



District Chair Planning Guide **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 assigned topic to their local Optimist Club. The essays are judged at the Club level and District level.

Eligibility

The contest is open to students under the age of 18 as of October 1st of the current Optimist International contest year (October 1 – September 30).

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. An At-Large student may not have competed in an Optimist International or District contest in the same year.

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

Topic

“Lead by Example: Reality or Fiction”

Length

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

Judging Deadlines

The deadline for students to submit essays is determined by the sponsoring Club. The deadline for Clubs to submit their winning essay to the District Chair is **February 28**.

District entries are judged and submitted to the Optimist International Programs Department no later than **April 15, 2016**. District winners will be notified by a letter from Optimist International between April 15 and June 1.

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 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 Shumsky for US and Caribbean Clubs and from Ansell for Canadian Clubs.

Club level - medallion

Clubs are allowed to give monetary/cash* awards 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. Please contact the Optimist International Foundation or Canadian Childrens Optimist Foundation for setting up a Club scholarship.

*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 Foundation in the U.S. or the Canadian Childrens Foundation in Canada. Individual donors and Clubs will receive lifetime credit for gifts for increased or additional scholarships.

The Foundations process requests from 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 a scholarships or write a check to an individual scholarship recipient or their school.

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 (Friends of Optimists are excluded and can be used as judges). 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 the 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 To:

Optimist International Programs Department
Attn: Essay Coordinator
4494 Lindell Blvd.
St. Louis, MO 63108
Fax: 314.371.6006
Email: programs@optimist.org

In Canada:
Optimist International Programs
Department • Attn: Oratorical Coordinator
5205, boul. Metropolitan Est, bureau 200
Montreal QC H1R 1Z7 Canada
or fax to: 514-721-1104
email: service@optimist.org

Forms should arrive at the
International Office or Canadian
Service Center no later than
April 15, 2016!

Application for 2015-2016 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 _____

I, _____, grant the Optimist Club/International my permission to use a picture of my son/daughter, _____, for their public relations purposes. Optimist Club/International may use the photo in any publication they see fit.

Sponsoring Optimist Club Name _____

Sponsoring Optimist Club Number _____

Please send application to address below:

Official Topic:

“Lead by Example: Reality or Fiction”

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 two levels of competition: Club and District.
2. Contestants must enter through a local Optimist Club, or an at-large contest if a local Club is not available. An At-Large student may not have competed in an Optimist international or District contest in the same year.
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 the age of 18 as of October 1st of the current Optimist International contest year (October 1 – September 30). Students must enter in the District in which they reside. U.S. students attending school on military installations outside the U.S. 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 a District 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 show proof of age before competing. Optimist Club may require a copy birth certificate or passport if offering a Club scholarship separate from Optimist International. District winners must provide a copy of the birth certificate or passport with the District entry documentation.

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 quotation 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 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 the District level, 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
 - A. Scholarships are funded by the Optimist International Foundation in U.S. and Caribbean and the Canadian Childrens Foundation in 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. Scholarships must be used in a school located in the United States, Canada, or Caribbean. 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 Email: _____



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 two levels of competition: Club and District.
2. Contestants must enter through a local Optimist Club or an at-large contest if a local Club is not available. An At-Large student may not have competed in an Optimist International or District contest in the same year.
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 the age of 18 as of October 1st of the current Optimist International contest year (October 1 – September 30). 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 a District 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 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 the District level, judges must be non-Optimists. (Friends of Optimists are excluded and can be used as judges).



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. 5 points for each 25 words over/under limit
6. Self-identification: 5 points or fraction based on degree

Section VII - Awards

Only Optimist International awards obtained from Shumsky or Ansell 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
 - A. Scholarships are paid through the Optimist International Foundations in the United States and Caribbean and the Canadian Children's Optimist Foundation in 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.



District Chair's **Planning Timeline**

July-August 2015

- Receive an information packet from the Optimist International Programs Department.
- 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 2015

- 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 on 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 2015 - January 2016

- Order a District winner plaque and any certificates needed from Shumsky or OptiPromo.
- Remind Club Presidents and Lieutenant Governors in writing that the deadline of February 28 is approaching. Give them any new developments and answers to frequently asked questions.

February 2016

- 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.

March 2016

- 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 2016

- 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 or passport and first-place essay by

April 15, 2016 to

Optimist International Programs Department
Attn: Essay Coordinator
4494 Lindell Blvd, St. Louis MO 63108
Fax: 314.371.6006
email: programs@optimist.org



Visitor Sign-In Sheet

Name: _____ Home phone: _____

Business phone: _____ Cell phone: _____

Address: _____

City: _____ State/Country: _____ Zip Code: _____

Notes: _____

Name: _____ Home phone: _____

Business phone: _____ Cell phone: _____

Address: _____

City: _____ State/Country: _____ Zip Code: _____

Notes: _____

Name: _____ Home phone: _____

Business phone: _____ Cell phone: _____

Address: _____

City: _____ State/Country: _____ Zip Code: _____

Notes: _____

Name: _____ Home phone: _____

Business phone: _____ Cell phone: _____

Address: _____

City: _____ State/Country: _____ Zip Code: _____

Notes: _____



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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 Essay Contest

Judge # _____

Entry Number

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

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.” 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 Essay Contest

Entry Number	Judge 1	Judge 2	Judge 3	Point Total	Rank
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, 2016.

Contestant Information

Name _____
Address _____
City _____ State/Province _____ Zip/Postal Code _____
Home Phone # (_____) _____ Age _____
(must be under 18 as of October 1, 2015)
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, 2015.

Number of youth in **Club** contests _____

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 _____



District Essay Contest Winner's Information Form

To be Completed by the DISTRICT ESSAY CHAIR ONLY

District Name/Number _____

Name _____

Address _____

City _____ State/Country _____ Zip Code _____

Home Telephone # (_____) _____ SSN _____

Age _____ Sex F M

Number of Essays/Clubs in District Contest _____

We certify that the above named contestant is the winner of the _____
(District Name)

District Essay Contest, judged on (date) _____.

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 or Passport (no exceptions)

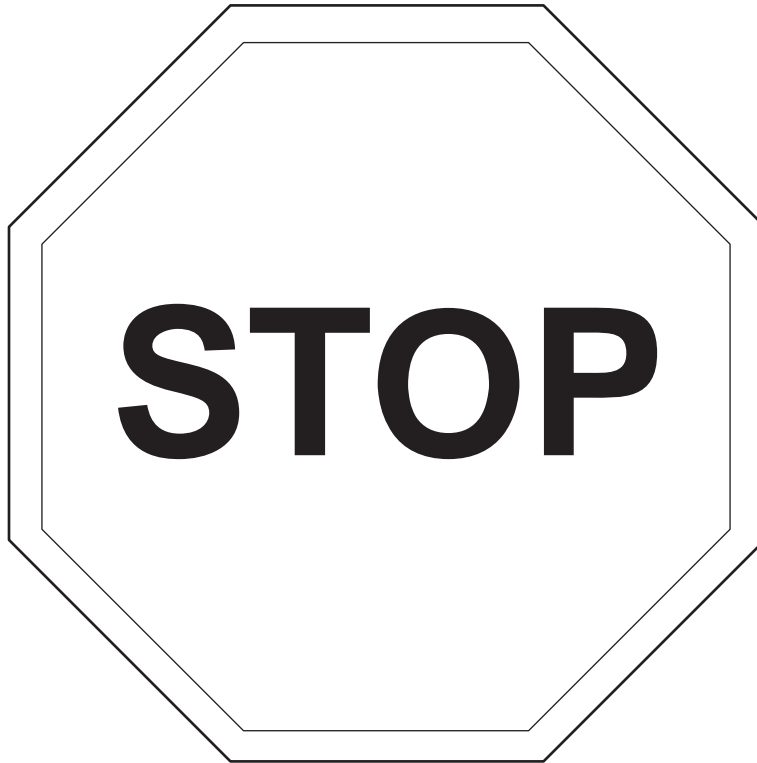
_____ Copy of Winning Essay

Submit to:

In the U.S. and Caribbean:

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

TO ARRIVE NO LATER THAN APRIL 15, 2016



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

_____ District 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 or Passport (can be a copy, if legible)

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

_____ Printed copy of Essay

To be received no later than April 15, 2016!



Essay Contest District 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:
314-371-6006