



2023 Writing Contest Timeline

Set 7/31/2022

“Promoting excellence in education
and showcasing the talents of all our youth”

Checklist	Dates and Deadlines	Notes	Contest
August to October			
	<ul style="list-style-type: none"> ◆ Determine the Primary Contact (Submits Contest Registration; liaison for Group) Select Sponsors or Coaches for each of the contests your group plans to register. Their names and e-mails will be included in the registration for that contest. 	The Primary Contact is the main liaison. Coaches/Sponsors are first contacts for their specific contests only. ALL coordinate.	ALL
	<ul style="list-style-type: none"> ◆ School/Group CONTEST Registration Opens - Register anytime after this date and preferably before October 15. Only 1 registration is needed for a School or Group. A Primary Contact will submit the School/Group Contest Registration and will notify ALL Coaches and Sponsors of their responsibilities for contests. 	Go to Academic Rodeo >Getting Started and click REGISTER link This is to register contests ONLY for your group.	ALL
	<ul style="list-style-type: none"> ◆ IF you are interested in only one contest, check to see if others at your school are interested in other contests BEFORE you register. 		ALL
	<ul style="list-style-type: none"> ◆ After the initial School/Group Contest Registration, adding or dropping contests is done using the ADD/DROP Form. 	A link to the ADD/DROP form is on the General Info page.	ALL
	<ul style="list-style-type: none"> ◆ Study the rules, deadlines, other documents and forms needed,for contest. Know limits for participation. Print Timeline to keep track of dates and deadlines. Make students aware of rules and any resources for preparation. Mark any deadlines on your calendar. 	Each Contest Page has rules, schedules, and resources for the specific contest. Reference the Contest Timeline.	ALL Sponsors & Primary Contact
	<ul style="list-style-type: none"> ◆ With Primary Contact, check school events that may conflict with this contest. Work with school officials and Academic Rodeo to try to resolve the conflict. Print rules and schedule. Post for easy reference. Mark your calendar with important dates and deadlines. 	Reference the Contest Timeline on the contest page or the Academic Rodeo Calendar on the Getting Started and General Info pages.	ALL
	<ul style="list-style-type: none"> ◆ Find the Academic Rodeo Code of Conduct. Discuss with students and confirm thier commitment to abide by the Code. By registering any student in a contest, you are verifying their agreement. Violation of the rules by students or adults with group can result in disqualification. 	The Code of Conduct is on General Info page. You do NOT bring it to contest. You can keep a record by using the School Group Planning document on General Info page.	ALL

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August to October, continued			
	<p>◆ Each student and Coach/Sponsor attending a contest on the grounds will be required to submit a signed Indemnification Form. The Primary Contact should keep all of these and send the notebook or file with each Coach or Sponsor when the group attends a contest.</p>	<p>Student and Adult Indemnification forms are in PDF format on the General Info page.</p>	ALL
	<p>◆ Please note that during August through mid-October, the Academic Rodeo Director works remotely and is not physically present in the ETSF Office, where the primary focus in the Office is the East Texas State Fair. The AR Director will have access to e-mail and phone during this time. E-Mail is the easiest method of contact, but when calling the ETSF line with an Academic Rodeo question, ask to be transferred to Academic Rodeo. If the Director is unavailable when you call, leave a voice mail message. A response will come as soon as possible.</p>	<p>E-Mail: dneuman@etstatefair.com Phone: 903.597.2501, ask for Deborah Newman or Academic Rodeo</p> <p>There is NO Fax line available.</p>	ALL
October 15, 2022			
	<p>◆ Deadline for 2022 School/Group CONTEST Registration online.</p>	<p>Getting Started Page - Click REGISTER link</p>	ALL
October 16-18, 2022			
	<p>◆ Sponsors of each contest receive e-mail with contest information. Contact Academic Rodeo IMMEDIATELY if you do not receive an e-mail for your contest by this date.</p>	<p>If you do not receive the e-mail, check SPAM folder or Junk Mail. Some school servers, filter out our e-mails.</p>	ALL
October 17, 2022			
	<p>◆ Writing Prompt to be e-mailed to Sponsors of registered groups in afternoon on this date. A scoring rubric is also provided with this e-mail. Contact Academic Rodeo immediately if you do not receive.</p>	<p>Announce prompt to students on day before writing; HOWEVER, NO pre-writing activities may be done.</p>	Writing
	<p>◆ Drop Date for Writing Contest for those schools who have registered but have decided they will not participate. PLEASE drop as soon as you determine you will not participate or you will continue to receive e-mails asking for your submissions.</p>	<p>Online ADD/DROP Form on General Info page with links from contest page</p>	Writing
October 18, 2022			
	<p>◆ ShoWorks Portal link becomes active for Student Registrations. Do NOT submit Student Registrations on the Contest Registration form or Add/Drop Form!</p>	<p>Link is on Contest Page or General Info page.</p>	ALL

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October 18, 2022			
	<p>◆ For ShoWorks Registrations , a password has been assigned to your School or Group and was e-mailed to ALL Sponsors & Coaches in the Registration Confirmation E-Mail in October.</p> <p>A detailed document with screen shots of the form was sent to coaches and sponsors with the first e-mail for each contest. IF you have problems or do not understand how to use the form, PLEASE contact Deborah Newman for assistance!!</p>	<p>Password NEEDED - Do NOT change this password!</p> <p>For Assistance: dnewman@etstatefair.com OR 903-597-2501 (Ask to be connected to Academic Rodeo</p>	ALL
October 18-21, 2022			
	<p>◆ Writing at school: Must be done in one hour time period at the school under teacher's supervision October 19-22.</p> <p>*Discuss Code of Conduct with students BEFORE writing.</p> <p>*Provide scoring rubric to students the day before writing to help them understand how they will be evaluated.</p> <p><i>Writing is done in October to allow ample time for judging essays before the holidays and releasing results in early January.</i></p>	<p>NO pre-writing activities may be done. Check rules for allowed length of essay. Those exceeding "grace" limit will NOT be judged.</p> <p>Scoring Rubric is provided in the e-mail with the Writing Prompt.</p> <p>Code of Conduct is on the General Info page & a link is on Writing page.</p>	Writing
	<p>◆ Select 3 top essays from each grade level at your school or in your group. These students may make minor edits and corrections under the supervision of the Sponsor to prepare final copy for submission.</p>	<p>Sponsor or other designee will evaluate and choose essays to submit.</p>	Writing
	<p>◆ Students with top 3 essays in each grade may make</p> <p>REMEMBER: Use template for creating Cover Page for each essay. Submit Cover Page and Essay plus a copy of Cover Page AND Essay.</p>	<p>Cover Page template on Writing page</p>	Writing
October 25, 2022			
	<p>◆ Student Registrations due for Writing Contest.</p> <p>Registration is done through the ShoWorks Portal. Find link on Contest Page or General Info page beginning October 18.</p> <p>You will confirm your students adherence to the Code of Conduct.</p>	<p>Link on Writing Page</p> <p>Do NOT submit Student Registrations on the Contest Registration form or Add/Drop Form!</p>	Writing

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October 27, 2022			
	<p>◆ Entries due in Writing Contest. Must be hand-delivered or mailed to arrive on this date. Do NOT fax or e-mail entries. Entries received after the essays have been taken to judges will be displayed, but will NOT be judged.</p>	<p>Submit 2 COMPLETE copies (Cover Page & Essay) of each essay to the ETSF Office. Academic Rodeo keeps one copy for display and one goes to judges.</p>	Writing
November 23-25, 2022 - THANKSGIVING HOLIDAY			
	<p>The East Texas State Fair Office and Academic Rodeo will be closed.</p>		
December 22, 2022 - January 2, 2023			
	<p>◆ The East Texas State Fair Office will be closed December 22 & 23 (Thursday & Friday) and December 26 (Monday). The Office may be closed additional days during this time. December 1 - January 2: The Academic Rodeo Director will not be in the office, but can be contacted by e-mail during this time.</p>		ALL
January 3, 2023			
	<p>◆ Results for Writing Contest to be announced by this date, if not before on website. Award letter will be sent to Sponsors at a later time. Read, copy and give to eligible students.</p>	<p>Results page</p>	Writing
January 4-6, 2023 - any time during this period			
	<p>◆ Outstanding Educator nominations are due.</p>	<p>Outstanding Educator Page -PDF form</p>	OE
February 7-10, 2023			
	<p>◆ School Lists will be sent to all schools and groups listing ALL students registered, their status of participation, contest and any award received. Groups will confirm information is correct or will supply corrected info (name spelling, etc.) to Academic Rodeo.</p>	<p>Lists will be sent by email to Primary Contact and all sponsors/coaches registered for the group. One person should reply for group.</p>	ALL
February 16, 2023			
	<p>◆ Scholarship Application Deadline - See Contest rules to see who may apply.</p>	<p>Submit to ETSF Office by 5:00 p.m. or to Open House by 6:30 p.m.</p>	ALL

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February 16, 2023			
	<p>◆ Academic Rodeo Open House in Building E - 4:00 - 6:30 p.m. IF it is possible to offer this opportunity. A final decision will be made by mid-January.</p> <p>This is a great opportunity for parents and friends to see the entries submitted for Academic Rodeo and see some of the set-ups involved in contests as well as see photos from the contests.</p>		ALL
February 17, 2023			
	<p>◆ RSVP from Schools by this date for names of Students attending the Awards Celebration - Only Students who place 1st, 2nd, or 3rd in a contest, receive an Honorable Mention Award or a Special Recognition Award, receive a One Act Play All Star Cast designation</p>		ALL
	<p>◆ The following students from each contest group attend Awards Celebration:</p>	Coordinate with other Sponsors.	
	<p>◆ Writing Contest: 1st, 2nd, & 3rd Place Winners attend Awards Celebration.</p>		Writing
February 22, 2023			
	<p>◆ Scholarship Announcement to Sponsors - Students are NOT notified until they are announced at the Awards Celebration.</p>	Recipient list to be sent by email	ALL
February 24, 2023			
	<p>◆ Awards Celebration - Location to be announced</p> <p>Schedule: 9:00 to 9:50 - Arrive to Celebration location, Pick up Packets at Check-in, Find designated seats with Contest Groups 10:00 - Presentations begin with Outstanding Educator Honors, then contests in alphabetical order, and conclude with announcement of Scholarship Winners 11:30 - Event should be concluded for groups to go by Building E and collect entries</p>		ALL
	<p>◆ The following items may be in the packet for your group IF you participated in a particular contest:</p>		
	<p>For the Writing Contest, the Packet contains: Medallions for 1st, 2nd, & 3rd Place winners; award checks (IF available) for Elementary students who placed; Participation Ribbons; and 1 copy of each essay submitted. The other copy remains on display with Academic Rodeo and will be displayed again during the East Texas State Fair in September.</p>	A designated sponsor MUST sign for Elementary award checks (IF available)	Writing

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February 24, 2023, Awards Celebration, continued			
	<p>◆ 12:00 p.m. - 1:30 p.m. - Pick-up Window for schools/groups AFTER the Awards Celebration ALL entries for your School or Group will be sorted in stacks for pick-up from Building E by a Representative from your Group.</p> <p>Please use sheet attached to Packet to check for ALL items and to be sure you do NOT have something that belongs to another group.</p>	Please coordinate with other sponsors at your school and collect packet, ALL entries, & awards, promptly.	ALL
February 27, 2023			
	<p>◆ 9:00 a.m. - 4:45 p.m. - Pick-up Window for schools/groups unable to attend the Awards Celebration or groups without winners. Other pick-up times MUST be arranged with Academic Rodeo Coordinator</p>	Please coordinate with other sponsors at your school and collect packet, ALL entries, & awards, promptly.	ALL
February 28, 2023			
	<p>◆ 9:00 a.m. - 12:00 p.m. - FINAL Pick-up time for schools/groups unable to attend the Awards Celebration or groups without winners. Other pick-up times MUST be arranged with Academic Rodeo Coordinator</p>	Please coordinate with other sponsors at your school and collect packet, ALL entries, & awards, promptly.	ALL
March 4, 2023			
	<p>◆ Please complete online Participation Form to give statistical information about your group's participation in Academic Rodeo Please coordinate with other sponsors at your school. One person can complete one form for your entire group.</p>	Form is on General Info Page	ALL