

CLUBGUIDELINES

Rotary District 5580 Annual Four-Way Test Essay Contest Open to High School Students (Juniors and Seniors)

IMMEDIATELY:

1. Establish contact dates and your local club prizes.
You may want to involve your teachers and school administration in choosing the best time frame. The **DISTRICT DEADLINE FOR RECEIPT OF ENTRIES IS December 31, 2017.** Please allow sufficient mail time to comply with this deadline. As a minimum, we suggest \$50 as the first prize awarded by your club. You are free to offer a larger first prize and additional local prizes.
2. Plan and promote the Contest.
Involve high school administrator Rotarians.
Identify and personally contact key English and speech instructors.
Involve Rotary spouses. Have them encourage students to participate.
Copy enough materials from the 4-Way Essay Contest Packet so that all interested students will have them. All are available for download on the District Website. The District website is www.clubrunner.ca/5580.
Advertise the Contest. Announce the Contest in your local newspaper and use PSA's. A "Sample News Release" is included in your club packet. (This is an opportunity to make your community aware of Rotary's interest in youth.)
Involve neighboring communities as well if you wish.
3. Utilize the poster, making several copies for placement in the schools.
Indicate local deadlines and prizes.
Make sure posters are strategically and effectively displayed.
4. Communicate with more than one Rotary Club.
Decide how you wish to share local schools, agree on the local deadline and prize amounts. Each club can submit one entry for regional and District competition.

NOVEMBER 2017:

1. Follow up with school administrators and teachers to determine the progress to date. Express your thanks. Invite them to Rotary.
2. Organize a committee of judges. This committee could include both Rotarians and teachers. Rotary spouses are also suggested.
3. Order additional prizes/gifts. If you are planning to award additional local prizes or gifts for students or teachers, order them now.

DECEMBER 2017:

1. **Dec 31, 2017**, is the deadline for RECEIPT of entries by the District Chair. _____
Please allow sufficient mail time to comply with this requirement.

Your local club's winning entry (one per club) must be received by the District Chair on or before that date. Mail to: Rozanne Casey - District 5580 Youth Services, 1502 1st Ave SW, Grand Rapids, MN 55744.

2. Recognize local winners. Have students present winning essays as part of a club program. Publicize local winner in the media.
3. Recognize and reward teachers who have participated. Include their names in local news releases. Invite them to a club meeting and recognize their work.

JUDGING CRITERIA:

Judging will be based on utilization and application of the principles of the Four-Way Test. Essays received that do not incorporate these 4 principles will not be considered. Student creativity, organization, language and grammar usage will also be considered as part of the overall judging criteria.

The District Judging Committee will determine the six (6) regional winners of \$150 each and a District winner of an additional \$1,100.

Information summarizing the contest's results will be available to clubs in January 2018.