

## Americanism Essay Contest Instructions

1. One copy (each group) of the Americanism Essay Rules will be provided to each unit without cost. Department will fill orders for additional copies at \$2.00 per set. Rules may be ordered directly from the Department Office. If you wish, you may also have them copied in your own area.
2. Contact schools immediately! Don't forget to include Group V (Children with Exceptional Needs). You are encouraged to seek out home school students, Girl Scout and Boy Scout troops as well as traditional classroom students.
  - a. You are encouraged to make personal contact with teachers and curriculum coordinators who will be directing the contest. This may be their first time and going over the rule sheets together may save essays from disqualification later.
  - b. Include your name and phone number on all the rules. If questions come up later, you can be contacted. If you work during the day, please list both phone numbers when possible. Include the best time to contact you.
  - c. List Unit and District awards. If none have been offered, this would be a good time to start.
3. Each Unit and District Chairman shall make and keep copies of all first-place winning essays. This is most important as you may want to use them for publicity and perhaps even for the students.
4. Each chairman shall select capable persons from three different professions or trades to act as judges. Judges must not be related to the contestants. Only essays with a grade of 70% or higher shall be eligible for competition.
5. Essays shall be judged according to score percentages established by the department. (See Judge's Score Sheet).
6. Unit Chairman, before submitting essays to judges be sure to check the essays to make sure they comply with the rules. If essays are incorrect, you must disqualify them. **Double check.** Titles must be **exactly** as written in the rules and correct number of words used.
7. The student will put their name, grade level, teacher's name and the name of their school on the back of their essay.
8. The teacher will put all essays in a sealed envelope with the teachers name, room number, grade level and the name of the school on the outside of the envelope. The envelope will be picked up from the school office by the 1<sup>st</sup> Friday in March.
9. The Unit Chairman will be responsible for picking up and returning the essays.
10. Deadline Dates:
  - 1<sup>st</sup> Friday in March – Unit Chairman to pick up essays from schools.
  - 4<sup>th</sup> Friday in March – Unit to forward winner only in each group to the District Chairman for judging.
  - 3<sup>rd</sup> Friday in April – District Chairman to forward winner only in each group to the Department Chairman for judging.