

Screening Committee Guidelines

Request Type: Distribute information regarding a contest from an outside organization.

Contests requests fall under two categories: (1) **Extracurricular** – Participation is determined by students/parents. Dissemination of materials and collection of submissions is handled by applicant. Schools may or may not assist in the facilitation of the contest. (2) **Curriculum Aligned** - School staff may integrate contest into lessons and assist in facilitating participation (and/or collect submissions)

The Superintendent's Screening Committee will respond to your request in writing throughout the process or if more information is needed. If approved, you will receive an approval letter that you can then take to interested schools along with your contest information. Approval essentially means that the contest has been deemed appropriate for use with students and schools do not need to individually review the presentations although they are entitled to do so if they wish.

The Screening Committee governs program decisions based on the answers to the following questions or statements:

- 1. Name of contest**
- 2. Purpose of contest**
- 3. Content area (i.e. math, reading, art, etc.)**
- 4. Age group/target audience**
- 5. Rules of the contest**

*Please be specific in the rules and guidelines for the contest. Include any expectations of submissions, requirements to submit, eligibility to submit, specifications of appearance, etc.

- 6. Please identify the awards, prizes, incentives, etc.**
- 7. Due Date**
- 8. How will the submissions be collected?**
- 9. How will students be notified or receive recognition/award?**

*For example – a letter to the school, in an assembly, local newspaper, etc.

- 10. What are the requirements or expectations of the winners/selected students**

*Please specify if award recipients will be required to participate in any of the following:

- displaying or reading submission in public/school
- public speaking/appearance
- picture taken (for publication)
- speaking on behalf of your company/institution

PLEASE INCLUDE ANY OTHER EXPECTATION OF AWARD RECIPIENTS