You have been tasked to submit a proposal to the Citizens' Stamp Advisory Committee (CSAC) for a new stamp. Your new stamp must be original (as in it can’t have already been selected for a stamp) and meet the official criteria as outlined on the back of this page.

Your completed proposal must include:

* A printed copy of the proposal page (color printing is not required but is highly recommended.)
* Annotated bibliography including a minimum of three sources.
* IMVAIN form completed for all sources used.

Your completed proposal packets are due in class on **Wednesday March 11th.**

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| CATEGORY | **4** | **3** | **2** | **1** |
| **Sources - Quality** | Students include 3 or more high quality sources. | Students include 2 high quality sources . | Students include 1-2 sources but some of are questionable quality. | Students include fewer than 2 sources. |
| **Sources-Citation** | Information in all source citations is correct and in the MLA format assigned. | Information in all source citations is correct but there are minor errors in formatting. | Information in almost all source citations is correct AND there are minor errors in formatting. | The information is often incorrect OR there are major errors in formatting. |
| **Proposal Form**  | Students create an original, accurate and interesting proposal that adequately addresses the criteria.  | Students create an accurate proposal that adequately addresses the criteria  | Students create an accurate proposal but it does not adequately address the criteria. | The proposal does not meet the criteria.  |
| **Premise Statements/****Evidence**  | Students identify three of more premise statements with evidence that supports their proposal.  | Students identify at least 2 reasonable, premise statements with evidence that supports their proposal.  | Students identify at least 1 reasonable, premise statement with evidence that supports their proposal.  | Students premise statements and/or evidence does not support each other and/or their proposal.  |
| **Line of Reasoning**  | The line of reasoning is clear, connected, and easy to follow.  | The line of reasoning exhibits minor errors in clarity, connection, and/or organization. | The line of reasoning exhibits major errors in clarity, connection, and/or organization  | The line of reasoning is unclear, disorganized, or otherwise difficult to follow.  |
| **IMVAIN** | IMVAIN completed and supported for all sources on the bibliography.  | Most sources have a completed and supported IMVAIN.  | Only some sources have a completed and supported IMVAIN.  | IMVAIN is incomplete or not included in proposal packet.  |

The U.S. Postal Service and the members of the Citizens' Stamp Advisory Committee (CSAC) have set certain basic criteria used in determining the eligibility of subjects for commemoration on all U.S. stamps and stationery.

1. U.S. postage stamps and stationery will primarily feature American or American-related subjects. Other subjects may be considered if the subject had significant impact on American history, culture or environment.
2. The Postal Service will honor extraordinary and enduring contributions to American society, history, culture or environment.
3. U.S. stamp programs are planned and developed two to three years in advance.  In order to be considered, subject matter suggestions should be submitted three or more years in advance of the proposed stamp.
4. Living people will not be considered at the present time.  Beginning in 2018, proposals for a deceased individual will be considered three years following his/her death.
5. A memorial stamp will be issued honoring U.S. presidents after they are deceased.
6. Events of historical significance shall be considered for commemoration on anniversaries in multiples of 50 years.
7. A balance of stamp subjects that includes themes of widespread national appeal and significance will be considered for commemoration. Official postal cancellations, which may be arranged through the local postmaster, may be requested for significant local events or commemorations.
8. Commemorative postage stamps will be issued at intervals of 50 years from the date of the state's first entry into the Union.
9. The stamp program commemorates positive contributions to American life, history, culture and environment; therefore, negative occurrences and disasters will not be commemorated on U.S. postage stamps or stationery.
10. Due to the limitations placed on annual postal programs and the vast number of locales, organizations and institutions in existence, it would be difficult to single out any one of the following for commemoration: government agencies, localities, non-profit organizations, associations, and similar entities. Stamps or stationery items shall not be issued to honor religious institutions or individuals whose principal achievements are associated with religious undertakings or beliefs.  However, these subjects may be recognized with commemorative postmarks.
11. Stamps may be issued for the five active-duty branches – Air Force, Army, Navy, Marines, and Coast Guard. This includes Reserve/Guard components of the current organizational structure.  Stamps for the major service academies will be considered on a case-by-case basis for 50-year anniversaries (or multiples thereof).

-USPS

<https://about.usps.com/who-we-are/csac/criteria.htm>