

Americanism Essay Contest Instructions

1. One copy (each group) of the Americanism Essay Rules sent to each Unit without cost. Department will fill orders for additional rules at \$2.00 per set. Order directly from 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 maybe 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.
 - 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 themselves.
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 over 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. Title 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 an envelope; the teacher will seal the envelope and identifying on the outside of the envelope their name, room number, and grade level and the name of the school. They will turn the envelope containing essays in to the school office.
9. The Unit Chairman will be responsible for picking up and returning the essays.
10. Deadline Dates:
 - 1st Friday in March – Unit pick up essays from schools.
 - 4th Friday in March – Unit to forward winner only in each group to District Chairman for judging.
 - 3rd Friday in April - District Chairman to forward winner only in each group to Department for judging.

Americanism Essay Contest Rules for Judging

All Americanism Essays Shall be Judged According to the Following Procedure

Unit and District Chairman

Unit and District Chairman shall select three (3) judges with different professional or trade backgrounds. Judges must not be related to a contestant. Each Unit Chairman shall make a copy of the winning essay if needed for publicity.

Unit Chairman shall ensure titles are listed exactly as published and essays are the appropriate length.

Unit Chairman shall ensure that essays are handwritten in ink or typewritten on one side of the paper. Computerized essays are acceptable. Fourth grade students ONLY may use pencil.

Unit Chairman shall ensure that each essay has the student's name, address, age, grade, name of school, teacher's name, name of Unit Chairman, Unit number and District number on the back of the essay.

Unit Chairman shall ensure that quoted material is enclosed in quotation marks and the student has provided a simple bibliography, stating source and pages, to differentiate between original and quoted material.

Unit Chairman will send all first place essays to the District Chairman for competition.

