

Compilation Form for Affiliate Contest Directors

NFPW is providing this digital Compilation Form to assist you in compiling the information on all of the entrants in your affiliate contest. Please read the directions (pages 1 and 2) and look at the sample form below before filling out the form for your affiliate. The form begins on page 3. Use as many extra pages as are needed.

Two rules to remember:

- 1) **Contest entrants** are to be listed on the Compilation Form in alphabetical order by LAST name.
- 2) **The entries** are to be sorted, packaged and sent in numerical order by CATEGORY number.

Use a separate line for each entry.

Fill in the Number of Entries for individual entrants (column 4) on the line with entrant's name only.

When there are co-entrants, please list them and each of their entries as shown in the sample Compilation Form below. Because the contest fee is \$20 per entry, regardless of the number of co-entrants, do not count co-entries other than for first-named entrant or you will pay too much. See complete notes on this example below.

Entrant (Last Name First)	Cat./Sub. cat.	Co-entrant(s)	No. of Entries
Adams, Allison	5		1
Adams, Jill	9 K	Yes	1
Pat Bailey	23-B		2
	52-B		
Berman, Rita	46-B		2
	52-A		
Best, Kim	1-C		2
	9-K	Adams, Jill	
	4		
Washington, Tom	9-K	Adams, Jill	0
Total Number of Entries (leave blank if not final page). If you cannot list all entries of the last-named entrant on this page, write entrant's name on first line of next page and continue.			8
Total entry fee enclosed (No. of entries from all pages x \$20). Leave blank unless ALL contestants have been listed.			\$160

If you fill the first page, scroll to the next page and continue. Use as many pages as you need. Print the completed form and mail with entries and a check for total of entry fees to NFPW Contest Manager.

- In the example above:** Jill Adams enters category 9-K with two other people, Kim Best and Tom Washington.
- Because she is listed first alphabetically, think of Jill as the “entrant” and Kim and Tom as “co-entrants.”
 - To correctly tabulate the total number of entries, count the joint entry in category 9-K in Jill’s total only.
 - Indicate that Jill has co-entrants by writing “yes” in the Co-entrant(s) column but do not name them.
 - Kim Best’s co-entry with Jill in 9-K is shown in Kim’s individual list of 3 entries in the Cat./Sub-cat. column, but is NOT counted in the Number of Entries column because that entry already was counted in the total after Jill’s name. Indicate Kim has co-entrants by writing only the name of the “entrant” (Adams, Jill) in the Co-entrant column. Kim has 3 entries, but the total after her name will be 2.
 - Tom Washington’s only entry is the co-entry in 9-K with Jill and Kim. It is shown in his individual list of 1 in the Cat./Sub-cat. column, but, like Kim’s co-entry, it is not counted in the total number of entries. Write the name of the “entrant” (Adams, Jill) in the Co-entrant column. The total after Tom’s name will be 0.

Getting the right total: do not count co-entries, **other than for first-named entrant**, in total.

In the example above, count as follows:

- 1 entry for Adams, Allison
- 1 entry for Adams, Jill
- 2 entries for Bailey, Pat
- 2 entries for Berman, Rita
- 2 entries for Best, Kim (Kim has 3 entries but count only 2 -- 9-K already was counted under Jill’s name)
- 0 entries for Washington, Tom (Tom’s only entry, 9-K, was counted, like Kim’s, under Jill’s name)

Add as many pages as necessary to list each entry. If you use more than one page, enter the total number of entries you are sending on the last page only and calculate amount due (number of entries x \$20 entry fee).

Distribute copies of your Compilation Form as follows:

Copy #1:

Print out and enclose Compilation Form with affiliate entries and a check (payable to NFPW).

Mail all to:

Gloria Watkins
NFPW Contest Manager
120-A East Broad Street
Falls Church, VA 22046
Ph (703) 237--9804 or (800) 780-2715

Copy #2

E-mail a copy of Compilation Form to:

Gloria Watkins
gwatkins@americanpressworks.com

Copy #3

Keep a copy on your computer or in your files. You may need to refer to it later.

Please sort entries by category number/sub-category letter before mailing to NFPW Contest Manager.

NFPW Communications Contest Compilation Form

Fill in as many lines as necessary to list each entry. After last entrant, calculate total number of entries and multiply by \$20 to get entry fee total.

Name of Entrant: list each entrant only once in alphabetical order by LAST name
Cat./Sub-cat.: enter Category number and Sub-category letter for each entry
Co-entrant: if 2nd, 3rd, etc. person on an entry, list first-named entrant in Co-entrant column
No. of Entries: Put total count for each entrant on line with entrant's name only. Count each entry once; if co-entrant listed, do not count again under co-entrant name.

State Affiliate Name or At-large

Name of state contest director

Address

City, State, ZIP+4

AC/phone number (office)

AC/phone number (home)

E-mail address

Entrant (Last name first)	Cat./Sub-cat.	Co-Entrant(s)	No of Entries
Total Number of Entries (leave blank if not final page). If you cannot list all entries of the last-named entrant on this page, write entrant's name on first line of next page and continue.			
Total entry fee enclosed (No. of entries from all pages x \$20). Leave blank unless ALL contestants have been listed.			

Please sort entries by category number/sub-category letter before mailing to NFPW Contest Manager.

