



# 2011-2012 Essay Contest Club Packet

**ESSAY CONTEST 2011-2012**

**Topic: "How My Positive Outlook Benefits My Community"**

**Who:** Youth under the age of 19 as of December 31 of the current school year (December 31, 2011) and have not graduated from high school or its equivalent.

**How to Enter:** Interested students must contact their local Optimist Club. They need to submit an essay on the pre-assigned topic. To find out a contact, please e-mail the Programs Department at [programs@optimist.org](mailto:programs@optimist.org).

The Essay Contest planning pages are intended for use by Optimist Clubs in organizing and conducting a contest in their Club. They contain no information on entering the contest and are of no use to students wishing to enter the contest. Students must contact their local Optimist Club.

**When:** The District Chair must have your club's Essay Winner no later than February 28, 2012

**Students:** The deadline for students to submit essays is determined by the sponsoring Club. Please contact your District Chair for more information. All Club-level contests are held by early February. Student submissions will not be accepted after the Club-level contests have closed.

**Clubs and Districts:** The deadline for Clubs to submit their winning essay to the District Chair is February 28, 2012. The deadline for Districts to submit their winner's information to Optimist International is April 15, 2012.

The Essay Contest is sponsored by Optimist International to give young people the opportunity to write about their own opinions regarding the world in which they live. The approach can encompass a young person's personal experience, the experience of their country or a more historical perspective. In addition to developing skills for written expression, participants also have the opportunity to win a college scholarship of up to \$6,000!

The guidelines require that contestants be under age 19 as of December 31 of the 2011-2012 school year and have not graduated from high school or its equivalent. Club winners advance to the District contest to compete for a \$2,500 college scholarship. Each District winner is automatically entered into the International Essay Contest where a panel of judges selects the top three essays. Scholarships for the International Winners are awarded as follows: first place - \$6,000; second place - \$3,750; and third place - \$2,250. The District- and International-level scholarships are funded by the Optimist International Foundations.

Clubs are allowed, at their discretion, to give monetary awards of up to \$500 to their contest winners in addition to the official medallions.

District Winner receives a scholarship and a plaque.

**District Essay Chair: Karen Young**

Huntington Learning Center

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# “How my Positive Outlook Benefits my Community”

## This is the theme of the 2011 – 2012 **Optimist International Essay Contest.**

Interested students submit essays to their local Optimist Club. The essays are judged at the Club level, District level and at the International level. College scholarships are awarded to winners at the District level - **\$2,500** and at the International level:

First place - **\$6,000**

Second place - **\$3,750**

Third place - **\$2,250**

The contest is open to students under age 18 as of Dec. 31. 2011 of the 2011-12 school year.

For more information and applications, contact  
\_\_\_\_\_ – Club Chairperson.

Essays may be submitted to Club by  
January 31, 2012.

(Note: Club may choose deadline. District deadline is February 28, 2012.)



## Club Chair Packet

# General Information

### Purpose

This contest is sponsored by Optimist International to give young people room to develop their own views around a central idea. In addition to the opportunity for written expression, participants have the chance to win a college scholarship!

### How to Enter

Interested students should submit essays on the preassigned topic to their local Optimist Club. The essays are judged at the Club level, District level and at the International level.

### Eligibility - New Criteria!

The contest is open to students under age 18 as of December 31 of the 2011-2012 school year (December 31, 2011) who have not yet graduated from high school or the equivalent.

U.S. students attending school on a military installation outside the United States are eligible to enter in their last U.S. home of record. The District Chair will receive all entries from students living on U.S. military installations and send them to a Club in the city the student last resided in. If no Club is available, the District Chair will hold an at-large contest for these students.

Students residing in non-Districted areas where there are no Optimist Clubs are not eligible for competition.

### Topic

**“How my Positive Outlook Benefits my Community”**

### Length

700-800 words (Title, footnotes and bibliography are not included in the final word count.) Hyphenated words count as 1 word.

### Judging Deadlines

The deadline for students to submit essays is determined by the sponsoring Club. Please contact your District Chair for more information. The deadline for Clubs to submit

their winning essay to the District Chair is **February 28, 2012.**

District entries are judged and submitted to the Optimist International Programs Department no later than **April 15, 2012.** District winners will be notified by a letter from Optimist International between April 15 and June 1.

International judging will be held and the first place winner will be announced in **May 2012.**

Districts that would like their winner to be notified **after** their 3rd quarter District conference must submit a letter detailing this request to Optimist International by March 1. The District Chair should confirm the winner will not need to redeem their funds immediately. If a letter is submitted, Optimist International will not send a congratulatory letter or redemption materials to the District- or International-level winner until June.

### Prizes

Scholarships are awarded to students in the United States and the Caribbean in US dollars and in Canadian dollars for Canadian students.

Club and District awards should be ordered directly from Promotions Corall.

#### Club level - medallion

**Clubs are allowed to give monetary awards of up to \$500 per winner for the Essay contest in addition to the official medallions. The Club level awards may be given in the form of a scholarship, savings bond or cash prize but are completely discretionary.**

\*Disclaimer - Clubs planning to present cash or savings bond awards to student winners should first consult the association for their state or province that coordinates scholastic activities and competitions to determine if such payments would result in the recipient's forfeiture of amateur status. If a student loses their amateur status, they may be unable to compete in collegiate athletics and activities.

**District level - plaque and a \$2,500 college scholarship for first place winners.**

Districts choosing to increase funding for the scholarships or fund additional scholarships will need to manage those funds through other resources. Optimist International will not handle the awarding of any scholarships not funded by the Optimist International Foundations. The responsibility for record-keeping and awarding of additional funds or scholarships will be the Districts'.



Districts may choose to hold the additional funds in District accounts or contribute those funds to the Optimist International Foundations. Individual donors and Clubs will receive lifetime credit for gifts for increased or additional scholarships.

The Foundations will process requests from the Districts to have scholarship funds returned to them. Requests must be in writing and specify the type of scholarship and the amount. The Foundations will not award the scholarships or write checks to the individual scholarship recipients or their schools.

### International level

First-place: winner's plaque, recognition in *The Optimist* magazine

### Criteria for Judges

Select three qualified judges who are not acquainted with the writers of the essays. At the Club level, the judges may be Optimist Members. At all other levels of the competition, judges must be non-Optimists. Judges should have expertise in creative writing.

Always have a back-up judge in case someone gets sick. Give the judges a copy of the rules and a membership brochure to review and introduce them to the world of Optimism.

### Judging the Essays

The Club Essay Chair supplies each judge with the judging materials. In an effort to conceal the identity of each contestant, each entry will be assigned a number by the Essay Contest Chair. The assigned number will be placed on the title page and page 1 of the essay. The title page will then be detached and retained by the Essay Contest Chair. The judges will be given the essays bearing only the assigned numbers.

The actual judging can be handled in either of the following ways:

All three judges gather and evaluate the essays and submit their completed judging forms to the Club Essay Chair.

or

Each judge is sent a packet with copies of the essays to evaluate. They return the essays and completed judging forms by a pre-determined date to the Club Essay Chair.

In either case, judges should never compare scores or comments on the essays being judged. If the Club Chair

feels there was an oversight, contact the judge directly and discuss it for re-evaluation. Contest Chairs cannot change the judges' scores or deductions!

### Getting the Contest Started in Your Community

The most common approach is to go to the local high school and ask the English teachers to work with the students on an essay for the contest. There are several other easy ways to reach the young people in your community:

- Contact the Department of Education and get a contact name for home-schooled students.
- Contact the local private and parochial schools.
- Contact the local PTA/PTO president to distribute information to parents at a meeting.
- Contact local youth Clubs such as Boy/Girl Scouts and Big Brothers/Big Sisters.

Be sure to supply everyone contacted with a Club contact's name and phone number!

### After the Club Contest

- Announce the winner to the Club and local media. See Optimist website for press releases (before and after) and other suggestions.
- Invite the winner to the next Club meeting to read their essay.
- Re-attach the cover page of the winning essay and send it to the District Chair with the following items:
  - \_\_\_\_\_ Completed District Essay Contest Entry Form (pg12)
  - \_\_\_\_\_ Copy of Birth Certificate or Passport
  - \_\_\_\_\_ Copy of Essay
  - \_\_\_\_\_ Entry Fee (if applicable)

**All the items must be received by the District Essay Chair no later than February 28, 2012!**

If you don't know who the District Essay Chair is, ask your President to check in the District's directory. If they are not listed, contact the Governor to obtain their contact information.

**Do not send the Club's winning essay to Optimist International!** Sending the essay and paperwork to the wrong person could accidentally cause the essay to miss being judged at the District level.

# Application for 2011-2012 Optimist International Essay Contest

Name \_\_\_\_\_ M F  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Telephone ( \_\_\_\_\_ ) \_\_\_\_\_  
E-mail \_\_\_\_\_  
Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age \_\_\_\_\_

Have you participated in any other Optimist Club's Essay Contest this school year?

Yes  No

## Contestant Agreement:

*I have studied the rules of the contest, and I will be bound by all of the requirements.*

Contestant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Parent or Guardian Permission:

*I give my permission for my child/ward to participate in this contest.*

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship \_\_\_\_\_

Sponsoring Optimist Club Name \_\_\_\_\_

Sponsoring Optimist Club Number \_\_\_\_\_

## Please send application to address below:

### Official Topic: "How my Positive Outlook Benefits my Community"

### Essay Contest Rules

Each contestant must be given a copy of the rules and complete the entry form. The rules contain information about the contest, judging and awards.

#### Section I - General Rules

1. The Optimist International Essay contest is divided into three levels of competition: Club, District and International.
2. Contestants must enter through a local Optimist Club, or an at-large contest if a local club is not available.
3. Contestants must compose an original essay with limited guidance from others. Webster's dictionary defines an essay as an analytic or interpretative literary composition. Works of fiction or poetry will not be accepted.
4. All District-level competitions must have a minimum of 3 contestants participating.
5. Optimist International will have the right to edit, publish or otherwise duplicate any essay entered into the contest without payment to the author.

#### Section II - Qualifications for Contestants

1. The contest is open to students under age 18 as of December 31st of the 2011-2012 school year (December 31st, 2011) who have not yet graduated from high school or the equivalent. Students must enter in the District in which they reside. U.S. students attending school on military installations outside the United States are eligible to enter in their last home of record.
2. Contestants are eligible for only one Club's contest during any given year.
3. No student who has previously won an Optimist

Essay contest scholarship will be eligible to compete at any level of the competition again.

4. All contestants at each level of the contest must furnish a copy of their birth certificate or passport before participating.

#### Section III - Contest Rules

1. Participants must write on the official topic.
2. Each entry must begin with a title page containing: the official topic, number of words, writer's name, address, phone number, name of school and date of birth.
3. At the top of page 1 should be the official topic and the number of words (penalty of 2 points for lack of topic and 5 points for failure to identify the total number of words correctly).
4. Essays must be typewritten and double-spaced. (Deduction of 5 points)
5. Essays must contain at least 700 words but no more than 800 words. Every word of the essay is counted. This does not include the title, bibliography or footnotes. Hyphenated words count as 1 word (Deduction of 5 points for each 25 words over/under limit).
6. Each page of the essay must be numbered starting with page 1 of the essay, not the title page. The numbers must be centered at the bottom of each page.
7. Any quotations or copyrighted material used must be identified properly. For example, use of a specific writer's format (such as MLA) may be specified by the instructor overseeing the contest. Failure to identify non-original material will result in disqualification.
8. No reference can be made in the essay that identifies the student, parents, school, community, sponsoring Optimist Club or District. (Deduction of 5 points or fraction based on degree of identification)
9. An essay may be written in either English,

French or Spanish if the language used is an official language of the country in which the sponsoring Club is located.

10. The entry must be stapled together in the upper left-hand corner. Covers of any type are not accepted.

#### Section IV - Judging and Timing

1. Judging will be completed by a panel of three qualified judges. At the Club level, judges may be Optimist Members, who are not acquainted with the contestants. At all other levels of the competition, judges must be non-Optimists.
2. In an effort to conceal the identity of each contestant, each entry will be assigned a number by the Essay Contest Chair. The assigned number will be placed on the title page and page 1 of the essay. The title page will then be detached and retained by the Essay Contest Chair. The judges will be given the essay bearing only the assigned number.
3. Judges will not discuss or compare essays being judged.
4. Only judges can assign a penalty or award points.

#### Section V - Scoring

- Scoring procedures at all levels of the contest will be identical.
1. Material Organization - logical interpretation of the subject, adherence to topic: 40 points
  2. Vocabulary and Style - phrasing and continuity: 30 points
  3. Grammar, Punctuation and Spelling: 20 points
  4. Neatness: 5 points
  5. Adherence to Contest Rules - prepared in the proper format: 5 points

#### Section VI - Penalties

1. Failure to list official topic: 2 points

2. Failure to accurately identify total number of words: 5 points
3. Failure to type essay and double-space: 5 points
4. Failure to stay within the 700-800 word limit: 5 points for each 25 words over/under limit
5. Self-identification: 5 points or fraction of based on degree of identification

#### Section VII - Awards

1. Club level - medallion
2. District level - plaque and a \$2,500 college scholarship for the first-place winner
3. International level - First Place: plaque, recognition in *The Optimist* magazine  
A. Scholarships are funded by the Optimist International Foundations of the United States and Canada. Scholarships awarded are for use at a college, university or trade school only.  
B. All scholarships will be payable to the educational institution of the recipient's choice, subject to the approval of Optimist International.  
C. All scholarships will be administered by Optimist International.  
D. Winners of an Optimist International scholarship must claim their scholarship by the age of 25.

### For more information contact:

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone or E-mail: \_\_\_\_\_



## **Official Rules**

Each contestant must be given a copy of the rules and must complete the entry form. The rules contain information about the contest, judging and awards.

### **Section I - General Rules**

1. The Optimist International Essay Contest is divided into three levels of competition: Club, District and International.
2. Contestants must enter through a local Optimist Club or an at-large contest if a local Club is not available.
3. Contestants must compose an original essay with limited guidance from others. Webster's Dictionary defines an essay as an analytic or interpretive literary composition. Works of fiction or poetry will not be accepted.
4. All District-level contests must have a minimum of 3 contestants participating.
5. Optimist International will have the right to edit, publish or otherwise duplicate any essay entered into the contest without payment to the author.

### **Section II - Qualifications for Contestants**

1. The contest is open to students under age 18 as of December 31 of the 2011-2012 school year (December 31, 2011) who have not yet graduated high school or the equivalent. Students must enter in the District in which they reside. U.S. students attending school on a military installation outside the United States are eligible to enter in their last home of record. Students residing in non-Districted areas where there are no Optimist Clubs are not eligible for competition.
2. Contestants are eligible for only one Club's essay contest during any given year. (October 1st - September 30th)
3. No individual having previously won an Essay scholarship will be eligible to compete at any level of the competition again.
4. All contestants at each level of the contest must furnish a copy of their birth certificate or passport before participating.

### **Section III - Contest Rules**

1. Participants must write on the official contest topic.

2. Each entry must begin with a title page containing: topic, number of words, writer's name, address, phone number, name of school and date of birth.
3. At the top of page 1 should be the official topic and the number of words (penalty of 2 points for lack of topic and 5 points for failure to identify the total number of words correctly).
4. Essays must be type-written and double-spaced. (Deduction of 5 points)
5. Essays must contain at least 700 words but no more than 800 words. Every word of the essay is counted. This does not include the title, bibliography or footnotes. Hyphenated words count as 1 word. (Deduction of 5 points for each 25 words over/under limit)
6. Each page of the essay must be numbered starting with page 1, not the title page. The numbers must be centered at the bottom of each page.
7. Any quotations or copyrighted material used in the essay must be identified properly. For example, use of a specific writer's format (such as MLA) may be specified by the instructor overseeing the contest. Failure to identify non-original material will result in disqualification.
8. No reference can be made in the essay that identifies the student, parents, school, community, sponsoring Optimist Club or District. (Deduction of 5 points or fraction based on degree of identification)
9. An essay may be written in either English, French or Spanish if the language used is an official language of the country in which the sponsoring Club is located.
10. The entry must be stapled together in the upper lefthand corner. Covers of any type are not accepted.

### **Section IV – Judging**

1. Judging will be completed by a panel of three qualified judges who are not acquainted with the contestants. At the Club level, judges may be Optimist Members. At all other levels of the competition, judges must be non-Optimists.
2. In an effort to conceal the identity of each contestant, each entry will be assigned a number by the Essay Contest Chair. The assigned number will be placed on the title page and page 1 of the essay. The title



page will then be detached and retained by the Essay Contest Chair. The judges will be given the essays bearing only the assigned numbers.

3. Judges will not discuss or compare essays being judged.
4. Only judges can assign a penalty or award points.

### Section V – Scoring of Contest

Scoring procedures at all levels of the contest will be identical.

1. Material Organization (Logical interpretation of the subject, adherence to topic): 40 points
2. Vocabulary and Style (Phrasing and continuity): 30 points
3. Grammar, Punctuation, Spelling: 20 points
4. Neatness: 5 points
5. Adherence to contest rules (prepared in the proper format): 5 points

### Section VI – Penalties

1. Failure to list official topic: 2 points
2. Failure to accurately identify total number of words: 5 points
3. Failure to type essay and double-space: 5 points
4. Failure to stay within the 700-800 word limit: 5 points for each 25 words over/under limit
5. Self-identification: 5 points or fraction based on degree

### Section VII - Awards

Only Optimist International awards obtained from Promotions Corall are to be given at all Club and District level contests.

1. Club level - medallion

**Clubs are allowed to give monetary awards of up to \$500 per winner for the Essay contest in addition to the official medallions. The Club level awards may be given in the form of a scholarship, savings bond or cash prize but are completely discretionary.**

2. District level - plaque and a \$2,500 college scholarship for the first place winner
3. International level -

**First-place:** winner's plaque, recognition in *The Optimist* magazine

- A. Scholarships are funded by the Optimist International Foundations of the United States and Canada.
- B. Scholarships awarded are for use only at a college, university, or trade school.
- C. All scholarships will be payable to the educational institution of the recipient's choice, subject to the approval of Optimist International.
- D. All scholarships will be administered by Optimist International.
- E. Winners of an Optimist International scholarship must claim their scholarship by the age of 25.



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## **Club Chair's Planning Timeline**

### **July-August 2011**

- Attend the International Convention for training and advice!
- Present the program to your Club.
- Review the contest package program on the Optimist website.
- Contact schools and organizations for participation in the upcoming school year's contest. Give them time to include it in their plans!

### **September 2011**

- Set the Club contest date — Clubs can hold their contest anytime between October 1st and early February.
- Give participating schools and organizations posters, applications and contact information so they can start to spread the word!
- Present the budget.

### **October 2011**

- Contact the District Essay Chair and find out if there is an entry fee to submit the Club winner's essay to the District contest.
- Put up posters in areas where young people gather to publicize the contest.
- Publicize the contest in the local media.
- Choose three qualified judges who are not acquainted with the contestants.
- Order Club award medallions, certificates and any other items needed for the contest from Promotions Corall.

### **November 2011 - February 2012**

- Have essays turned in by early February so you have plenty of time to have them judged.
- Conduct judging and select a first, second and third place winner.
- Submit the District Entry Form, copy of the birth certificate or passport, first place winning essay and entry fee (if required) to the District Essay Chair. It must be received by February 28, 2012.
- Present the first, second and third-place awards at a Club meeting or special dinner and have the winners read their essays.

### **March 2012**

- Complete the Club Chair Evaluation form in this guide and submit to Optimist International.
- Return the non-winning essays to authors.
- Circulate a press release and photos of winners to the local media.
- Present a final report to the Club.



# Visitor Sign-In Sheet

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Business phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Business phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Business phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Business phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Notes: \_\_\_\_\_

**Bringing Out the Best in Kids. . .Join Today!**  
**[www.optimist.org](http://www.optimist.org)**



## Instructions to Judges

This form, along with a copy of the rules, should be given to each judge.

## Points

**Material Organization** In this category, the interpretation of the subject, a clear presentation of the writer's concept, dedication to research and the logical organization of the supporting facts should be considered.

Maximum point award is 40 points.

## Vocabulary and Style

The choice of words, use of descriptive phrases, clear sentence structure and illustration of the topic are considered. Use of figures of speech, similes, metaphors and quotations are important factors.

Maximum point award is 30 points.

## Grammar, Punctuation and Spelling

Consider such factors as subject and verb agreement, plurals of nouns and tense.

Maximum point award is 20 points.

## Neatness

General appearance of the essay is a vital part of the presentation. Legibility and spacing in handwritten essays are to be considered.

Maximum point award is 5 points.

## Adherence to Contest Rules

The ability to follow instructions and observe rules is important. The rules detail the format for the essay.

Maximum point award is 5 points.

Total of points awarded should be compiled and placed in the indicated space on the form.

## Penalties

### Failure to list the official topic

The official topic must be listed at the top of page 1 of the essay.

Deduct 2 points for lack of the topic.

### Failure to identify total number of words and doing so correctly

The number of words is to be indicated at the top of page 1 of the essay. The total must be accurate and in the proper place to avoid penalty points.

Deduct 5 points for incorrect total or indication in the wrong place.

### Failure to Type Essay and Double Space

All essays are to be type-written and double-spaced.

Deduct 5 points.

### Failure to stay within the 700-800 word limit

The word limit does not include the title, footnotes or bibliography. It applies only to the text and includes every word, regardless of length. Hyphenated words count as 1 word.

Deduct 5 points for each 25 words over or under the limit.

### Self-Identification

Students cannot identify themselves, parents, school, community, sponsoring Optimist Club or District. "My father the mayor" is considered a violation.

Deduct 5 points or fraction of based on degree of identification made.

### Selection of the Top Three Winners

1. Each judge ranks the best essays from 1 to 5. Ties in points and ranking are not allowed. Re-evaluate essays if necessary.
2. The Club Essay Chair will enter each judge's score on the Master Score Sheet.
3. The grand total of the three judges is determined for each essay. The entry having the largest grand total of points is declared the winner.
4. In case of a tie, the entry scoring the largest number of points in category 1 is declared the winner. If a tie still exists, each succeeding category is considered the tie-breaker.
5. Should a tie still exist through category 5, the tied essays will be re-evaluated by the three judges and judged a second time.

**Scores and totals are only available to the Contest Chair. No one else is permitted to see the point totals or rankings! Scores are confidential.**



# Judge's Score Sheet

Optimist International Essay Contest

Judge # \_\_\_\_\_

Categories to be judged

Entry Number

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<b>Material Organization</b> <i>Maximum point award 40 points</i>															
<b>Vocabulary and Style</b> <i>Maximum point award 30 points</i>															
<b>Grammar, Punctuation and Spelling</b> <i>Maximum point award 20 points</i>															
<b>Neatness</b> <i>Maximum point award 5 points</i>															
<b>Adherence to Contest Rules</b> <i>Maximum point award 5 points</i>															
<b>Total Points Awarded</b>															
<b>Penalties</b>															
<b>Failure to list official topic</b> <i>Deduct 2 points</i>															
<b>Failure to identify total number of words and doing so correctly</b> <i>Deduct 5 points</i>															
<b>Failure to Type Essay/Double Space</b> <i>Deduct 5 points</i>															
<b>Failure to stay within the 700-800 word limit</b> <i>Deduct 5 points for each 25 words over/under the limit</i>															
<b>Self-Identification</b> <i>Deduct 5 points or fraction based on degree of identification</i>															
<b>Total Penalties Deducted</b>															
<b>Final Total</b> <i>Total points awarded minus total penalties deducted</i>															
<b>Ranking of top 5 essays</b> <b>NO TIES ALLOWED</b>															

Signature of Judge \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## Instructions for Master Score Sheet for Club and District Chairs

As Essay Chair, you will have two important responsibilities BEFORE turning over your entries to the judges:

1. Review entries for obvious violations of the rules. If non-conformity to the rules is so extreme that you feel the entry is not worthy of judging, as Chair you may disqualify it from further competition.
2. Number each title page and place that same number on each page of the essay. Next, detach the title page and keep it for your records. This will free the judges from any suspicion of prejudice or subjectivity.

### **OPTION:**

Many Essay Chairs have passed this helpful hint along to the Programs Department.

For each essay to be judged, confirm the total number of words in the essay.

Remember: the material in the text of the essay is counted, not the footnotes at the bottom of the page or end of the essay.

**Example:** 1 The Book of Dreams, page 6-10, Steven Smith. This would not be counted in the word total, however in the text: “Dreams are an important part of a person’s development.”<sup>1</sup> The quotation would be counted. Remember words like: a, and, the, ARE counted in the word total.

Remember: hyphenated words count as 1 word.

If the number of words is not correctly identified, note it on a list. This will cut down on some of the time it takes judges to complete their tasks.

### **Example:**

Essay	Words Correctly Correct	Identified Count
1	yes	
2	no	805
3	no	605

### **Two Additional Points to Keep in Mind:**

1. In compiling scores, these should be kept in your confidence and should never be revealed, displayed or discussed.
2. In the event you have a large number of entries you may want to have a preliminary judging (separate judges) to reduce the number to a workable field. This is the decision of the Contest Chair; it is not mandatory.

### **Using the Master Score Sheet**

Enter the points allotted to the various entries by each of the three judges on the master score sheet. After totaling the points allotted for each entry in the total column, rank the entries in the rank column. If no ties occur, you can easily determine your first, second and third-place winners.

In the case of a tie, the entry scoring the largest number of points in category 1 shall be declared the winner. If a tie still exists, each succeeding category shall be considered the tie-breaker.

Should a tie still exist through category 5, the tied essays shall be resubmitted to the judges for a second judging (no ties permitted, as before).

**Remember scores are strictly confidential and should not be shared with anyone.**



# **Master Score Sheet for Club and District Chairs**

## **Optimist International Essay Contest**

<b>Entry Number</b>	<b>Judge 1</b>	<b>Judge 2</b>	<b>Judge 3</b>	<b>Point Total</b>	<b>Rank</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					



# District Essay Contest Entry Form

## To Be Completed By the Club Contest Chair

*This form is to be sent with the Club winner's essay, copy of their birth certificate or passport and entry fee (if applicable) to the District Essay Chair to be received no later than February 28, 2012.*

## Contestant Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Age \_\_\_\_\_  
(must be under 18 years as of December 31 of 2011-2012 school year)  
E-mail Address: \_\_\_\_\_  Male  Female

## Statement of Originality

*I have studied the Official Rules of the Optimist International Essay Contest and fully understand and agree to be bound by them. Furthermore, I have prepared my own essay with limited assistance. I have given proper credit for any non-original material used. I have not competed in any other Optimist Club Essay Contest this year. I understand that any omission of proper credit or violation of the rules on my part shall mean immediate disqualification.*

Contestant's signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Instruction to Club Chair

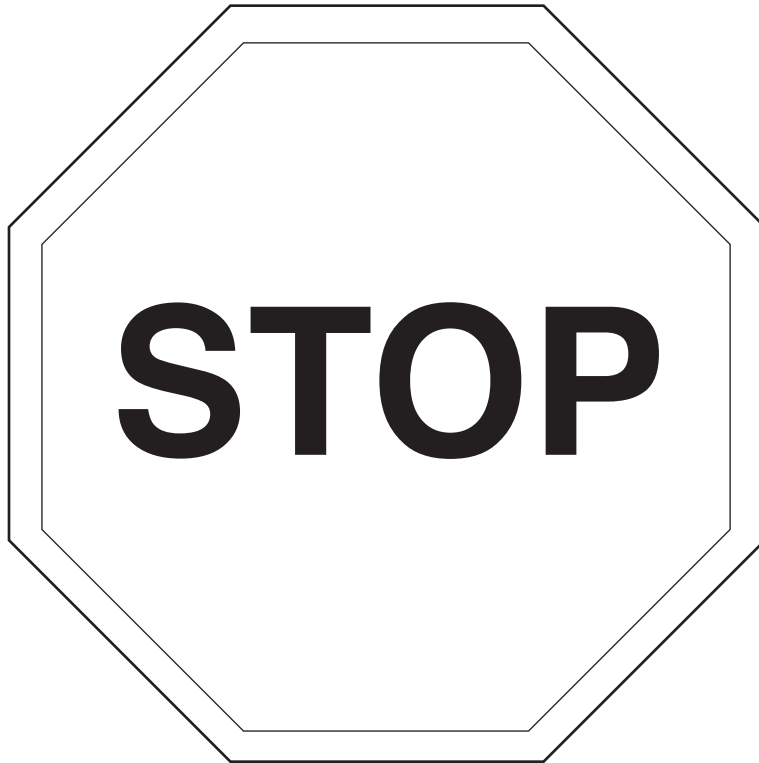
1. Re-attach the title page to the essay before submitting to the District Essay Chair
2. Type or print the name of the sponsoring Club on the title page
3. Submit the essay along with this form, copy of winner's birth certificate or passport and entry fee (if applicable) to the District Essay Chair to arrive no later than FEBRUARY 28, 2012.

Number of youth in **Club** contest \_\_\_\_\_

## For Club Chair's signature

*"We, the undersigned, in full compliance with the Optimist International Essay Contest rules, enter this contestant in the District Contest. We understand that this form, the essay and a copy of the birth certificate or passport must be submitted to the Contest Chair before this contestant competes in the next level of the contest."*

Optimist Club of \_\_\_\_\_ District name \_\_\_\_\_  
Club Number \_\_\_\_\_  
Club President's Signature \_\_\_\_\_  
Club Contest Chair's Signature \_\_\_\_\_



**In order for the Club winner to be eligible to participate in the District level contest, the Club Chair must submit the following:**

\_\_\_\_\_ District Essay Contest Entry Form (page 12)

- Must be signed by contestant
- Must have number of students that participated in the contest
- Must have appropriate signatures

\_\_\_\_\_ Birth Certificate or Passport (can be a copy, if legible)

- Other age verification documents will **not** be accepted

\_\_\_\_\_ Typed copy of essay

\_\_\_\_\_ Entry fee (if applicable)

**To be received no later than February 28, 2012!**



# Essay Contest Club Chair Evaluation Form

District Name \_\_\_\_\_

Chair Name (optional) \_\_\_\_\_

Are you a first-time or repeating Chair? \_\_\_\_\_ Contest year \_\_\_\_\_

What was your favorite part of the contest as Chair?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was your least favorite part of the contest as Chair?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was your opinion on this year's topic? Do you have suggestions for future topics?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What recommendations, if any, would you propose for improving the Essay contest?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please share any procedures that worked well for your Club.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any changes your Club will make for next year's contest.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This form should be submitted to:**

**Optimist International Programs Department • Attn: Essay Coordinator  
4494 Lindell Blvd. • St. Louis, MO 63108  
or fax to: 1-314-371-6006**