



## District Chair Packet

# General Information

### Purpose

This contest is sponsored by Optimist International to give young 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 pre-assigned topic to their local Optimist Club. The essays are judged at the Club level, District level and at the International level.

### Eligibility

The contest is open to students under age 19 as of December 31<sup>st</sup> of the 2010-2011 school year. (December 31, 2010)

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 Education is the Key to a Successful Future”**

### 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, 2011**.

District entries are judged and submitted to the Optimist International Programs Department no later than **April 15, 2011**. District winners will be notified by a letter from Optimist International between April 15<sup>th</sup> and June 1<sup>st</sup>.

International judging will be held and the first place winner will be announced in **May 2011**.

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 no longer 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

### **Judging the Essays**

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.

The 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 Essay Chair.

**or**

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

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

### **District Contest**

Judging criteria is exactly the same for the District level as it is for Club level. Once completed, the District Chair should contact the winner and get the information needed to complete the Winner's Information Form.

### **Submit:**

- \_\_\_\_\_ Winner's Information Form
- \_\_\_\_\_ District Essay Contest Entry Form
- \_\_\_\_\_ District's winning essay (with cover page re-attached)
- \_\_\_\_\_ Copy of Birth Certificate

**Mail to:** *(For United States & Caribbean Clubs)*

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

*(For Canadian Clubs)*

**Optimist International Canada  
5205, boul. Métropolitain Est, Suite 200  
Montréal, Qc H1R 1Z7 • Canada  
or fax to: 1-514-721-1104**

**Forms should arrive at the  
International Office no later than  
April 15, 2011!**

### **International Contest**

Once the International essay winner is selected, Optimist International contacts the Governor and District Essay Chair of the sponsoring District with the great news! Once a District representative has contacted the winner, the student will be sent a confirmation letter and scholarship provisions. An engraved plaque will be ordered by the Programs Department.

An announcement is sent to each District Essay Chair with the name and sponsoring Club and District of the first place winner. The winning essay and information on the winner will be featured in an issue of *The Optimist* magazine.

# Application for 2010-2011 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 Education is the Key to a Successful Future"

#### 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.

### 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 19 as of December 31st of the 2010-2011 school year (December 31st, 2010) 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 before participating.

#### 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. Winner of an Optimist International scholarship must claim their scholarship by the age of 25.

#### For more information contact:

SPONSORING CLUB SHOULD POST  
CONTACT INFORMATION HERE



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# Official Rules

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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 19 as of December 31 of the 2010-2011 school year. (December 31, 2010) 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 no Optimist Clubs are not eligible for competition.
2. Contestants are eligible for only one Club's essay contest during any given year. (October 1<sup>st</sup> - September 30<sup>th</sup>)
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 before participating.

## Section III - Contest Rules

1. Participants must write on the official 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 left-hand 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 contest, 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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# District Chair's Planning Timeline

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## July-September 2010

- Receive a welcome letter from the Optimist International Essay Coordinator.
- Set a District contest date and have it published in the District directory along with your contact information.
- Send a mailing to all incoming Club Presidents and Lieutenant Governors with information on deadlines, entry fees, and encouragement to participate in the program.

## October 2010

- Prepare a presentation for the First Quarter District Conference. Prepare something in writing for Club Presidents to take home with your name and contact information. Train Clubs how to conduct the contest and how to obtain extra materials if needed.
- **Ask Clubs to contact you by a specific date if they plan to hold a contest. This will allow you to direct interested students to the appropriate Club.**
- Secure three **non-Optimist** judges for the District level judging.

## November 2010 -January 2011

- Order a District winner plaque and any certificates needed from Promotions Corall.
- Remind Club Presidents and Lieutenant Governors in writing that the deadline of February 28<sup>th</sup> is approaching. Give them any new developments and answers to frequently asked questions.

## February 2011

- Conduct an at-large contest for entries from U.S. students on overseas military installations, if needed.
- Receive all Club entries no later than February 28<sup>th</sup>.

## March 2011

- Conduct judging of essays submitted.
- Announce the winner!
- Return all entries, except first, second and third-place.
- Contact the District Governor and arrange for the awards presentation and reading of the essays at the next District meeting.
- Notify all Clubs of the District winner's name and sponsoring Club.

## April 2011

- Contact the first-place winner to obtain information for the Winner's Information Form. **Social Security number/SIN must be given for District winners** (on Winner's Information form) **in order to aid in tracking of scholarship funds to colleges and universities.**
- Send the District Winner's Information Form, Zone/District Essay Contest Entry Form, copy of the birth certificate and first-place essay to the Optimist International Programs Department by **April 15, 2011!**

# 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!



## 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, 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 Identified	Correct 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).

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



# Master Score Sheet for Club and District Chairs

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## 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, a copy of their birth certificate and entry fee (if applicable) to the District Essay Chair to be received no later than **February 28, 2011.***

## Contestant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Age \_\_\_\_\_  
(must be under 19 years as of December 31<sup>st</sup> of 2010-2011 school year)

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 the winner's birth certificate and entry fee (if applicable) to the District Essay Chair to arrive no later than **FEBRUARY 28, 2011.**

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 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 \_\_\_\_\_



# District Essay Contest Winner's Information Form

## To be Completed by the DISTRICT ESSAY CHAIR ONLY

District Name/Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Home Telephone # (\_\_\_\_\_) \_\_\_\_\_ SSN/SIN \_\_\_\_\_

Age \_\_\_\_\_ Sex  F  M

Number of youth in District contest \_\_\_\_\_

***We certify that the above named contestant is the winner of the \_\_\_\_\_  
District Essay Contest, judged on (date)\_\_\_\_\_. We are aware that  
his/her essay will be entered in the International level competition.***

Signed \_\_\_\_\_ District Governor

Signed \_\_\_\_\_ District Essay Chair

Phone Number (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

### Enclosures:

- \_\_\_\_\_ Winner's Information Form
- \_\_\_\_\_ District Essay Contest Entry Form
- \_\_\_\_\_ Copy of Birth Certificate
- \_\_\_\_\_ Copy of Winning Essay

### Submit to:

*(For United States & Caribbean Clubs)*

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

*(For Canadian Clubs)*

**Optimist International Canada  
5205, boul. Métropolitain Est, Suite 200 • St-Léonard, Qc H1R 1Z7 • Canada  
or fax to: 1-514-721-1104**

**TO ARRIVE NO LATER THAN APRIL 15, 2011**



**In order for the District scholarship to be processed,  
District Chairs must submit the following for the winner:**

- \_\_\_\_\_ Winner's Information Form
  - **Must have Social Security Number or SIN (for Canadian students)**
  - **Must have number of students that participated in District contest**
  - Must have District Chair and District Governor's signatures
  
- \_\_\_\_\_ District Essay Contest Entry Form
  - Must be signed by contestant
  - **Must have number of students that participated in Club contest**
  - Must have appropriate signatures
  
- \_\_\_\_\_ Birth Certificate (can be a copy, if legible)
  - Other age verification documents will **not** be accepted
  
- \_\_\_\_\_ Typed copy of Essay

**To be received no later than April 15, 2011!**



# Essay Contest District Chair Evaluation Form

Year

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

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

Rate the topic Liked 1 2 3 4 5 Disliked

Please tell us what was the best part of the Essay contest for you as a Chair.

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

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Please share any procedures that worked well for your District.

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This form should be submitted to:

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