



About the Academic Rodeo Awards Celebration

The 2023 Awards Celebration will be held at Shiloh Road Church of Christ, 1801 Shiloh Road (at the corner of Shiloh Road and Paluxy Drive, south of Loop 323), Tyler, TX 75703. Parking is behind the main building. Enter from the South Entrance.

The Awards Celebration is the culmination of the year's Academic Rodeo contests and activities. More than 600 people will attend the event, including more than 300 students who place in contests, Coaches and Sponsors, parents, grandparents, School Principals and Superintendents, representatives from Academic Rodeo Support Partners, Academic Rodeo Sponsors, and potential media.

Teams and individual students who place 1st, 2nd, or 3rd in a contest are invited to attend and be recognized. Additionally, students who receive the Honorable Mention Award or a Special Recognition Award in Art Contest or Kinder Critters (Not Engineering Challenge Special Recognitions), One Act Play All Star Cast Members, One Act Play Outstanding Performers, High Scoring Individuals in Mathletics and Pentathlon, Overall and Category Winners in Youth Fashion Show.

A seat is reserved with the contest group for each student invited and expected to attend. For team events, a seat is also reserved for the coach. We do reserve a seat for a sponsor for any school with winners in Kinder Critters to sit with their Kindergarten students during the program.

Students are taken on stage by volunteers with others in their contest groups. We do not call individual names, but each student has their moment in the spotlight with other students. Our goal is to complete the entire program in 1 hour 15 minutes to 1 hour 30 minutes.

We encourage contest sponsors and coaches, school principals, and school superintendents to attend to show support for their students. Parents and close family members are invited as well. These guests may sit in any seat that is not reserved for students. However, seating is limited!

Students who receive a contest award letter are invited to attend. The student or the parent should notify the contest sponsor by a date set by the group stating whether the student will attend. The school or group will then RSVP for all students to Academic Rodeo.

Following is an overview of preparation to attend and activities during the day.

Before the Event – Preparation:

Remember that ALL entries remain on display with Academic Rodeo until the conclusion of the Awards Celebration. For 2023, entries will be taken down and sorted by group for pick-up immediately after the program (IF your groups request to do that), Monday, February 27 from 9:00 to 5:00, or Tuesday, February 28, from 9:00 to Noon. A representative from the group should make arrangements for pick-up at any other time. **PLEASE, coordinate with all Sponsors and Coaches from the group for ONE Pick-up**, rather than each Sponsor arriving at different times to collect entries, leaving some uncollected.

What Primary Contacts and Sponsors need to do:

- **Distribute Award Letters** to students who place in contests. These are e-mailed to the Sponsor or Coach for the contest.
- **Receive the Student List** for your group from Academic Rodeo by mid-February
 - Immediately **check** the list for correctness.
 - **Report** any missing students, students to be removed, incorrect spelling of names so Award Certificates will be correct and there will not be a need for reprinting.
- **Give parents a deadline to RSVP** the student's attendance.
- **RSVP** to Academic Rodeo by the deadline with the specific students who will attend. You do NOT need to RSVP for Sponsors unless they are Coaches of teams or have a Kindergarten student that is placing, and you do NOT RSVP for parents and relatives. We do not reserve seats for those adults.
- **Discuss with students** what to expect when they attend. Talk about where they will sit and how they will go on stage.
- **Determine** with the Primary Contact and other Sponsors
 - Who will **submit the group's RSVP** to Academic Rodeo? – It makes life much easier on our end to get 80 or so emails regarding RSVPs rather than 300.
 - Who will **attend with the group** (A seat is always reserved for the Coach if a team has placed.)?
 - Who will **pick-up the group's packet** (The Group Packet contains Ag ID worksheets; Computer Science Fair entries; Engineering Challenge score packet; Drama scripts if not already returned; a copy of writing entries submitted; all ribbons, medallions, and certificates for your students; a list of all participating students from your group and the type of award each receives; a pass for each participating student to attend the East Texas State Fair, and occasionally, information from other organizations with opportunities for your students.)
 - For **Elementary Groups**, a form listing students receiving a cash award will be attached to the Packet. A Sponsor will need to present this list to the volunteer at the check-in table to claim the checks for these students and verify by signing the form that checks have been taken on behalf of the students.
 - Who will **collect ALL the group's entries** in Building E AFTER the Awards Celebration or on the Monday and Tuesday following the Celebration – This is a time to coordinate and cooperate. If a Sponsor is not attending, someone else can collect those entries or items (even Lego Rovers and Science Fair projects).

Attending the Awards Celebration

9:00 a.m. – 9:45 a.m.

- Schools and groups arrive and **1 representative** checks-in the group and collects the group's Packet in the Foyer of the church. The Packet contains awards, entries, and other information.
Sponsors should check to see that all expected awards are inside. IF NOT, the Check-in Volunteer can usually find the item for you.
Sponsors may distribute medallions and ribbons to the students or hold for another presentation at school.

Groups with Elementary Students receiving a cash award will have a list of those Students attached to the packet and must present that to receive and sign for the checks.

- Students find their seats for the presentation. Tall signs indicate where various contest groups are seated. Each seat has a number card taped to the back of the seat with a student's name and the award received.
- Students who have placed in more than one contest will begin with the first contest alphabetically and will then sit on a chair at the front with volunteers while waiting for additional contest presentations.
- Check Lost and Found. You may have left something behind at a contest!

9:50 a.m.

- Everyone should go to seats to await beginning of the program. Students are seated in the order the students will walk across the stage.

10:00 a.m. – Program begins

- Welcome by The Park of East Texas President and Academic Rodeo Director
- Flag Ceremony and Invocation – usually presented by students invited to participate
- Recognition of Support Partners and presentation of any Volunteer Awards
- Presentation of Outstanding Educators
- Recognition of winners by contest groups
 - Volunteers take the contest groups from their seats to a volunteer who tells them when to go on stage to be recognized.
 - Team contests have teams called on stage by level and reverse place order to receive their team trophies on stage.
 - High Scorers in Mathletics and Pentathlon are recognized as a group on stage before the team awards are presented.
 - Drama One Act Plays are called on stage one at a time to receive trophies based on the Rating received. High School students are called on stage by category.
 - In the Contest Groups, students are called on stage in groups by level and/or placing. Contest Groups are called in the following order.
 - Academic Challenge Quiz
 - Agriculture Identification Contest
 - Art Contest
 - Computer Science
 - Drama Festival
 - Engineering Challenge
 - Kinder Critters
 - Mathletics
 - Mindset Breaking Experience
 - Pentathlon
 - Science Fair
 - Spelling Bee
 - Writing Contest
 - Youth Fashion Show
 - Students in each contest group return to their seats after being recognized.

- Students placing in more than one contest sit with the group for the contest coming first alphabetically. After that contest has been recognized, student will move to the chairs in front of the first group of seats and wait until the next contest is ready to go on state. A Volunteer will be with them to assist the students. After a student has been recognized in all contests, he or she returns to the first contest group until the event is over.
- Announcement of Scholarship Winners – Students are NOT aware they are receiving a scholarship until their names are announced. Middle School Students are recognized first, then High School Students. After the group of students have been called on stage, the award amounts are announced.
- Final announcements

Before leaving, check to see that no personal items are being left behind.

12:30 p.m. – 1:30 p.m. – Entry Pick-up – This will be available ONLY if enough groups notify their intent to pick-up after the Awards. Otherwise, the building will remain closed until the following week.

- Representatives from each school or group should **pick up ALL entries** for the group
- Every effort is made to sort all entries and get them into the appropriate stack. **However**, you should **use the entry list provided** in your packet to check that all are being collected.

IF you cannot attend or do not have any students invited to attend:

- A representative can pick up entries during the week after Awards Celebration on Monday from 9:00 to 4:30 or Tuesday from 9:00 to Noon.
- Primary Contact or Sponsors can arrange a special pick-up time based on Academic Rodeo/Park of East Texas staff availability.
- Items not collected in a timely manner will be disposed of at the discretion of Academic Rodeo.