



# Catholic Daughters of the Americas®

**To:** Local, Campus, JCDA, Territorial, and State Court Regents

**From:** Rita Carlson, National Facebook Page Contest Chairman

**Re:** 2025 National Facebook Page Contest

Greetings to all Catholic Daughter Courts- *State, Local, Campus, JCDA and Territorial*

Enclosed you will find the Contest Guidelines, Facebook Page Suggestions, Instructions for Submissions, Entry Form, and Contest Score Sheet for the 2025 National Facebook Page Contest. Please be sure to **pass along** this information to your court Facebook Page administrator as soon as possible so she knows about the contest and the guidelines.

**PLEASE** be sure to **review the qualifications**. There are so many courts that have dynamic Facebook Pages, and we want to make sure they do not get disqualified for not following the rules.

**TAKE NOTE:** It can be easy to copy articles, stories, poems, recipes, emojis, clip art, etc. from the web or from emails that have circulated. Since many such items don't seem to have authors listed, the assumption often gets made that these items are free to use. However, a large number of such items are **copyright protected** (yes, even free clip art) and it is **illegal to use them** without permission. Articles, stories, poetry, clip art, photographs- any created and posted work falls under copyright law. Contrary to widespread belief, there does **not** need to be a copyright symbol or statement present for a writing, picture, or clip art to be protected by law. It is best to assume all items are protected by copyright or trademark law and seek permission before using them. Even if you post something *without realizing* it is protected, you could be taken to court and end up paying a great deal of money. CDA insurance does NOT cover copyright infringement cases. Use of non-original material without permission is grounds for disqualification from the Catholic Daughter Facebook Page contest.

**Don't have a court Facebook Page yet?** Don't worry. We have a division for those with new Facebook Pages, so you won't be competing against those who have had their Facebook Page for years.

## **WHY NOT START A FACEBOOK PAGE TODAY!**

- Draw in new members.
- Educate new members (or even long-timers) about our organization.
- Show that we are an international organization.
- Keep everyone up to date on the events and activities of your court.
- Keep members who can't be at meetings in the loop!

We have courts at every level that are dynamic, faith-filled, and loving. Let's get out there and share our story!

Approved by:

Susan Moné  
National Regent



## 2025 NATIONAL FACEBOOK PAGE CONTEST

To be eligible for the **2025 National Facebook Page Contest**, all entries **must be POSTMARKED ON OR BEFORE APRIL 1, 2025.** *Facebook Page entries will not be accepted for judging after the deadline.*

**Local, Campus, and JCDA Courts** submit entries to the State Facebook Page Chairman by March 1, 2025. The 1<sup>st</sup> place winner in each category and division will be submitted **by the State Chairman** to the National Chairman.

**State and Territorial Courts** submit their Facebook Page contest entries **directly** to the National Chairman.

### **Facebook Page will be judged on the following categories:**

- Layout (appearance, neatness, spacing, and all required elements)
- Headlines (interest, appeal)
- Creativity in design (including use of clip art, pictures, humor, etc.)
- Freshness of content
- Links to appropriate sites
- Coverage (local, state & national news, projects, and activities)
- Please refer to guidelines page for specific requirements and what each site must include.

### **Consider the following ideas and suggestions to enhance your sites:**

- Ask your Court Chaplain or District Deputies to post on your Facebook Page.
- What about asking your Regent, other court officers or chairmen to post on your Facebook Page.
- National and State Post
- Post with Pictures make your site more fun.
- Acknowledgement of members makes a Facebook Page more personal and informs other members who cannot attend meetings. (consider thank you messages, sympathy, birthdays, and special celebrations of all kinds)
- Inform members of activities coming up. They can “Save the Date.” Members need to plan far ahead for some events like state and national conventions.

### **Just a few notes to keep in mind:**

**There will be 3 judges** for the national Facebook Page contest. Judges will be from various backgrounds and not all from the same organization. The chairman or anyone related to any of the entrants may not judge.

**Facebook Pages not available at the time of judging will be disqualified.** Three attempts will be made.

**Prizes will be awarded** in each category, so let us know about your amazing Facebook Page and receive recognition for your court.



## 2025 National Facebook Page Contest Guidelines Rita Carlson, National Chairman



State Regents *should* appoint a State Facebook Page Contest Chairman to oversee the contest on the state level.

### **All Facebook Pages are required to include the following:**

**(failure to include or comply with any of these elements will disqualify the entry)**

- 1. The CDA mission statement (in “about”) and Catholic Daughters registered logo (on Title page)** *These two items identify CDA as a national organization and should be prominent.*
- 2. Court name, number, and location of the court**
- 3. Contact information for the Regent or the site Facebook Administrator**  
*It is important to protect our officer and member information. Home addresses and phone numbers should not be listed. Please use only email addresses.*
- 4. Post about the Circle of Love Program**
- 5. Post about Local/State/National Projects**  
*All sites are to have information on local, state, and national projects. Most information is expected for the court’s own projects with at least general information on the other levels of the Order.*

### **INSTRUCTIONS FOR SUBMISSION**

#### **Local, Campus and JCDA Courts:**

- 1) Fill out and make three (3) copies of the entry form and score sheet.
- 2) Attach a copy of the score sheet to each entry form. Court information at top should be filled out.
- 3) Send entries to your State Chairman postmarked on or before **March 1, 2025**. Ask your State Regents for State Chairman contact information.
- 4) State Chairman will submit ONLY 1<sup>st</sup> place winners in each category to the National Facebook Page Chairman. Be sure to include a blank scoresheet with just the top filled out. Please **do not** send a score sheet filled out by State judges.

#### **State and Territorial Courts**

- 1) Complete three (3) copies of the entry form and score sheet if mailing USPS.
- 2) Attach a copy of the score sheet to each entry form, with the top lines filled out.
- 3) Entries may be sent electronically to [cdandrita90@gmail.com](mailto:cdandrita90@gmail.com) (send entry form and score sheet) on or before **April 1, 2025**.
- 4) Hard copies should be mailed or postmarked on or before **April 1, 2025**, to: Rita Carlson  
National Facebook Page Contest Chairman  
1306 S. 19<sup>th</sup> Street  
Ft. Dodge, Iowa 50501

Catholic Daughters of the Americas strives to embrace the principle of faith working through love in the promotion Of justice, equality and the advancement of human rights and human dignity for all.



Catholic Daughters of the Americas  
**2025 National Facebook Page Contest Entry Form**

Court Name and Number \_\_\_\_\_

Court Location (City/State) \_\_\_\_\_

Name of Regent \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_ (\_\_\_\_) \_\_\_\_\_

Facebook Page Address \_\_\_\_\_

Date Facebook Page Established \_\_\_\_\_

Name of Webmaster \_\_\_\_\_ Email \_\_\_\_\_

**Category:** (circle one) I) Local Court II) Campus Court III) JCDA Court  
IV) Territorial Court V) State Court

**Division:** (circle one) I) New Facebook Page (less than 1-year old) II) Established  
Facebook Page

State Chairman Name \_\_\_\_\_

State Chairman Email Address \_\_\_\_\_

Please refer to instructions for submission on the guidelines page.

**DO NOT WRITE IN THE SPACE BELOW**

Date entry was received by State/National chairman \_\_\_\_\_

Facebook Page meets all requirements for a qualified entry. Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please note reason for disqualification.



Catholic Daughters of the Americas  
**2025 National Facebook Page Contest Scoring Sheet**

Court Name & Number \_\_\_\_\_ Category \_\_\_\_\_ Division \_\_\_\_\_

Facebook Page Address \_\_\_\_\_

Location \_\_\_\_\_ Regent's Name \_\_\_\_\_

<b>REQUIREMENTS</b> <i>(section completed by State/National Chairman)</i>		(√)Y / N
<b>Required</b>	CDA Mission Statement in "about" section	
<b>Required</b>	CDA Registered Logo prominently displayed on home page banner	
<b>Required</b>	Court name, number, and location on home page banner	
<b>Required</b>	Regent and/or Webmaster email address in "about" session	
<b>Required</b>	Circle of Love Program Description in "about" section	
<b>Required</b>	Local CDA Projects Post	
<b>Required</b>	State CDA Projects Post	
<b>Required</b>	National CDA Projects Post	
<b>Required</b>	Properly completed cover sheets (3) included	
<b>Required</b>	Facebook Page available at the time of judging. (Three attempts will be made to access site)	
<b>Facebook Page has completed all requirements and is considered a QUALIFIED entry?</b>		
<b>MAX POINTS</b>	<b>CATEGORIES</b> <i>(section to be completed by judges)</i>	<b>JUDGE'S SCORE</b>
<b>20</b>	<b>LAYOUT</b> Comments:	
<b>15</b>	<b>CREATIVITY IN DESIGN</b> Comments:	
<b>15</b>	<b>FRESHNESS OF CONTENT</b> (Up to date information, readability, variety of content) Comments:	
<b>10</b>	<b>LOCAL COVERAGE POST</b> (Court news, projects, and activities) Comments:	
<b>10</b>	<b>STATE COVERAGE POST</b> (State CDA news, projects, and activities) Comments	
<b>10</b>	<b>NATIONAL COVERAGE POST</b> (National CDA news, projects, and activities) Comments:	
<b>10</b>	<b>POST FROM VARIETY OF MEMBERS</b> Comments:	
<b>10</b>	<b>CIRCLE OF LOVE PROGRAM POST</b> Comments:	
<b>100</b>	<b>TOTAL POSSIBLE SCORE</b>	<b>JUDGE'S TOTAL SCORE</b>

**\*\*Territorial Courts do not have a State Court; therefore, they will not be judged on State Coverage and their Total Possible Score is 90.**