



## **CHECKLIST OF JOB RESPONSIBILITIES BY POSITION**

### **Suggested Possible Positions:**

Project Chair  
Contest Coordinator  
Judging Coordinator

### **Oratorical Project Chair / Oratorical Program Coordinator:**

- Club decides to hold an Oratorical Contest
  
- Club Board of Directors**
- Optional –Your Club’s Board of Directors should decide whether the Club will offer a monetary award (scholarship, savings bond or cash.) If your Club decides to present cash or savings bond awards to student winners, they should first consult with 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. If you need assistance, ask a local English teacher or Debate coach if they can direct you to the appropriate organization.
- Club decides on the location to hold the contest: club meeting, school media center, an auditorium or other speech environment.
- Print “Club Contest Program Planning Guide” off of the Publications page of the Optimist International website: [www.optimist.org](http://www.optimist.org).
- Contact the Lt. Governor and the District Chair to discuss rules and contest procedures. Find out the dates of the Zone Contest and District Contests. Review the school calendar and after coordinating with the schools, set a Club contest date before the Zone contest date.
- Contact the Lt. Governor or the District Oratorical Chair to find out the Zone entry fee requirements for Club level winners.
- Ask for volunteers from the Club to hold other positions such as Program Coordinator, Judging Coordinator, or Sergeant-of-Arms.

- Create a proposed budget for the Oratorical Contest.
- Obtain posters and Application Forms. You can create your own posters. Application Forms can be printed from [www.optimist.org](http://www.optimist.org). These items will promote the contest and encourage students to enter.
- Purchase Oratorical contest medallions and participation certificates from Shumsky (U.S. and Caribbean) at 877.678.2582 or Ansell Awards (Canada) at 800.565.7062.
- Contact the local newspaper and ask them to include contest details in their Community Calendar section.
- Send press releases to local media outlets – newspapers, radio and TV stations.
- Make available handouts of the rules and application including membership information to familiarize program contacts with the organization (rules and application are included in the Club Contest Program Planning Guide).
- Contact the School Principal and ask them to make the Oratorical Contest a part of their curriculum.
- Contact local schools and provide details about the contest. Ask for permission to hang a poster and rule pad in the school. The English Department Head, Speech/Debate, or Drama teacher will ensure a good number of entries.
- Contact the Department of Education and ask for a contact name for local home-schooled students and send contest information to them.
- Contact local youth Clubs such as Boy/Girl Scouts, Big Brothers/Big Sisters and JOI (Junior Optimist).
- Contact the local PTA/PTO President to distribute information to parents about contest at a meeting.
- Contact local bookstores, libraries, coffeehouses, recreation centers and places where young people spend time and ask if they will display information about the contest.
- Make sure to ask all participants to submit a copy of the birth certificate with their entry. Verify that each participant is under the age of 18 as of October 1 of the current Optimist year.
- Hold separate gender contests or a combined gender contest as determined by your District.
- Contest ranking and winners are determined from scoring procedure in Planning Guide.
- Present certificates to all contestants.
- Present medallions and (optional) monetary awards to the winners: First, Second, Third.

- Take photos!!
- Complete the Official Zone/Regional/District Oratorical Contest Form (page 15 of the Club Contest Program Planning Guide). The form must be signed by the student, Club President and Club Oratorical Chair. Make sure the Lt. Governor receives the original District Oratorical Contest Entry form, a copy of winner's birth certificate, and entry fee.
- Show Club support at the Zone and District Contest.
- Make sure all invoices are paid.
- Send article and picture to local media about Oratorical Contest Winners.
- Complete Evaluation Form (sample included, form is located online) and send to either:
 

Optimist International 4494 Lindell Blvd. St. Louis, MO 63108	Optimist International Canadian Service Centre 5205 boul Métropolitain Est St-Léonard, QC H1R 1Z7
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**Judging Coordinator:**

- Secure three judges and a timekeeper for the event. Some possibilities include a teacher (not from a participant's school), church leader (minister or student ministries), business professional, lawyer, judge, politician, or media personality.
- Find a back-up judge to be used in case of an emergency.
- Give the judges and the timekeeper a copy of the rules and membership information to familiarize them with the organization (included in the Club Contest Program Planning Guide).
- Give each of the judges and timekeeper a copy of the official judging forms (included in the Club Contest Program Planning Guide).
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- Meet or call each of the judges to make sure they understand the judging procedures.
- Secure a location for the judges to complete score sheets.
- Present the judges and the timekeeper with a certificate of appreciation or small gift to show the Club's appreciation.
- Send "Thank You" letter and membership information about the Club to judges and timekeeper.

**Sergeant-of-Arms:**

- During contest, control entry not allowing admittance during a contestant's speech. Be prepared to handle protests (procedure in the Club Contest Program Planning Guide).