

DISTRICT DIRECTOR RESPONSIBILITIES
FOR JUDGING YEARBOOKS

1. Yearbooks submitted by clubs to you must be received by **October 15, 2026** and include:
 - One MGC Yearbook Award Judging Application form filled out correctly.
 - Two (2) yearbooks.
 - Keep the yearbook and the Application Form together.
 - Sort yearbooks according to **club size** category as noted on application form.
2. Set a District Judging **date & select judging panel** of 4-5 people:
 - This must be sometime between October 16 – October 30.
 - Within your District (This should be a neutral panel...ex. From a club that did not enter a yearbook) **OR**
 - Another District – You are responsible for setting this up.
3. Designate a **“Lead Judge”** who will:
 - Facilitate the District Judging day.
 - Write comments and the scores on Judging sheet as determined by the panel.
 - Keep the materials organized.
 - Arrange for them to be in Lansing on the State Awards Judging Day.

Please note there is to be only ONE judging form & worksheet per club that is **filled out**. ALL your judges will have the MGC Judging Yearbook Form & Worksheet in front of them for reference but ONLY the Lead Judge will write on theirs, according to what the panel of judges decide (this refers to both comments and scores). Therefore....

4. You will need to print:
 - **An MGC Judging Yearbook Form & Worksheet** for **EACH club you are judging**. This is found on the MGC website/awards/yearbook awards. This is the one the Lead Judge will write on and attach to the application when completed.
 - **One copy for each judge** that they will refer to *throughout the entire judging process*. They will not be writing on their copy.

On District Judging Day – You will bring all the yearbooks & necessary judging forms & worksheets to your designated site, keeping yearbooks in size categories. Use **‘District Yearbook Judging, Step by Step’** instructions for this day.

When judging is complete:

All first, second and third place yearbooks need to go to Lansing for documenting and further judging on the designated State Awards Judging Day (usually the first week of November). You will send:

1. the application
2. the MGC Judging Form & Worksheet
3. 2 yearbooks for each club