CHAPTER MANUAL

NATIONAL FORENSIC LEAGUE

2001

This manual supersedes all earlier editions of every manual, constitution, or credit point instruction card. All obsolete copies of these items should be destroyed.
IN BRIEF

WHAT AN NFL SPONSOR MUST KNOW

SCHOOLS:

To become an affiliate chapter (or remain an affiliate chapter)
Return yellow affiliate card signed by principal.
Payment of yearly fee.
No requirement to enroll a specific number of members and degrees or participate in the district tournament.

To become a charter
Record 1,000 student NFL points over two years.
Fill out the Gold Charter Application. (Available from District Chair or National Office.)
Affirmative vote of District Committee.
Payment of chapter dues.

To retain a charter
Enroll 50 degrees over each 3 year period (25 for a school less than 200 students) or
Affirmative vote of district committee if the renewal number is not achieved.
Pay chapter dues each year.

To participate in NFL Activities and receive the Rostrum
Return corrected membership list.
Pay chapter or affiliate dues.

STUDENTS:

To become a student NFL member
25 points (at least 10 in interscholastic competition—debate and/or speech and/or congress)
10% of NJFL points (maximum 10) may be transferred to NFL and listed in Service (see example on page CM-6)
$10 membership fee.
Blue application signed by principal and coach. (See page 12 in this manual.)

Student Competition Points
Count any points earned by a student during grades 9-12.
Points for all debate events and Mock Trial: (6) Win; (3) Loss or no decision.
Points for Original speeches: 6 (first); 5 (second); 4 (third); 3 (fourth); 2 (fifth); 1 (sixth and lower).
(Original speeches: Extemporaneous, Original Oratory, Informative, Expository, Advocacy, of at least 7 minutes.)
Points for Interpretation/Reading: 5 (first); 4 (second); 3 (third); 2 (fourth); 1 (fifth and lower).
Points for Other Speeches: 4 (first); 3 (second); 2 (third); 1 (fourth and lower).
(See page 4 in this manual for listing of specific speech types.)

Student Service Points
A speech before twenty-five or more adults or on Radio, TV, or Cable. (No school P.A. announcements allowed.)
Points awarded according to student’s degree on record in the national office. 1 (non-member); 2 (merit); 3 (honor); 4 (excellence); 5 (all Degrees of Distinction).
Contests held before audiences of at least 25 adults or on radio, TV, or cable may be counted as both service and competition.
Students who hold Degree of Excellence on record in the national office may judge up to 4 rounds of novice competition per day and receive 2 points per round.
No more than 4 service projects may be recorded each day.

Student Congress or Model UN Points
Official scorer or coach may award points (1-6) for up to four speeches per student but no more than 24 points per day. Coaches may award points to their students at practice congresses, but no more than two students may be given the same total.

Student Group Points
Mock Trial is scored like debate: W (6); L or No Decision (3) to each participant in the trial.
Discussion points are awarded based upon the “Other Speeches” schedule listed above.
No more than 4 rounds or 24 points per day may be earned in group speaking.

Student Point Limitations
Record unlimited rounds of speech and debate competition each day, but congress points are limited to 24 points per day.
No student may receive more than 500 points in each category (Debate, Speech, Service/Group) or more than 1000 overall.
Points earned at NFL district and national tournaments and congresses will be awarded in addition to the 1000 point limit.

Recording Student Points
Refer to explanation on pages 4, 5, and 10 and examples on pages 6 and 7 in this manual.

Instructor’s Points
1/10 of points earned by students.
1/10 of student points (if an instructor was a student NFL member).
The operation of a chapter of the National Forensic League is a logical and fascinating procedure to those familiar with it. The rules should be interpreted literally and followed exactly. All members are entitled to assurance that points were earned and reported strictly according to NFL rules. The National Office will check all reports critically and strike out incomplete or questionable entries.

1. School Membership
   A. Affiliate Membership
      1. Affiliate Chapters
         A school may affiliate with NFL upon payment of a yearly affiliate fee and the signature of the school principal on the affiliate enrollment card.

         Affiliate schools receive annually a certificate of school affiliation. A packet of NFL supplies are provided.

      2. Affiliate Renewal
         Affiliate school membership is granted for one year, expiring on June 30, and renewed on application and payment of the annual fee. There is no requirement as to minimum membership enrollment to qualify for such renewal.

      3. Invitational Tournaments
         Affiliate schools will be on the District Chair’s mailing list and accordingly will receive invitations to participate in some tournaments and congresses. The host of such tournaments or congresses of course determines which schools it will invite.

      4. NFL Tournaments
         In the official district congress, an affiliate chapter has the right to seat four students, but those students must have membership on record in the National Office seven days prior to the Congress.

         In the NFL district tournament, an Affiliate chapter is entitled to enter NFL member students (on record at least seven days prior to the tournament) based upon the chart on page TD-2. A member student from an affiliate school, if qualified, may participate in both the district tournament and district student congress.

         AFFILIATES WHO EXPECT TO ENTER EITHER THE NFL CONGRESS OR THE NFL TOURNAMENT SHOULD SO ADVISE THEIR DISTRICT CHAIR AT LEAST A MONTH IN ADVANCE OF THE PROBABLE DATE, SO THAT REGISTRATION FORMS WILL BE SENT TO THEM.

      5. The Rostrum
         Each Affiliate Chapter receives five copies of The Rostrum but may subscribe for more.

      6. Each affiliate will be assigned to an NFL district.

      7. Affiliate and Charter Differences
         The annual membership report published in the October issue of The Rostrum covers only chartered schools. Likewise, the district standing published each month is based on the enrollments of the chapters, not affiliates.

         Affiliate schools do not take part in the election of district chairman, district committee, or national officers.

   B. Charter Membership
      1. Charter Chapters
         A school may qualify for charter membership by recording at least 1,000 credit points in two years and showing evidence of its commitment to a strong speech program. A chapter application must be filed with the district committee which shall vote whether a charter is warranted. Yearly chapter dues are required.

      2. The Charter
         The NFL charter for a new chapter is engrossed with the names of the charter members. To avoid errors, a listing of these names is first secured from the chapter. Return this list promptly.

         Since charters must be sent to the engrosser, a month should be allowed for the delivery of the completed charter. The chapter need not wait until it receives its charter to enroll members, but should send the application for membership along with credit point reports and membership fees as soon as possible.

         When the charter is received, it should be framed and displayed in the speech classroom or in an appropriate place in the school.

         If the charter certificate is lost, a replacement can be obtained for $15.00.

      3. Charter Renewal
         A charter is valid for three school years; that is, the year during which it is issued and two additional years. All have a uniform expiration date on June 30.

         On expiration, the charter may be renewed for another three years if the chapter has met minimum requirements for renewal, which is the enrollment of 50 members or degrees within the past three years. No application is required.

         Any high school with an enrollment of 200 or less shall be required to have only 25 members and/or degrees in a three year period. A school must take affirmative action to participate in this program by sending a letter from the principal to the Executive Secretary each year of renewal.

         Chapters failing to meet the renewal requirement will be dropped on June 30, but may petition the district committee for renewal of their charter, or apply for affiliate membership.

         Charters issued before 1931 are permanent and remain valid as long as the chapter remains active.

      4. Suspension of Charter
         Any chapter will be suspended if the chapter dues for the year are not paid by December 1. It will be expelled if it is two years in arrears on that date. Payment of dues will lift the suspension.

         A chapter holding a permanent charter shall be suspended if at some time during the year prior to June 30 it does not have five active members. The suspension may be removed by rebuilding the membership to five. A chapter failing to be reinstated within three years is expelled.

         All privileges are denied a suspended chapter.

         The school principal may resign the charter.
5. Membership List

In September of each year, the National Office sends every chapter a duplicate list of its members and the number of credit points on record for each on the date stamped on the list.

The chapter sponsor should compare these point totals with his/her own records, correcting the latter in case of disagreements so that chapter and national records will agree at the start of the year.

"Graduated" or "Withdrawn" (may be abbreviated G or W) is to be written after the names of those no longer in school. This includes instructors. At the bottom of the form, the name of the instructor to whom chapter mail is to be sent during the year and the school address are to be recorded.

The list is to be returned promptly and a copy of the list is to be kept in the chapter file.

Until the list is returned, the chapter is not considered active by the National Office, and therefore (1) is totaled as zero in computing the district average and in apportioning seats for a district congress; (2) may not have members participate in the district tourney.

The list is mailed to the chapter advisor on record in June. If that person is no longer at the school and does not forward the list to the chapter by September 15th, request should be made to the National Office to send a duplicate.

II. Recording Credit Points

A. Chapter Records

1. As soon as a student participates in any speech activity for which points are earned, a credit point sheet is to be opened for him/her and inserted alphabetically into the Chapter Record Book. Any points earned by a student in grades 9-12 may be recorded. 10% of NJFL points (maximum 10) may be transferred.

2. The student's legal name is to be used. It is to be written in the same way on all NFL papers. Nicknames such as "Bud," "Junior," or "Sis" do not establish identity and will not be recorded in the National Office. If a student applies for membership as "James Andrew Smith," reports for "Andrew Smith" may not be recognized.

3. Points are to be recorded in chronological order. Entries are to be made promptly after each event in which points were gained.

4. Only the year for the first entry is to appear on each page. Thereafter, month and day are sufficient. Ditto marks may be used whenever possible. "High School" may be abbreviated to "HS."

5. Under "Where held" list the place of each contest. If a school, list the name of the city and the name of the school: i.e., Pekin H.S., Omaha-North H.S. List the state only if different from your own: i.e., Nashville Montgomery Bell Academy, Tenn. Generic names such as "Washington H.S." are vague and such entries will be stricken. Use complete names (i.e.) Kansas City-Washington. If a college list the name and city: i.e., Central State Univ.-Edmund. Avoid initials like U.C.L.A. or C.S.U.

6. These reports are permanent records. Neatness and accuracy should reflect credit on the person preparing them.

7. An interested student (or parent) who is not deeply involved in debate or contest activity may be appointed Recording Secretary and given the responsibilities of keeping the credit point records. The instructor must still check them for accuracy as to fact and form before adding his/her signature and sending them to the National Office.

8. Permitting each student to prepare his/her point record is definitely unsatisfactory, unless carefully audited by the instructor.

B. Recording Interscholastic Debates

All policy debates and Lincoln/Douglas debates are to be recorded only in the debate category.

Date: Month, day, and year.

Where Held: School or college. Abbreviate "H.S." The state may be omitted if it is the home state of the chapter submitting the report. Do not use initials to identify a college or university.

Decision: Won, Lost, None

Points: Six points for a win. Non-decision and losing debates receive three points.

C. Recording Interscholastic Contests

All individual event and duo interp contests are to be recorded only in the contest category.

Date: Month, day, and year.

Where Held: School or college. Abbreviate "H.S." The state may be omitted if it is the home state of the chapter submitting the report. Don't use initials to identify a college or university.

Type of Speaking: One of the following approved terms is to be used, even though locally the contest might have a different designation. Points will be marked off if this directive is ignored.

<table>
<thead>
<tr>
<th>First Place</th>
<th>6 Points</th>
<th>First Place</th>
<th>4 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Oratory, Extemp</td>
<td>After-dinner</td>
<td>Expository, Informative</td>
<td>Impromptu</td>
</tr>
<tr>
<td>Original Advocacy, Public Address</td>
<td>Book review</td>
<td>Analysis of Address</td>
<td>Voice of Democracy</td>
</tr>
<tr>
<td>Poetry</td>
<td>Story Telling</td>
<td>Original Interpretation</td>
<td>Salesmanship</td>
</tr>
<tr>
<td>&quot;Humorous&quot;</td>
<td>Radio Announcing</td>
<td>Declamation</td>
<td>4-minute speaking</td>
</tr>
<tr>
<td>&quot;Duo Interpretation&quot;</td>
<td>TV Announcing</td>
<td>&quot;Dramatic&quot;</td>
<td>Demonstration</td>
</tr>
<tr>
<td>Prose</td>
<td><em>Terms &quot;Acting&quot; or Performance</em></td>
<td>Reading</td>
<td>will negate points</td>
</tr>
<tr>
<td>Original Prose, Poetry</td>
<td>*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If your student is participating in a contest not listed or not similar to one listed, send a copy of event rules to the NFL office for direction on how to record this contest.

Rank: The rank accorded the student in that round is to be entered. Arabic numerals, 1, 2, 3, etc. are to be used. If two are tied for first, the next rank is third, etc. If 3 judges are used and no re-rank published, record the middle rank or the average of the 3 ranks.

Grade: If students are graded, the grade as "A," "B," "C" is to be entered. Change designations such as "Superior," "Excellent," and "Good," or I, II, III to A, B, C. If no rank or grade is announced, the student gains just one point for that round. Record "N" (non decision)
Credit Points: Refer to list on previous page for specific events.

<table>
<thead>
<tr>
<th></th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Speeches</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Interpretation</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Other Contests</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

If only four schools compete in the contest points shall be reduced by one; if only three schools, by two. No points are allowed for a two-school contest. Reductions apply only to the individual events category, not debate.

D. Recording Service Projects/Group Speaking

1. Service Projects. The designation of audience and type of speaking must be in accordance with the following instructions.

Date: Month, day, and year.

Audience: It is to be named specifically as: Optimist Oratorical Contest, American Legion, P.T.A., H.S. Assembly, Radio WHBC. If the audience is one usually composed of young people and 25 adults are also present, the audience may be designated as "Scouts and Parents" or "Hi-Y and Adults."

No points are earned for speaking to a student audience of any kind other than the official high school assembly, so this exact term, "H.S. Assembly," must be used. Such vague entries as "school auditorium," "church," or "school" invalidate the entry.

These Audiences Qualify:
- High School Assembly
- Radio Station (Station Letters)
- TV or Cable Station (Call Letters)
- Rotary, Kiwanis, and other service clubs
- Church Congregation (Be Sure to Identify)
- Adult Community Clubs (Be Sure to Identify)
- Adult Political Organizations (Be Sure to Identify)

Adults: Enter the approximate number, at least 25. Only persons beyond high school age are regarded as adults.

Type of Speaking: The exact kind or type of speaking is to be stated. The title or subject is not to be written in. The term "Service" is too vague. One of the following designations is to be used:

- Analysis of Address
- After Dinner Speech
- Book Review
- Commentating
- Debate
- Declamation
- Discussion
- Dramatic Interpretation
- Duo Interpretation
- Expository
- Extemp Speaking
- Humorous Interpretation
- Impromptu
- Informative Speech
- Master of Ceremonies
- Oratorical Interpretation
- Original Oration
- Persuasive Speech
- Poetry Reading
- Public Address
- Prose Reading
- Sales Talk
- Sermon
- Speech
- Sportscasting
- Storytelling
- TV & Radio Announcing
- Voice of Democracy

Length of Speaking: Enter student speaking minutes. For a discussion, the time for each participant may be estimated. A minimum of 4 minutes is required for each service speech.

Points: A non-member student receives one (1) point for each service speaking project. A member receives two (2) points. Degree of Honor three (3) points. Excellence four (4) points, and any degree of Distinction five (5) points. For a speaking project before the high school assembly the minimum of one point prevails unless the report indicates that 25 adults were in the audience.

To receive the extra points allowed for Advanced Degrees, a member must actually have the advanced degrees on record in the National Office at the time the speech is given. Simply having earned the points for such degrees is not sufficient.

If an interscholastic debate or contest is held under conditions qualifying it as a service project (over radio/TV/cable or before an adult audience or high school assembly), it is to be listed in a competitive category and also in the service category. Points are to be awarded in both categories.

A student may not receive points for more than four service speaking projects a day. Summer Service speaking may be recorded.

Judging: A student holding the Degree of Excellence on record may be awarded two service points per round or section of judging in a novice tournament, limit of 4 rounds per day.

2. Group Speaking. All contests where students speak in groups: Student Congress, Model U.N., Boys State, Girls State, Mock Trial, Discussion should be recorded in the Service/Group category.

a. Student Legislative Assemblies: At unofficial practice congresses or legislative assemblies under other sponsorship such as, Model U.N., Boys or Girls State or Nation, a student may receive not more than 24 points a day by:

An official scorer awarding up to six points for each speech but no more than 120 points per hour. His/her own instructor awarding up to six points for each speech, but not awarding the same total to more than two of his/her students.

Points are earned only at interscholastic legislative meetings of four or more schools. The report must indicate (1) the approximate number of participating schools, or (2) that an official scorer (O.S.) was present, or (3) the number of speeches given by the student. The model credit point report may be referred to for correct reporting form. (Page CM-6)

b. Mock Trial: The mock trial is to be scored win/loss. Participants on the winning side receive 6 points each for each winning trial; losing trial participants 3 points each for each loss. No more than 24 points per day may be recorded for a student.

c. Discussion: If discussants are ranked (1, 2, 3) or rated (A, B, C) each round they should be assigned points as designated by the "other contests" category of the NFL point schedule above. Four rounds per day may be recorded.

II. Recording Limitations

1. Reduction: If only four schools compete in a speech contest points shall be reduced by one; if only three schools, by two; no points for a two-school speech contest. Two schools may debate.

If a tournament is held at a junior high school, points will be recorded only if all participants are ninth grade and above.

2. Debate/Contest Limits. Students in debate and speech events may record all contest rounds in which they compete until they reach the limit of 500 points in a category or 1,000 points total (exclusive of NFL district and nationals).

3. Service/Group Limits: No student may record more than 24 points per day in service speaking or group competition. No student may record more than 4 rounds per day for judging credit.

4 Career Limits. No student may record more than 500 points in debate, 500 points in contests, 500 for service/group speaking; and not more than a total of 1000, exclusive of NFL District and National Tournaments and Congresses.
## Interscholastic Debates

<table>
<thead>
<tr>
<th>MM/DD/YY</th>
<th>WHERE HELD</th>
<th>DECISIONS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 21, '95</td>
<td>Brookfield-Central HS</td>
<td>W L N</td>
<td>3 1 21</td>
</tr>
<tr>
<td>Dec. 2</td>
<td>Lawrence College, Appleton</td>
<td>1 1</td>
<td>9</td>
</tr>
<tr>
<td>Jan. 6, '96</td>
<td>Oshkosh-North HS</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Mpls-Roosevelt HS, MN</td>
<td>2 1</td>
<td>15</td>
</tr>
<tr>
<td>Feb. 2-3</td>
<td>Sheboygan-North HS</td>
<td>5 2</td>
<td>36</td>
</tr>
</tbody>
</table>

## Interscholastic Contests

<table>
<thead>
<tr>
<th>MM/DD/YY</th>
<th>WHERE HELD</th>
<th>TYPE OF SPEAKING</th>
<th>RANK</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 2, '95</td>
<td>Lawrence University, Appleton</td>
<td>Ex, OO, Expos, Di, Hi, I, Pr, Po, Duo, Imp (Other) (Name)</td>
<td>1 3 4 2</td>
<td>18</td>
</tr>
<tr>
<td>March 9, '96</td>
<td>West Bend-East HS</td>
<td>Ex, OO, Expos, Di, Hi, I, Pr, Po, Duo, Imp (Other) (Name)</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>&quot;</td>
<td>Ex, OO, Expos, Di, Hi, I, Pr, Po, Duo, Imp (Other) After Dinner</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>March 15</td>
<td>Milwaukee-Marquette HS</td>
<td>Ex, OO, Expos, Di, Hi, I, Pr, Po, Duo, Imp (Other) (Name)</td>
<td>1 2 5 5</td>
<td>11</td>
</tr>
<tr>
<td>March 16</td>
<td>&quot;</td>
<td>Ex, OO, Expos, Di, Hi, I, Pr, Po, Duo, Imp (Other) (Name)</td>
<td>3 3 6</td>
<td>6</td>
</tr>
</tbody>
</table>

## Service Projects

<table>
<thead>
<tr>
<th>MM/DD/YY</th>
<th>AUDIENCE ADDRESSED</th>
<th>Adults*</th>
<th>TYPE OF SPEAKING</th>
<th>Minutes</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 6, '95</td>
<td>NJFL Points from Jones Middle Sch, WI</td>
<td>10% of 92 NJFL Points</td>
<td></td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Nov. 18</td>
<td>Ripon HS Speech Tournament</td>
<td>Judging 4 Novice Rounds</td>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Dec. 7</td>
<td>Radio Station WXXX-AM</td>
<td>Announcing</td>
<td>10</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Feb. 11, '96</td>
<td>United Methodist Church</td>
<td>150 Sermon</td>
<td>15</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

## Group Speaking (Fill In Only One Category Per Line)

<table>
<thead>
<tr>
<th>MM/DD/YY</th>
<th>EVENT AND PLACE</th>
<th>STUDENT CONGRESS</th>
<th>MOCK TRIAL DECISIONS</th>
<th>DISCUSSION RANKS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 25, '95</td>
<td>Green Lake HS - Model UN</td>
<td>Official Scorer or 6 # Schools; 2 # Speeches</td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Jan. 29, '96</td>
<td>University of Wis-Oshkosh</td>
<td>Official Scorer or # Schools; # Speeches</td>
<td>1</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Mar. 23</td>
<td>Appleton-West HS</td>
<td>Official Scorer or # Schools; # Speeches</td>
<td>1 1 2</td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

*ADULTS: PERSONS ABOVE HIGH SCHOOL AGE

I certify this report is correct: [ ]

Credit points for coaching go:

☐ To coach signing this report

To [ ]

Coach Sign Here

New Points [ ]

Previous Total [ ]

New Total [ ]
EXPLANATION OF MODEL CREDIT POINT SHEET

(FORM 1)

Note the September 6 entry in the Service Category.
10% of a students NJFL points may be transferred (Maximum ten).
Drop any fraction (ie 6.7 = 6; 9.2 = 9).

Note the December 2 Entries in both the Speech and Debate Categories.

The student spoke 6 times (2 Debates and 4 rounds of Extemp). Students may record every round of Speech and Debate without limit as of September 1, 1995.

Note the February 2-3 Entry in Debate.

In a two day tournament use the same line for all rounds if the student is in one event; different lines if the student is in multiple events.

Note the March 9 Entries in the Contest Category.

If a student competes in different events on the same day, use a different line for each event.

Note March 15 in both the Contest and Service Areas.

A student may claim points for both Contest and Service Speaking if the contest is held before 25 or more adults.

Note the 11-25-95 Entry in the Group Speaking Category.

When recording Student Congress, Model UN, or other legislative contest points the recorder must indicate either 1) the points were awarded by an Official Scorer (check mark) or 2) the number of schools present or 3) the number of speeches given by the student. Coaches of Students in legislative assemblies where there is no official scorer may award up to 24 points per legislative day but no more than 6 points per speech and no more than 4 speeches per legislative day (a committee meeting or each hour of presiding counts as one speech). No more than two students may be assigned the same total points. Every student in attendance may be given a minimum of two points for participation but no student may receive more than 24 points for each legislative day (minimum 4 hours).

Please make sure each credit point sheet has the "Points Now on Record" line filled in.

Credit Point recording may also be done on Form 3 (which lists debate opponents by name) and Form 2 for a student who engages in many service speeches. Examples of Forms 2 and 3 are on pages CM-8 and CM-9. These forms may be ordered from the National Office.
# NFL Credit Point Record

(Refer to previous report for this student to avoid listing same event twice. Keep approved reports in Chapter files.)

## Interscholastic Debates

<table>
<thead>
<tr>
<th>Date</th>
<th>Where Held</th>
<th>Decisions</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>W</td>
<td>L</td>
</tr>
</tbody>
</table>

## Interscholastic Contests

<table>
<thead>
<tr>
<th>Date</th>
<th>Where Held</th>
<th>Type of Speaking</th>
<th>RANK</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Ex, Oo, Expos, Dl, Hi, Oi, Pr, Fo, Due, Imp, Other (Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ex, Oo, Expos, Dl, Hi, Oi, Pr, Fo, Due, Imp, Other (Name)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Service Projects

<table>
<thead>
<tr>
<th>Date</th>
<th>Audience Addressed</th>
<th>No. of Adults*</th>
<th>Type of Speaking</th>
<th>Minutes</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* ADULTS: PERSONS ABOVE HIGH SCHOOL AGE

I certify this report is correct: Credit points for coaching go:

- [ ] I certify this report is correct
- [ ] To coach signing this report
- [ ] New Points
- [ ] Previous Total
- [ ] New Total

2001 Ed.
## NFL CREDIT POINT RECORD

(Refer to previous report for this student to avoid listing same event twice. Keep approved reports in Chapter files.)

### INTERSCHOLASTIC DEBATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Where Held</th>
<th>Opponent School</th>
<th>Decision</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INTERSCHOLASTIC CONTESTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Where Held</th>
<th>Type of Speaking</th>
<th>Rank</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Ex, OO, Expos, DI, HI, OI, Pr, Po, Duo, Imp, Other (Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ex, OO, Expos, DI, HI, OI, Pr, Po, Duo, Imp, Other (Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ex, OO, Expos, DI, HI, OI, Pr, Po, Duo, Imp, Other (Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ex, OO, Expos, DI, HI, OI, Pr, Po, Duo, Imp, Other (Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ex, OO, Expos, DI, HI, OI, Pr, Po, Duo, Imp, Other (Name)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SERVICE PROJECTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Audience Addressed</th>
<th>No. of Adults</th>
<th>Type of Speaking</th>
<th>Minutes</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*ADULTS: PERSONS ABOVE HIGH SCHOOL AGE

I certify this report is correct:

Credit points for coaching go:

- [ ] To coach signing this report
- [ ] To

Coach Sign Here

2001 Ed. CM-9
5. Exception. Additional points above career limits may be earned in the NFL district tournament and student congress, and in the NFL National tournament and congress. These points are recorded in the National Office from reports submitted by the tournament or congress management, and therefore must not be entered on the report sheet by the chapter office.

**PLEASE REFER TO EXAMPLE CREDIT POINT SHEETS ON CM-6 AND THE EXPLANATION ON CM-7.**

**F. Not to be Recorded**

Inter-class or intramural debates or contests.

Debates with civic clubs or non-school organizations.

Debates not actually held because of cancellation, forfeiture, or drawing of a bye.

School elimination or prize speaking contests, unless held before a high school assembly or adult audience and reported as a service speech.

Plays, operettas, choral reading, pantomime.

Debates or contests in which any of the participants are below ninth grade.

Team debates or discussions shorter than 40 minutes.

Any performance of inferior quality though technically within the rules.

NFL district and national tournaments and congresses. These are reported by the tournament management.

Summer institute debates or contests.

**III. Reporting Credit Points**

The NFL records for students, coaches, and schools are computerized. When you send in credit point sheets for students, please write the name of the student on the point sheet exactly as you entered that student on the membership form, or the computer will not recognize that student's records and we will not be able to record points for that student.

**A. What to Report**

Points earned at any time during a student's high school career (grades 9-12) are eligible to be reported. 10% of NFL points may be transferred to NFL (maximum 10 points). (See example on page CM-6 and explanation on CM-7.)

Points earned prior to the granting of the chapter or affiliate membership may be reported provided the essential data is entered on the credit point sheet.

**B. When to Report**

During the speech season, reports should be sent to the National Office periodically. Sending one report at a time or holding back all until the end of the year should be avoided.

**C. How to Report**

Credit points will be recorded in the National Office only when filed on the official form. Improvised sheets will not be accepted. **Computerized forms must be approved in advance.** Chapters should order additional forms from the National Office before their current supplies are depleted.

Records may be kept compact by using the fewest number of sheets for each student. An entire line is not to be used just to record the year, nor is a new sheet to be used if there is still space on the preceding one.

But no further entries are to be made on a record sheet which has been returned by the National Office with date and total filled in. A new sheet is to be used for that student, transferring his/her "New Total" of points from the last sheet to "Points Now on Record" on the new sheet.

The total points for each division are to be recorded on the report form, but the totals at the bottom of the sheet are not to be added by the chapter. (See CM-6)

Each credit point report must be signed by the faculty advisor who shall also designate the instructor to receive credit points.

**D. Errors in Recording**

Points stricken from a credit point report because of incorrect reporting should be entered again on the next report, but previously accepted entries must not be repeated. Attach the original, erroneous sheet to the new report.

Points reduced because of inaccurate recording cannot be re-submitted.

No instructor points are recorded for any report which requires correction at the National Office, or for reports filed after October 15 for graduated students, or for uncertified (unsigned) reports.

Recorded sheets are not to be returned to the National Office except to correct an error.

**E. National Office Recording**

The National Office records point totals only, not the details on each report. The returned report constitutes the only complete record of a student's work. It is to be preserved carefully. Recorded sheets are to be placed in a loose-leaf book. They are to be given to the student upon graduation or upon transfer to another school.

Reports returned by the National Office without point total filled in have not been recorded. They are to be returned to the Chapter Record Book and points may be added until the sheet does meet one of the provisions of By-Law 19:

**F. By-Law No. 19**

A credit point report sheet shall be entered on the national records only when:

1. It qualifies a student for membership with application and fee submitted.
2. It qualifies a member for an advanced degree. No application or fee is required.
3. One division of the sheet is completely filled.
4. The report completes the limit for one category of speaking (500 points) or the overall limit (1000 points).
5. The report restores an inactive member to active status by adding 10 points or keeps him/her from becoming inactive.
6. The member graduates or withdraws from school and the report is marked "Final Report."
G. Mailing Reports
Monthly mailing of applications and reports eligible for recording is highly desirable. It spreads out the work at the National Office. Chapter growth each month builds student interest.

Send credit point reports, applications, and remittances together. Please do not use staples.

For mailing 10 or more papers, use the large 9" X 12" envelope. Use a cardboard backing when mailing papers in the large envelope. Use the smaller 4" X 10" envelope for a few papers.

It is important that enough stamps be placed on the envelope for mailing. "Postage Due" mail will be delayed.

IV. Criteria for Membership

A. Students
1. As soon as a student has earned 25 credit points, at least 10 of which were gained in competitive speaking, he may apply to the Local Chapter for membership in NFL.
2. The applicant should have a real interest in speech, maintain a high standard of contest ethics, and be of good character.
3. The tests to be applied to each applicant should be these: Does the applicant deserve by ability and achievement to be honored with NFL membership and the NFL key or pin? Will granting membership to this person favorably affect the significance of League membership in this school and elsewhere?
4. In case of doubt, it is better to defer granting membership. The applicant can always be admitted later, but once admitted it is difficult and painful to remove him/her.
5. The applicant should rank scholastically in the upper two-thirds of his/her class. Rank may be based either on the work of the previous semester or upon the entire high school record, whichever the principal believes will most fairly measure the scholastic worth of the applicant.
6. The high school faculty is also authorized to elect members and it should be requested to do so if the chapter without just cause declines to elect a qualified applicant.
7. Ninth grade students in a junior high school may be elected to membership by the senior high school they expect to attend. Only ninth grade students may be elected to NFL membership in junior high chapters. Ninth grade students may, if local rules permit, participate as members of the senior high team.
8. The test to be applied to each applicant should be these: Does the applicant deserve by ability and achievement to be honored with NFL membership and the NFL key or pin? Will granting membership to this person favorably affect the significance of League membership in this school and elsewhere?
9. In case of doubt, it is better to defer granting membership. The applicant can always be admitted later, but once admitted it is difficult and painful to remove him/her.
10. The applicant should rank scholastically in the upper two-thirds of his/her class. Rank may be based either on the work of the previous semester or upon the entire high school record, whichever the principal believes will most fairly measure the scholastic worth of the applicant.
11. The complete mailing address is to be provided to assure that the mailing address is correct. To change a name on the membership certificate, first name first.; use two sheets if needed.
12. Names should be typewritten or printed in ink. Penciled applications will not be accepted.
13. Approved applicants are to be listed in order of the year of graduation. Each name is to be written exactly as it is to appear on the membership certificate, first name first.; use two sheets if needed.
14. The names are to be spelled correctly. To change a name on the national records and issue a new certificate costs $3.00.
15. Class is the year of anticipated graduation.
16. The membership number is not to be filled in.
17. The membership number is not to be filled in.
18. The application is to be signed by the chapter advisor and by the school principal or corresponding officer. Unsigned applications must be returned.
19. The complete mailing address is to be provided to assure prompt delivery of the certificates -- especially zip code.
20. Membership applications become permanent records in the National Office and cannot be accepted if (1) they carry any notation or message, (2) they are torn or soiled, (3) a name has been marked out by drawing more than one line through it. Pride should be taken in all chapter records.

B. Instructors/Coaches
1. Instructors receive 1/10th as many points as the students they teach. They qualify for membership and advanced degrees according to the same schedule provided for students and must apply and pay the membership fee. On attaining a total of 1,500 points, the instructor will be entitled to wear a diamond-set NFL key or pin; additional diamonds accrue at 3,000, 6,000, 10,000 and each 3,000 points thereafter. Minimum time for each diamond is five years as an NFL member coach.
   a. A credit point record will be opened in the National Office for only one non-member instructor at each chapter.
   b. An instructor who obtained membership as a student should report that fact to the National Office. Membership and degrees, as well as one-tenth of the points earned as a student will be transferred without application or fee.
2. Chapters need not keep record of instructor’s points. When a report is recorded in the National Office, 1/10th of the points are added to the record of the designated instructor and acknowledged on a card returned to the chapter. Send this card to the National Office periodically to be updated.
3. The degrees for only 3 coaches may count in each chapter toward district standing and tournament appointment.

V. Application for Membership

A. Students
1. The blue membership application form should be used for listing students eligible for membership.
2. Names should be typewritten or printed in ink. Penciled applications will not be accepted.
3. On the top line, the student’s name is to be named exactly as it is to appear on student certificates. The name must not be more than four words.
4. Approved applicants are to be listed in order of the year of graduation. Each name is to be written exactly as it is to appear on the membership certificate, first name first.; use two sheets if needed.
5. The complete mailing address is to be provided to assure prompt delivery of the certificates -- especially zip code.
6. Membership applications become permanent records in the National Office and cannot be accepted if (1) they carry any notation or message, (2) they are torn or soiled, (3) a name has been marked out by drawing more than one line through it. Pride should be taken in all chapter records.

B. Instructors/Coaches
1. Instructors receive 1/10th as many points as the students they teach. They qualify for membership and advanced degrees according to the same schedule provided for students and must apply and pay the membership fee. On attaining a total of 1,500 points, the instructor will be entitled to wear a diamond-set NFL key or pin; additional diamonds accrue at 3,000, 6,000, 10,000 and each 3,000 points thereafter. Minimum time for each diamond is five years as an NFL member coach.
   a. A credit point record will be opened in the National Office for only one non-member instructor at each chapter.
   b. An instructor who obtained membership as a student should report that fact to the National Office. Membership and degrees, as well as one-tenth of the points earned as a student will be transferred without application or fee.
2. Chapters need not keep record of instructor’s points. When a report is recorded in the National Office, 1/10th of the points are added to the record of the designated instructor and acknowledged on a card returned to the chapter. Send this card to the National Office periodically to be updated.
3. The degrees for only 3 coaches may count in each chapter toward district standing and tournament appointment.
APPLICATION FOR MEMBERSHIP

National Forensic League

To the National Secretary:

The students here named, having qualified through participation in high school speech activities, and ranking scholastically in the upper two-thirds of their respective classes, have been duly elected to membership in the National Forensic League.

at

(Name of School)

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Class of</th>
</tr>
</thead>
<tbody>
<tr>
<td>.......</td>
<td>Molly Bloom</td>
<td>2000</td>
</tr>
<tr>
<td>.......</td>
<td>Forest Gump</td>
<td>2001</td>
</tr>
</tbody>
</table>

(Signature of Coach) (Signature of Principal)

(School) (Street Address)

(City) (State) (Zip + 4)

Membership certificates issued on

(_______) (Phone)
B. Coaches
1. To obtain membership for an instructor, the name is to be listed as an applicant. Write “coach” in the “class” column.
2. Membership fees for coaches are the same amount as for students. Remittance should be enclosed.
3. An instructor who obtained membership as a student should report that fact to the National Office. Membership and degrees, as well as one-tenth of the points earned as a student will be transferred without application or fee.
4. Only one instructor can receive points on each credit point sheet. Points for coaching a student can be divided between two instructors by naming one as coach on one report and the other on the next report.

C. Transfer of Membership
1. Transfer of record will be made from one chapter to another without charge or loss of points.
2. If a new certificate is desired, $3.00 is to be remitted.
3. Requests for membership transfer or for certificate replacement must not be written on the membership application. A separate memo or card is to be used.

D. Inactive Membership
1. A member, student or instructor, is marked “Inactive” on the national records in September if 10 points were not added to his/her record during the previous school year.
2. An inactive member has no vote in local or national elections and is not counted in determining chapter strength or district standing.
3. An inactive member remains eligible to participate in the NFL tournament or congress.
4. An inactive member resumes active status as soon as 10 points are added to his/her record.

Procedure at the National Office
Applications received at the Office are carefully checked and if correct are entered on the national records. Originals are retained.

Credit point reports are checked. Totals are recorded on the national records and on the reports which are then returned to the chapter for its files.

Approved membership applications are sent to an engraver for lettering of certificates. A credit voucher is issued for fees paid for applications which could not be approved. Membership cards are sent immediately for accepted students.

When the certificates are engrossed, they are mailed to the chapter with the degree cards, degree seals, and recorded credit point sheets.

Ordinarily certificates are mailed within one week, except during vacation periods or in the spring when the volume of work is extremely heavy. If they are not received within two weeks, the fact should be reported to the National Office.

Procedure at the Chapter
New members should be recorded in the Chapter Record Book on the form “Membership Record.”

The class is to be entered by noting the year of expected graduation. The month and year when membership was obtained are to be entered in the next column.

As advanced degrees are granted, month and year should be recorded in like manner.

Certificates, degrees, and keys should be presented to the members at a school assembly, an awards day program or other appropriate occasion. Both school and community papers should be given the names of the students honored and asked to give brief acknowledgment of the achievements the honor represents.

The importance of proper presentation and publicity cannot be stressed too much. They afford the student the recognition of his/her efforts and successful achievement to which s/he is entitled. It is the counterpart of the acclaim accorded an athlete for a play well executed or a game won.

Giving full and deserved recognition to successful speakers is a sure way of arousing in younger students the desire to follow the same course and likewise to be honored for their achievements.

VI. Initiation of Members
The national organization prescribes no ritual for the initiation of new members, inasmuch as such procedure might be contrary to local school regulations. In the absence of such rule, an appropriate ceremony for the induction of new members may be employed.

The emblem of our organization is shaped like a key, symbolizing the unlocking of the powers of expression. The shape of the main part of the emblem is octagonal, which symbolizes the many angles from which a question must be studied. The eye symbolizes the light which study will throw upon all questions. The letters NFL stand for National Forensic League. The lamp designates knowledge. The emblem is made of sterling silver plated with rhodium to preserve indefinitely its metallic luster. Silver is used instead of gold to distinguish the emblem from the collegiate honor keys. One should be very proud to wear this distinctive insignia.

VII. NFL Insignia
Generations of students have proudly worn the NFL insignia as a tangible sign of their success in mastering the techniques of effective communication. Keys and pins, and especially the advanced degree jewels make excellent awards to worthy students. Any NFL member may obtain a key or pin (plain or jeweled) to reflect his/her standing in NFL.

The NFL keys are made of silver, heavily plated with a special rhodium plating, and are guaranteed against defect by the manufacturer. Should one be found unsatisfactory, please return it to the National Office for replacement.

The pin has a safety clasp on the back; the key does not.

Ordering Keys and Pins
NFL insignia is available as either key or pin in the actual sizes shown here. All items may be ordered either plain or with designated jewel.

Silver keys and pins for students are carried in stock at the National Office ready for immediate shipment.

Gold insignia may be ordered for instructors only.
Please order insignia on the official order form, not by letter. Forms are sent with chapter supplies in the fall or you may obtain them by writing the National Office.

Use one form for the entire order; not one for each item.

If an emblem is lost, a new order completed in the regular manner may be submitted. There is no rule barring possession of more than one emblem by any member.

All orders for new insignia are to be mailed to the National Office, not to the manufacturer.

Insignia is not sent C.O.D. Send payment with your order.

VIII. Advanced Degrees

In order to provide a constant incentive for further effort even after membership has been obtained, advanced degrees are conferred upon members for special attainments, as follows:

Degree of Honor................................. 75 points
Degree of Excellence............................ 150 points
Degree of Distinction............................ 250 points
Degree of Special Distinction.................... 500 points
Degree of Superior Distinction.................. 750 points
Degree of Outstanding Distinction............. 1000 points

Advantages of Advanced Degrees

Each degree adds a distinctive seal to the membership certificate and to the membership roll displayed in the chapter room.

Members holding advanced degrees may obtain distinctive bronze, silver, gold, rose, blue, or purple NFL seals for their diplomas.

The key or pin of the member may be jeweled to designate the highest degree held. Students who attain 500 points may wear the silver NFL monogram.

Each degree gives the student one additional credit point for each service speech given after the degree has been granted.

Degree of Excellence permits students to receive service points for judging novice rounds.

Each degree entitles the member to cast one additional vote in all chapter elections, as well as in the election of district committee and national officers.

The number of entries in the NFL district tournament from each chapter is based upon the active members and degrees on record 7 days preceding the tournament.

Seats in the district Student Congress are apportioned among the chapters on the basis of membership and degrees on record based on the last district standing prior to the congress.

The annual report on chapter standing is based upon the number of members and degrees enrolled during the past year. Each degree counts as much as one membership.

Each degree adds to the cumulative chapter record, which leads to the granting of the Leading Chapter Award.

Each degree helps to advance the standing of the district as published in The Rostrum.

To obtain these many advantages of advanced degrees, chapter sponsors should submit reports of points earned by members as soon as they have qualified for such degrees. Doing so will give the chapter and district the fullest measure of recognition and provide the maximum interest and enthusiasm for the speech program.

Alert chapters will see to it that each degree award is mentioned in the school or local paper. It is a proper form of publicity and highly effective in expanding student interest in speech. Papers are usually eager to use brief items concerning honors awarded to local students by a national organization.

Applying for Degrees

No application or fee is required for any advanced degree. The degrees will be recorded in the National Office as soon as a member has the necessary number of points on record.

Upon recording the degree, the National Office will send the member an appropriate seal which should be affixed to the original membership certificate so that three-eights of an inch of the left side of the former seal will remain uncovered by the new one.

The Office will also send a degree card which authorizes the jeweling of the member’s key to designate the new degree.

Jeweling of Keys

Emblems may be jeweled to designate the highest degree held by a student or instructor:

Degree of Honor.................................. Emerald
Degree of Excellence............................. Blue Sapphire
Degree of Distinction............................ Ruby
Degree of Special Distinction.................. Double Ruby
Degree of Superior Distinction................. Triple Ruby
Degree of Outstanding Distinction............. Quaduple Ruby

A member holding an advanced degree when s/he obtains a key may order the jewel at that time.

Upon obtaining additional degrees later s/he will receive from the National Office an authorization for returning the key to the jeweler for a change of jewel or for jeweling if the key was procured plain.

Insignia for jeweling or change of jeweling is not to be sent to the National Office. A jeweling authorization will be sent from the National Office to the chapter. Then, send the insignia and authorization, plus the proper remittance to the manufacturer.

The degree card is not to be returned to the National Office when ordering new insignia with jewels.

Chapters will find it to be simpler, quicker, and cheaper to establish a small "bank" of NFL pins so that members can trade their pins for jewels as they qualify for them and release their plain pins for use by new members who in turn will quality for jeweled items later.

IX. NFL Supplies

Various NFL forms and manuals are sent free to each chapter. Replacement of items used is also free. Chapters are requested to bear in mind that supplies are costly and hence should not be wasted, lost, or destroyed.

Each September the chapter is sent a form on which to requisition the additional supplies it will require during the school year. It should be carefully completed and order it so that all items will be on hand in sufficient quantities when needed later in the season. Supplies should never get so low that chapter business is delayed while awaiting the arrival of new material. Improvised forms will not be accepted.
## Membership Record

### FOR THE Tundra H. S. CHAPTER 9601

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASS</th>
<th>MEMBERSHIP</th>
<th>HONOR</th>
<th>EXCELLENCE</th>
<th>DISTINCTION</th>
<th>SPECIAL DISTINCTION</th>
<th>SUPERIOR DISTINCTION</th>
<th>OUTSTANDING DISTINCTION</th>
<th>POINTS AT GRADUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, J</td>
<td>98</td>
<td>★★</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>2306</td>
</tr>
<tr>
<td>Jones, L</td>
<td>99</td>
<td>★★</td>
<td>★</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brown, W</td>
<td>00</td>
<td>★★</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanley, F</td>
<td>01</td>
<td>★★</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harrison, M</td>
<td>02</td>
<td>★★</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Accumulated Total Credit Points

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Record of Members and Degrees

- **No. of Active Members**
- **No. of Advanced Degrees**
- **Total Chapter Strength**
- **# Total Members and Degrees**
- **Toward Leading Chapter Award**

Renewal Requirement: 50

*The Chapter Strength is the total members and degrees.

# Total toward Leading Chapter award as of July 1, is published in the October Rostrum each year.

2001 Ed.  To Instructor: Post this on bulletin board and keep up to date.
"NFL and You" Brochure

Each chapter will be sent several student brochures which explain NFL. Additional ones may be ordered free.

Membership Roll [See page CM-15]

To give public acknowledgment of membership and the degrees obtained by each student, a standard membership roll with gold stars is available from the National Office at cost.

The roll should be kept up-to-date at all times by writing in the names of new members as soon as elected and adding the gold stars to denote advanced degrees as soon as these are granted.

Such a roll, framed and displayed in the speech classroom, will serve as a powerful incentive to members to advance their standing and for other students of ability to join the speech program.

Membership Chart [See page CM-16]

The Membership Chart supplied annually to every chapter should be displayed on the bulletin board of the speech classroom. It is strictly a local record and need not be sent to the National Office.

It should be kept up-to-date by listing the total credit points for each member at the end of every month.

The membership record at the bottom should also be kept current. It will be especially effective if it shows an increase in members and degrees. To that end, the chapter officers should see that some enrollments are made each month during the school term.

Chapter Binder

The loose-leaf binder, gold stamped "NFL Chapter Record," is available at cost.

Etchings

Zinc etchings of the NFL key for printing stationery or for reproduction in school publications are available at cost from the National Office. "Large," "Medium," or "Small" must be specified.

Diploma Seals

Diploma seals must not be awarded to members not attaining advanced degrees.

Chapters wishing to affix NFL seals to the diplomas of their graduating members may obtain such seals from the National Office.

The seals are one inch in size, embossed on bronze, silver, gold, rose, blue, and purple foil to designate the degree held by the member. Each package contains an assortment of seals at cost.

Replacement packets of all bronze, all silver, all gold, all rose, all blue, or all purple are available.

The Rostrum

The Rostrum, official publication of the League, is issued monthly from September to June. Each chapter receives 5 copies. Additional school subscriptions cost $5.00 each. Single copies are $1.00 each. Individual subscriptions $10.00.

Remittance must accompany the order for any purchases.

X. NFL Awards

Leading Chapter Award

Each year, the League presents a special Leading Chapter award to the school whose accumulated total of members and degrees is highest in each district. The rules are set forth in By-Law No. 21.

The award is a beautiful walnut plaque, each made individually for the chapter whose name it bears.

Since members and degrees once on record remain as a credit to the school, every school, no matter how far down the list, can look forward to attaining the NFL Leading Chapter Award eventually.

The standing of each chapter in the district in relation to the attainment of the plaque, as well as its relative position in the previous year, is reported in The Rostrum each October. Each chapter can therefore note its own progress from year to year, as well as the progress of its friendly rivals in speech excellence.

Distinguished Service Award

A special honor conferred by the NFL is the Distinguished Service Award. A special gold key is granted to a coach member for 20 citations and a bronze plaque is given for each additional 50 citations for the following services:

- Recruiting a new chapter ................................................. 2
- Sponsoring new chapter .................................................... 2
- Year as District Chairman .................................................. 1-3
- Member of District Committee .......................................... 1
- Year as National Officer .................................................... 3
- Managing NFL District Tournament or Student Congress. ................................................ 1-3
- Holding tournament for ten schools .................................... 1
- Directing tournament for ten schools .................................... 1
- Service at national tournament .......................................... 1-3
- Article in The Rostrum ...................................................... 1-3
- Article on NFL in educational journal ................................... 1-3
- Talk on NFL before convention .......................................... 1-3
- Other service requested by Council ...................................... 1-5

Whenever a member is entitled to a citation, the pink form should be filled out and sent to the National Office, but no application should be submitted for a service not specifically enumerated in By-Law 14.

The service should be described by citing time, place, name, or event so as to establish its identity beyond possibility of confusion with any similar one.

Several services may be listed on one blank, but the forms should not be crowded.

Citations must be applied for within two years from the date of the service or they cannot be allowed.

Signature of school official is required only if the service has not been established by national record or attached papers.

Citations approved at the National Office will be signed by the Executive Secretary and returned to the chapter to be retained in the loose-leaf envelope in the Chapter Record Book until the number required for an award has been attained. At that time they should again be sent to the NFL office to claim the award.

District Chair Awards In honor of Ralph E. Carey

District Chairpersons have charge of the NFL district tournament and congress, of the welfare of the League in their districts, and as a body advise the Executive Council on League policy.
District Chair awards are earned in the following manner:

The chairperson of the district in first place on May 1 receives 8 units, the next three receive 4 units, and the next nine receive 2 units. All others receive 1 unit.

For 3 units a chair is given a bronze chairperson award, for 5 units a silver award, and for eight units a Ralph E. Carey gold award. No chair is ever given a lower award than one previously received, but units accumulate over several years toward a gold award; more than one may be earned.

The Ralph E. Carey Distinguished District Chair Trophy is a career award presented each year to one outstanding chair for lengthy and superlative service. Awards also are presented to the best new chair, chair of the year, and the best district newsletter.

Honorary Membership

A chapter may elect one Honorary member for each 100 members and degrees earned by that chapter; not more than one a year.

Honorary members must be adults who have contributed in some significant way to the speech program of the local chapter, but have not earned NFL membership as a student or instructor.

A special form for honorary membership is required and is available from the National Office. There is no fee. An appropriate membership certificate is issued. A Gold Chapter Honorary key is obtainable from the National Office.

Student Service Plaques

Each Chapter may award NFL service plaques to students who render service (conducting chapter affairs, running tournaments, judging, etc.). The 4 1/2 X 6 1/2 plaques feature the embossed NFL seal. Plaques may be ordered from the National Office.

Student Honor Cords

Where local rules permit graduating seniors may wear official NFL Silver and Ruby Honor Cords at Graduation ceremonies. The cords may be ordered from the National Office.

XI. NFL Elections

Election of the District Committee

The National Office will send every chapter a ballot on which it is to register its vote for district chairman, two district committee members, and two alternates. All five places should be filled with the names of instructors in the district. The ballot should be marked and returned to the National Office as soon as the chapter has had the opportunity to consider and determine its choices. It will, however, not be counted until May 1, and will then be worth as many votes as the chapter has members and degrees on record in the National Office that day. The chapter can therefore increase the value of its ballot after it has been mailed and need not delay sending the ballot until all enrollments have been completed.

The full and undivided total vote of the chapter will be counted for the chapter's choice for chairperson until s/he is either elected to one of the three positions or defeated for all of them. Then the ballot will be counted for the next person named, and so on. Fill in all places on the ballot.

An elected member of the committee has the right to serve even though s/he leaves the school from which s/he was elected if s/he transfers to a chapter or affiliate school within the district. If a position becomes vacant, the alternate becomes a committee member and a new alternate is chosen according to the original vote.

An alternate has no vote in the committee, but should be invited to attend committee meetings and join in deliberations. The alternate votes in place of an absent member.

Election of National Officers

Election of national officers shall be conducted in even numbered years as follows:

Any member coach with 5 years of NFL coaching experience may become a candidate for Executive Council by so advising the secretary in writing before February 1, certified mail.

Present national officers whose terms expire on July 31 shall become candidates for re-election by filing written statement with the secretary by February 1, certified mail.

No person may serve as a member of the Executive Council after his/her 70th birthday [Council Meeting, April 11, 1992, unanimous]

Each candidate shall be allotted one column in The Rostrum to support his/her candidacy, due February 1.

Each chapter shall be mailed a ballot on which the candidates' names appear in an order drawn by lot and on which the chapter shall vote for four directors. Each ballot shall be worth as many votes as the chapter has active members and degrees on record in the National Office on May 1.

Those candidates not elected to the Executive Council shall be designated as alternates in order of finish.

The Executive Council will select one of its own as President of its organization, another of its own will be selected by the Council to serve as Vice President. If there is a vacancy in the Presidency, the Vice President would assume the office of the President for the remainder of that term. If there is a vice presidential vacancy the Council will select one of its own to serve as Vice President for the remainder of that term. In the event of vacancies in both offices, a new officer election will be held at the next scheduled Council meeting.

The school administrator serving on the Council is not eligible to be elected President or Vice President.
NFL CALENDAR

In September

The membership list sent to the chapter at the opening of school is to be returned to the National Office. Those who have graduated or withdrawn from the school are to be marked G or W. If that list has not been received by September 15, the former chapter advisor should be asked about it. If that list is not attainable, the current advisor must write the National Office for another list.

Until this list is returned, the chapter is not credited with voting power which determines the apportionment of seats in a student congress and entries in the NFL District Tournament.

Chapter supplies on hand should be checked and the requisition to the National Office should be sent for all items needed.

The chapter dues as billed by the National Office should be paid.

In October

Each chapter should note critically the standing of its chapter as published in the October Rostrum. If it is not entirely gratifying, each chapter should plan specifically what shall be done during the year to advance the standing in the next annual report.

If any matter from the previous school term was not satisfactorily completed by the National Office, October is the time when that matter should be corrected.

Reports and applications for students who have qualified for membership or degrees should be submitted.

In November

Before the season’s work takes too much time and the local school calendar becomes crowded, it is advisable to plan a chapter project for raising funds, if needs are not covered by the activity budget.

Chapter dues ought to have been paid. Delinquent chapters are suspended on December 1. Return the membership list now if not done earlier.

Reports and applications for students who have qualified for membership or degrees should be submitted.

In December

Any chapter whose charter expires in June and needs additional members to qualify for renewal, must make firm plans at this time for a speech program which will meet the requirements. Submit applications and credit point sheets.

In January

Submit credit point sheet and applications for membership.

In February

Prepare for the District NFL tournament and congress. Chapters must be sure that all of their contestants are NFL members on record in the National Office seven (7) days before the tournament.

Point reports and applications are to be submitted.

In March

Most NFL tournaments are held this month and next. Chapters must be sure that all of their contestants are NFL members on record in the National Office seven (7) days before the tournament.

Point reports and applications are to be submitted.

In April

Any chapter receiving notice that additional enrollments are needed to qualify for charter renewal must pursue the matter diligently. A charter lost cannot easily be regained.

As many applications for membership as possible should be filed. A chapter’s ballot in the election of district committee will be worth as many votes as that chapter has members and degrees on record on May 1.

Order insignia, plaques and other NFL awards now to guarantee delivery in time for awards assemblies.

In May

When the ballots for election of the district committee and/or national officers are received, a chapter meeting should be held to determine how those ballots are to be marked. Then, the ballots are to be mailed.

Student keys and pins are to be ordered at least 20 days before they are needed. Order instructor’s and honorary insignia at least four weeks before the presentation date.

Elect chapter officers for next year. Chapter records and supplies are to be transferred to those new officers.

Send in final credit point sheets for graduates.

In June

Election results are announced.

This is the last opportunity to advance the chapter standing which will be published in the October issue of The Rostrum. All unfinished business needs to be completed.

The National Student Congress and National Tournament are held. We hope to see you there.