



2024 Academic Rodeo Complete Timeline

Set 9/18/23

“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 August 1 and before October 14. 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	ALL
August to October, continued			

Checklist	Dates and Deadlines	Notes	Contest
	<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>	<p>ALL</p>
	<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.</p>	<p>E-Mail: jstroupe@etstatefair.com</p>	<p>ALL</p>
October 14, 2023			
	<p>◆ Deadline for 2023-2024 School/Group CONTEST Registration online.</p>	<p>Getting Started Page - Click REGISTER link</p>	<p>ALL</p>
October 16-20, 2023			
	<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>	<p>ALL</p>
October 16, 2023			
	<p>Writing Prompt to be emailed to Sponsors of registered groups on this date.</p>	<p>Announce prompt to students on day before writing; HOWEVER, NO pre-writing activities may be done.</p>	<p>Writing</p>
October 16, 2023			
	<p>Drop date for Writing Contest for those schools who have registered but have decided they will not participate. Please drop earlier if you determine you will not participate this year</p>	<p>Use the ADD/DROP Form on the General info page or email me directly.</p>	<p>Writing</p>
October 17, 2023			
	<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>	<p>ALL</p>

Checklist	Dates and Deadlines	Notes	Contest
October 17, 2023			
	<p>◆ For <i>ShowWorks Registrations</i> , 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 Contact: jstroupe@etstatefair.com</p>	ALL
October 17-20, 2023			
	<p>Writing at school: Must be done in one hour time period at the school under teacher's supervision October 17-20. Discuss Code of Conduct (found on the General Info page)with students BEFORE Writing. Provide scoring rubric (attached in the email with the Writing Prompt) to students the day before writing to help them understand how they will be evaluated.</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>	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>REMEMBER: Use the template for creating a COVER PAGE for each essay. Submit Cover Page and Essay. Make sure you keep a copy for you because this copy will stay with Academic Rodeo. Submission date is October 26th.</p>	<p>Cover Page template on Writing Page</p>	Writing
October 20,2023			
	<p>Drop date for Academic Challenge Quiz, both MS and HS, for those schools who have registered but have decided they will not participate. PLEASE drop as soon as possible (before this date), if you know you are not participating.</p>	<p>There will be 2 days for MS. There will be 2 days for HS. There will be one Finals Day where both will participate. Due to shorter number of days it is imperative that you DROP as soon as possible if you aren't participating.</p>	ACQ

Checklist	Dates and Deadlines	Notes	Contest
	ACQ Coaches will provide information about your school to be used in questions for the 2nd Period of the MS/HS matches.	Online form on Academic challenge quiz page	ACQ
October 20,2023			
	Drop date for Mindset Breaking Experience for those schools who have registered but have decided they will not participate. PLEASE Drop as soon as you determine you will not participate.	ADD/DROP Form on General Info page.	MBE
October 26,2023			
	Writing Essays DUE. These must be delivered to the East Texas State Fair Office or mailed to arrive on this date. Please register students before submitting entries.		Writing
	Student Registrations due for Writing Contest. This is done through the ShoWorks Portal (available October 17th).	Link on Contest Page of General Info Page.	Writing
October 30, 2023			
	Student Registrations due for Art, Kinder Critters and Mindset Breaking Experience. This is done through the ShoWorks Portal (available October 17th	Link on Contest Page of General Info Page.	Art, Kinder Critters and MBE
November 2, 2023			
	Art Entries DUE. This is a week earlier than normal because of an internal (Academic Rodeo) change of location. Be sure entries are mounted properly and are the correct format and size. Deliver to the ETSF Office.	Art Rules and Labels are found on Art page.	Art
	Make sure all students have been registered through the ShoWorks Portal before submitting the actual entry.	Link on Contest Page and General Info Page.	Art
November 2, 2023			
	Kinder Critters Entries DUE. This is a bit earlier than normal because of an internal (Academic Rodeo) change of location. Be sure entries are prepared correctly with label attached to BOTTOM of the box. Deliver to the ETSF Office.	Kinder Critter Rules and Labels found on Kinder Critters page.	Kinder Critters
	Make sure all students have been registered through the ShoWorks Portal before submitting the actual entry.	Link on Contest Page and General Info Page.	Kinder Critters

Checklist	Dates and Deadlines	Notes	Contest
November 9, 2023			
	Mindset Breaking Experience Preliminary Rounds.	When schedule is set you will get an email and it will be found on the MBE Page	MBE
November 17th, 2023			
	Student Registrations due for Academic Challenge Quiz. Registration is done through the ShoWorks Portal	Link on Contest Page and General Info Page.	ACQ
November 22-24, 2023- THANKSGIVING HOLIDAY			
	The East Texas State Fair Office and Academic Rodeo will be closed.		
December 5-6, 2023			
	Middle School Academic Challenge Quiz	Held at Shiloh Road Church of Christ (where the Awards Ceremony was last year)	ACQ
December 7-8, 2023			
	High School Academic Challenge Quiz	Held at Shiloh Road Church of Christ (where the Awards Ceremony was last year)	ACQ
December 8, 2023			
	◆ Drop Date for YFS Event Design Category for those schools who have registered but have decided they will not participate in this Division . An online Add/Drop Form is available for this.	Link to ADD/DROP Form on General Info page	YFS
December 8, 2023			
	◆ Student Registrations due for YFS Set Design. Other Divisions are registered in January. Registration is done through the ShoWorks Portal. Find link on Contest Page or General Info page beginning October 18.	Link on YFS page Do NOT submit Student Registrations on the Contest Registration form or Add/Drop Form!	YFS
	Discuss Code of Conduct with students BEFORE registering.	Link to General Info page on YFS Page	YFS
December 11, 2023			
	◆ Designs/Plans for YFS Set Design are due. Submit entry for each team in a notebook.	See YFS Rules	YFS

Checklist	Dates and Deadlines	Notes	Contest
December 15, 2023			
	Drop Date for all January Contests. Please do this before leaving for Winter Break.	ADD/DROP Form on General Info Page	Computer Science, Pentathlon, Drama, Mathletics, Spelling Bee, AgID, Engineering Challenge, Science Fair, YFS
December 21, 2023 - January 2, 2024			
	♦ The East Texas State Fair Office will be closed December 21 & 22 (Thursday & Friday) and December 26 (Tuesday). The Office may be closed additional days during this time.		ALL
January 5, 2024			
	♦ Register Students for ALL contests at this time		ALL
January 8-18, 2024			
Entries Due 8-12 if school resumes 1st week of January			
Entries Due 15-18 if school resumes 2nd week of January			
	♦ Youth Fashion Show worksheets, modeling videos, and all construction garments due to Academic Rodeo for judging. Worksheets are on the Youth Fashion Show page on the website. Smart Buying garments are NOT turned in for judging.	Find PDF version of forms on YFS page, or request an Excel worksheet from Academic Rodeo.	YFS
	Science Fair Journals due to Academic Rodeo for judging	ETSF Office	Science Fair
	Science Fair Illustrations due for judging	ETSF Office	Science Fair
	Computer Generated Art due for judging	ETSF Office	CSF
	Computer Science Entries due	ETSF Office	CSF
	♦ Outstanding Educator nominations are due.	Outstanding Educator Page -PDF form	OE

Checklist	Dates and Deadlines	Notes	Contest
January 10, 2024			
◆	Pentathlon	Held at The University of Texas at Tyler	Pentathlon
January 15, 2024			
◆	.MLK Holiday The ETSF Office will be closed.		ALL
January 16-17, 2024			
	Middle School Drama (OAP) Festival	Held at Tyler Civic Theatre	Drama
January 18, 2024			
◆	Mathletics	Held at The Rose Garden	Mathletics
January 20, 2024			
◆	Spelling Bee	TBA	Spelling Bee
January 22, 2024			
◆	MBE Finals	Held at The Rose Garden	MBE
January 23, 2024			
◆	AgID	Held at The Rose Garden	AgID
January 24-25, 2024			
	High School Drama Festival	Held at the Tyler Civic Theatre	Drama
January 29th			
◆	Engineering Challenge	Held at The Discovery Science Place	EC
January 31, 2024			
◆	Science Fair		Science Fair
February 1, 2024			
	ACQ Finals (Finals are at a different location than the other matches)	Held at the Rose Garden	ACQ
	February 8, 2024 There will be a Night of the Arts at The Rose Garden. This will include our Art entries displayed, YFS, and Drama. This will be in place of our Open House due to our large building not being available to us throughout the competition season for our normal displays.	Held at The Rose Garden	Art, Drama, YFS, Parents and Family, Coaches and Admin

Checklist	Dates and Deadlines	Notes	Contest
February 12-15, 2024			
	<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 15, 2024			
	<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
February 16, 2024			
	<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.</p>		ALL
	<p>Members of 1st, 2nd, & 3rd Place Teams attend Awards Celebration. As well as individual top scorers.</p>		TEAMS
	<p>Youth Fashion Show: 1st, 2nd, & 3rd Place Winners Overall AND 1st, 2nd, & 3rd Place Category Winners attend the Awards Celebration.</p>		YFS
February 22, 2024			
	<p>◆ Scholarship Announcement to Sponsors - Students are NOT notified until they are announced at the Awards Celebration.</p>	<p>Recipient list to be sent by email</p>	ALL
February 29, 2024			
	<p>◆ Awards Celebration - (It is on a Thursday this year)</p>	<p>Central Baptist Church</p>	ALL
	<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 - 12:00 Event should be concluded</p>		

Checklist	Dates and Deadlines	Notes	Contest
February 29, 2023, Awards Celebration, continued			
	◆		
	Please make sure that you pick up your school packets at the Awards Ceremony. If another school from your district will be there, please have them pick up for you.	A designated sponsor MUST sign for Elementary award checks (IF available)	ALL
February 29-March 1, 2024			
	◆ All student entries left with the Academic Rodeo MUST be picked up within this timeframe. There will be absolutely no room to store them during our move.	Please coordinate with other sponsors at your school and collect packet, ALL entries, & awards, promptly.	ALL
March 4, 2023			
	◆ 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.	Form is on General Info Page	ALL