



2020 CCA CONTEST

TIPS TO KEEP YOUR ENTRIES FROM BEING DISQUALIFIED

ENTRY FORM

Line 1. Name - Make sure this is the name of the person or individual within the cooperative that is responsible for producing the piece.

2020 CCA COMMUNICATION WRITING ENTRY
ENTRIES MUST BE RECEIVED IN
Complete and Submit This
Reminder: Entries will not be sent to Institute
Check here if you would like this entry returned upon completion
1. Entrant First _____ Last _____

Line 6. Contributors – We’ve added a new option, you can now include one additional email address, this address will be included on the winners notification, as well as if there are questions about your entry.

City _____ State _____ Zipcode _____
4. Phone _____ 5. E-mail _____
6. Name(s) of other major contributor(s) who helped produce the entered material (you may include email contact for one individual)
Name _____ Email _____
Name _____ Name _____
Name _____ Name _____
7. Trophy inscription - If a single name is inscribed on the trophy, it must be the entrant's name. If three or more people collaborated on a project

Line 9. Trophy Inscription – This must be the entrant as listed on line one, or the name of a department or team. Winners are announced based off of the trophy inscription.

7. Trophy inscription - If a single name is inscribed on the trophy, it must be the entrant's name. If three or more people collaborated on a project the cooperative or department name should be used for the trophy inscription. (These are required fields, Input N/A if a line is not applicable)
First Line - Name or Department _____
Second Line - Organization _____
Additional trophies may be purchased directly from the trophy company following the 2019 Institute. Instructions will be provided.

PAYMENT FORM

MEMBER AND NON MEMBER RATES – Contest payment is determined by the ENTRANTS membership to CCA. In 2019, CCA incorporated an Organizational Membership rate for multiple-member discounts; however, this membership is still attached to individual persons.

If you are unsure of your membership status try the following options to verify prior to submission:

1. Check with your cooperative
2. Go to www.communicators.coop, select “Members Area” and log into your CCA account

If you are unable to determine by either of the above methods, email cca@communicators.coop, and we can verify your membership status.

PAYMENT FORM (continued)

ENTRANT NAME – Each entrant must have their own payment form, however, you can combine payment. See the next set for how-to information.

One payment form per person must be included with each shipment, (not in each entry).

Please include a copy of this completed form with check or credit card information.

Entrant Name _____

Organization _____

Address _____

State/City/Zip _____

Phone _____

E-mail _____

COMBINING PAYMENT – Please don't combine individual entries onto one form. You can combine payments without having to spell out the payment information on each sheet. You may input payment on one individual's payment form, then reference that individual's form in the payment section.

by Visa MasterCard

See Susan Smith form for CC payment

Card Number _____

Expiration Date _____ 3/Digit _____

to: Print Name on Card _____

Signature _____

OVERALL ENTRY COMPLETION

When submitting your entries, be sure the entrant name on the payment and entry forms are the same. This should also match the trophy inscription, with at least one of the names being the entrant, or a department name.

2020 CCA COMMUNICATIONS WRITING ENTRY

BUFFALO, NY

ENTRIES MUST BE RECEIVED IN _____

Complete and Submit This _____

Reminder: Entries will not be sent to Institute.

Check here if you would like this entry returned upon completion of _____

1. Entrant First _____ Last _____

Please include a copy of this completed form with check or credit card information.

Entrant Name _____

Organization _____

Address _____

State/City/Zip _____

Phone _____

E-mail _____

Trophy inscription - If a single name is inscribed on the trophy, it must be the entrant's name. If three or more people collaborated on a project, the cooperative or department name should be used for the trophy inscription. (These are required fields, Input N/A if a line is not applicable)

First Line - Name or Department _____

Second Line - Organization _____

Additional trophies may be purchased directly from the trophy company following the 2019 Institute. Instructions will be provided.

Example: If Sue Smith is the editor, entering entries of behalf of her writer, John Doe, and would like John recognized on the award, and at the award ceremony, John must then be listed as the entrant, and fees paid accordingly based on John's membership to CCA.