2023-2024 Writing Contest Timeline

Revised 10/5/23

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

Checklist	Dates and Deadlines		Notes	Contest
August to October				
	♦ 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**
	♦ 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**
	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**
	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**
	♦ 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**
	♦ 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**
	♦ 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**

Checklist		Dates and Deadlines		Notes	Contest
August to October, continued					
	♦	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.		Student and Adult Indemnification forms are in PDF format on the General Info page.	**ALL**
	♦	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.		E-Mail: jstroupe@etstatefair.com Phone: 903.597.2501	**ALL**
October 14, 2023					
	♦	Deadline for School/Group CONTEST Registration online.		Getting Started Page - Click REGISTER link	**ALL**
October 16, 2023					
	♦	**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.		Announce prompt to students on day before writing; HOWEVER, **NO pre-writing activities may be done.**	**Writing**
	♦	**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.		Online ADD/DROP Form on General Info page with links from contest page	**Writing**
October 17, 2023					
	♦	**ShoWorks Portal** link becomes active for **Student Registrations**. Do **NOT** submit Student Registrations on the Contest Registration form or Add/Drop Form!		Link is on Contest Page or General Info page.	**ALL**

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October 17, 2023				
	♦	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. A detailed document with screen shots of the form was sent to coaches and sponsors with the first e-mail for each contest.	Password NEEDED - Do NOT change this password! For Assistance: jstroupe@etstatefair.com OR 903-597-2501	**ALL**
October 17-20, 2023				
	♦	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 with students BEFORE writing. *Provide scoring rubric to students the day before writing to help them understand how they will be evaluated. *Writing is done in October to allow ample time for judging essays before the holidays and releasing results in early January.*	NO pre-writing activities may be done. Check rules for allowed length of essay. Those exceeding "grace" limit will NOT be judged. Scoring Rubric is provided in the e-mail with the Writing Prompt. Code of Conduct is on the General Info page & a link is on Writing page.	**Writing**
	♦	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.	Sponsor or other designee will evaluate and choose essays to submit.	**Writing**
	♦	**REMEMBER: Use template for creating Cover Page** for each essay. Submit Cover Page and Essay plus a copy of Cover Page AND Essay.	Cover Page template on Writing page	**Writing**
October 26, 2023				
	♦	**Student Registrations due for Writing Contest.** Registration is done through the ShoWorks Portal. Find link on Contest Page or General Info page beginning October 17. **Please register students before submitting entries** You will confirm your students adherence to the Code of Conduct.	Link on Writing Page Do NOT submit Student Registrations on the Contest Registration form or Add/Drop Form!	**Writing**

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October 26, 2023					
	♦	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.		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.	**Writing**
November 22-24, 2023 - THANKSGIVING HOLIDAY					
		The East Texas State Fair Office and Academic Rodeo will be closed.			
December 21. 2023 - January 2, 2024					
	♦	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.		jstroupe@etstatefair.com	**ALL**
Early January					
	♦	**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.		Results page	**Writing**
February 12-15, 2024					
	♦	**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.		Lists will be sent by email to Primary Contact and all sponsors/coaches registered for the group. One person should reply for group.	**ALL**
February 15, 2024					
	♦	Scholarship Application Deadline - See Contest rules to see who may apply.		Submit to ETSF Office by 5:00 p.m.	**ALL**
February 16, 2024					
	♦	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			**ALL**
	♦	The following students from each contest group attend Awards Celebration:		Coordinate with other Sponsors.	
		Writing Contest: 1st, 2nd, & 3rd Place Winners attend Awards Celebration.			**Writing**

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		February 22, 2024			
	♦	**Scholarship Announcement to Sponsors** - Students are NOT notified until they are announced at the Awards Celebration.		Recipient list to be sent by email	**ALL**
		February 29, 2024			
	♦	**Awards Celebration - (This is on a Thursday this year)**		Central Baptist Church	**ALL**
		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			
	♦	The following items may be in the packet for your group IF you participated in a particular contest:			
		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.		A designated sponsor MUST sign for Elementary award checks (IF available)	**Writing**