (overall newspaper, other newspaper and yearbook) please attach a payment form and payment for each package sent (3 total payments), unless you are sending them at one time.

Copy this form for each separate entry.

Check all applicable boxes

- | | | |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Middle School | <input type="checkbox"/> Yearbook | <input type="checkbox"/> Division I |
| <input type="checkbox"/> High School | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Division II |
| | | <input type="checkbox"/> Division III |

Category number

Name of Category entered _____

NIPA Awards (Eligible entries can be published up to 12 months prior to the deadline)

Entry Form *Deadlines: **OVERALL NEWSPAPER** February 11, 2009; **All OTHER newspaper categories** March 4, 2009
Yearbook deadline: **ALL CATEGORIES** February 3, 2009

Names not submitted on this form will not be added later. No exceptions. If you're a winner, this form is used to prepare your award certificate and your listing in the awards announcement. Please be accurate on spellings and punctuation. **Please print or type legibly.**

School _____

Street Address _____

City _____ State/Province _____ Zip _____

Telephone (daytime) (____) _____ ext _____

Name of Publication _____

Adviser's name _____

Editor's name _____

Title of the piece _____

Please type or print **CLEARLY** names of all persons who created this entry (if more than three, NIPA will indicate staff):

- 1.
- 2.
- 3.

I certify that the entry attached to this form is that of student(s) and was published in a student publication the 12 months prior to the specific deadline. I give permission for NIPA to use this entry, either in electronic or printed form as an example of superior student achievement.

Adviser Signature _____ Date _____

Print Name _____

Payment form - 2009 NIPA Awards

Deadlines: Overall newspaper 2/11/09;

All other newspaper 3/4/09; All yearbook 2/03/09

Send payment form with entries to:

NIPA, Spring Contest and Evaluation, 221 Centennial Drive, Stop 7169, UND, Grand Forks, ND, 58202.

Name _____ Purchase Order # _____
School _____ entries X \$2 = _____ (\$50 max)
Address _____ overall critiques X \$35 = _____
City _____ State _____ Total payment included = _____
Zip _____