



# 2019 Student & Alumni Awards Judging Requirements

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This judging-services agreement is between the Catholic Press Association of the United States and Canada (CPA) and assigned judges.

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## SECTION 1:   **OVERVIEW**

The Student and Alumni Awards recognition program for students and alumni from catholic universities or Catholic alumni magazine and highlights the work of members during the previous year.

- Judges must have experience in the medium they are judging.
- Judges must be computer proficient.
- The judge must write brief comments about the qualities that made the winning entries stand out.
  
- Judges may disqualify entries that do not meet the criteria of a category.

## SECTION 2:   **PERFORMANCE OF SERVICES**

Each judge shall perform the services with the skill, diligence and care expected of recognized professionals with regard to similar work.

## SECTION 3:   **TIMELINE**

- February 3       Entry deadline, contest closes
- February 20-28
  - Judges receive category assignments, entries, log-in instructions, contest rules and category descriptions
  - Judges receive hard copy entries
- March 1           Judging starts
- March 31         Judging closes
  - Judges must select winners and enter comments for winning entries, completing all assignments by March 31, 2109. CPA and any assigned coordinator will assist judges in completing the award judging by deadline.

## SECTION 4:   **LOCATION**

Judging is conducted through the online system provided by CPA.

When applicable, hard copy materials are mailed to the preferred location of each judge. Please include your mailing address on the participation form for payment and to receive applicable hard copy material. When applicable, CPA pays all expenses to deliver material to the judge.



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## SECTION 5:    **CONFIDENTIALITY/SERVICES FOR OTHERS**

All information regarding the process and results must remain confidential until the CPA announces the winners at its annual Awards Banquet in June.

## SECTION 6:    **INDEMNITY**

CPA will hold harmless, defend and indemnify each judge against all liabilities and losses to the extent arising out of any claim of infringement of copyright or other intellectual property right and out of any negligent act of CPA in the performance of services; however, it shall be a condition to CPA's indemnification obligation that: 1) judges notify CPA promptly if it knows or suspects of any reason for any claim for indemnity hereunder; 2) CPA has sole control over the defense or settlement of any claim; and 3) judges shall cooperate as CPA may request with respect to such defense or settlement.

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## **Questions:**

Direct questions concerning the use of the software and any other elements of the program to [cpaawards@catholicpress.org](mailto:cpaawards@catholicpress.org) or call the office at 312-380-6789.