

Date: Current Date
To: Club Presidents
From: Contest Committee Chairman
Subject: ADDC AIMEE Contest

The rules and instructions for entering the Association of Desk and Derrick Club Awards Contest are enclosed. Included in this guidance is the following:

- Cover letter
- Contest rules
- Submission of Entries
- Official Entry form
- Description of categories
- Official entry form & Judge's evaluation forms for each entry (spreadsheet)
- How to submit via google drive
- Example Package

All materials must be printed, written, and/or presented by and to the clubs between December 1st and November 30th. Example a submittal for a photograph, the photograph must be taken AFTER December 1st of the previous year and before November 30th of the current year to be eligible.

2022 AIMEE contest eligibility dates: AFTER December 1st, 2021, and before November 30th, 2022.

- **Contest entry submittals can be sent in either of the two formats:**
 - **Google Drive (instructions included) (Preferred)**
 - **Via email to ADDCaimee@gmail.com**
- All entries must be the work of current Desk and Derrick members, in good standing, with dues paid to the Association.
- Entries will be disqualified if submitted in binders, folders, CDs, DVD, or presentation formats other than electronic filing.
- Read and follow all contest rules.
- Entries will be disqualified by the Contest Chair if contest rules are not followed

A complete package will consist of the following:

- Official entry form
- Judge's evaluation form
- Contest material in the order presented on the entry form

Contest Rules

- All entries must be accompanied by the official entry form, which is to be acknowledged by the incumbent club president or authorized club member.
- All entries must be received by **January 1st via email or submitted in Google Drive**. The Google Drive will be locked on January 1st at 11:59 PM
- All contest entries must be presented, written, and/or published during the contest period as stated on the cover letter.
- All entries must have the correct category Judge's evaluation form.
- The complete set should be submitted to the contest chair by the designated deadline listed on the cover letter.
- "Magic Suitcase," "Petro Molly," and Fundamentals of Petroleum and/or ADDC certification classes do not qualify for entry in any program category.

Submission of Entries

All contest entries must be submitted electronically, each set should include:

- Official entry form
- Judge's evaluation form for Large or Small Bulletin
 - Issue of Bulletin to be judged
- Judge's evaluation form for Industry Article
 - Industry Article to be judged
- Judge's evaluation form for President's Letter
 - President's Letter to be judged
- Judge's evaluation form for Desk and Derrick Article
 - Desk and Derrick Article to be judged
- Judge's evaluation form for Desk and Derrick Program
 - Desk and Derrick Program to be judged
- Judge's evaluation form for a Seminar
 - Seminar Article to be judged
- Judge's evaluation form for a Field Trip
 - Field Trip Article to be judged
- Judge's evaluation form for Industry Photograph
 - Photograph to be judged

Official Entry Form:

- Enter your official Club name and Region
- Place an "X" beside each entry being submitted
- Enter the required information for each entry
- The information submitted on the official entry form will automatically transfer to the judge's evaluation form
- Review each form to make sure all information transferred and is correct

Category Descriptions

Bulletin

- There are four (4) categories for the bulletin entries
- All bulletin entries must be the work of the current ADDC members in good standing with dues paid
- All bulletin entries must be submitted as distributed in their original published form
- No editing, retyping, or changing is permitted
- Submit it as it appears in the bulletin, including all other items printed on the same page
- If an entry is submitted in more than one (1) category, both submissions will be disqualified
- You must choose between the small or large bulletin
- You may not submit in both categories
- Bulletins should be neat and well edited prior to printing/distribution
- Length of bulletin is not of primary importance, but it should contain a balance of association, region, and club information, as well as industry material and articles(s) by club members
- Avoid non-relevant materials
- Articles should not be extremely long, but they should be interesting, informative, well written and educational
- A good bulletin will include an accurate table of contents and a variety of material relevant to Desk and Derrick and the energy industry
- Poor quality and a high number of typographical errors will affect the judges' scoring
- Clubs should submit bulletins regardless of whether they are printed professionally or photocopied

Best Small Bulletin

- Must be eight (8) pages or less, including front/back covers

Best Large Bulletin

- Must be nine (9) pages or more, including front/back covers

Best Industry Article

- Article must be on a phase of the industry
- This may be an editorial, news story or feature story
- A good industry article entry will be interesting and educational to Desk and Derrick members
- Industry articles cannot be a program, seminar, or Desk and Derrick activity review, recap or writeup

Best President's Letter

- A good President's letter should be informative and motivational to Desk and Derrick members
- Only one (1) president's letter may be submitted for the year
- It may not be submitted in any other categories

Best Desk and Derrick Article

- Article must be about Desk and Derrick's history, leaders, or events
- Articles about a Desk and Derrick member, such as "member of the month" or "new member profiles" do not qualify
- A good Desk and Derrick article should be interesting and educational to Desk and Derrick members and non-members

Program

- There are four (4) categories for the program entries
- All program entries must be the work of current ADDC members in good standing, with dues paid
- Entries are not required to be published in the club bulletins
- "Monthly Program Reports" submitted to the Program Committee each month do not qualify as a program entry
- Article entries may be submitted in only one (1) category
- If an entry is submitted in more than one (1) category, both submissions will be disqualified
- A power point presentation by the speaker may be included with the entry; however, a summary or write-up prepared by an ADDC member(s) must be submitted

Best Industry Program

- Must be presented at a regular monthly meeting
- Must be energy related
- It may be presented by members and non-members
- Copies of handouts, presentation materials, photos, and audience participation are helpful for the judges to make their evaluations of the value and depth of the program. If presentation materials or experiment kits were used, photos of these will be accepted

Best Desk and Derrick Program

- Must be presented at a regular monthly meeting by a current Desk and Derrick member(s)
- Program may be presented to members of own club or to another Desk and Derrick club
- Program should educate members and non-members about Desk and Derrick's history, leaders, or events
- Include any handouts and audience participation information

Best Industry Seminar

- Seminar must be an industry related topic presented in a teaching/learning format to club members outside of a monthly membership meeting
- Seminar must be one planned and/or hosted by the club submitting the entry
- Only the Host Club(s) may submit entries for seminars given at a Region Meeting or Convention
- Seminar may be presented by member(s) or non-member(s)

Best Industry Field Trip

- Field trip must be industry related
- Field trip must be one planned and/or hosted by the club submitting the entry
- Only the Host Club(s) may submit entries for field trips given at a regional meeting or convention
- Field trip may be presented by a member(s) or non-member(s)

Photograph

- Photograph must be energy industry related
- Photograph must be taken by an ADDC member in good standing.
- Must be an original photo.
- May be submitted in color or black and white
- A good photograph will be well-focused with a balanced subject with a story or graphic depiction of an element of the energy industry.
- Submittals can be in any compressed graphic file format, but preferably .jpg, .png or .gif.
 - ✓ <https://www.samlogic.net/articles/which-image-format-best-for-email-newsletters-jpeg-gif-png.htm>
- Clubs may submit only one (1) photo
- Collages will not be accepted.

Google Drive Instructions


Your club will be provided a unique link, please send the contact information for your club's current designated point of contact for contest to the ADDC Contest Chair.

Uploading:


There are two ways to upload files to Google Drive:

- **Drag-and-drop files.** If you are using the latest versions of Chrome or Firefox, you can simply drag-and-drop files directly from your computer into Google Drive. You can even drag-and-drop files directly into folders or sub-folders.
- **Upload files using Google Drive.** Follow the steps below to select files to upload to Google Drive.

New Google Drive

- Open your clubs unique google drive file
- Click the  New button and select **Upload Files...** from the drop-down menu.
- Select the file you would like to upload. To select multiple files, press **Shift** or **Ctrl** (PC)/**Command** (Mac) and click all the files to upload.
- You will see a box that shows the progress of your file upload. Click on the file name to open the file or close the box by clicking the **X** in the upper right corner.

Classic Google Drive

- Open your clubs unique google drive file
- Click the upload  button and select **Files...** from the drop-down menu.
- Select the file you would like to upload. To select multiple files, press **Shift** or **Ctrl** (PC)/**Command** (Mac) and click all the files to upload.
- You will see a box that shows the progress of your file upload. Click on the file name to open the file or close the box by clicking the **X** in the upper right corner.

Upon submission, please send an email to the current Contest Chair to confirm receipt.