

# 2019 Writing Contest Timeline

August 6, 2018



“Promoting excellence in education  
and showcasing the talents of all our youth”

Completed	Dates and Deadlines	Notes
	<p><b>August to October</b></p> <ul style="list-style-type: none"> <li>◆ Familiarize yourself with this contest, scheduling, and other factors that may be affected by your school or group calendar and activities. Print rules and schedule to post where you can find information easily. Mark your calendar with important dates and deadlines.</li> </ul>	<p>Contest Pages have rules and schedule for the specific contest and any resource information. A Timeline for the specific contest is on the page as well.</p>
	<ul style="list-style-type: none"> <li>◆ Please note that during August through mid-October, the Academic Rodeo Director will work remotely and not be physically present in the ETSF Office. This is Fair Time and the primary focus in the ETSF Office is the Fair. The AR Director will have access to e-mail and phone during this time. E-Mail is the easiest method of contact, but when calling the ETSF line with an Academic Rodeo question, ask for Academic Rodeo. If the Director is unavailable when you call, leave a voice mail message. A response will come as soon as possible.</li> </ul>	<p>E-Mail: <a href="mailto:dnewman@etstatefair.com">dnewman@etstatefair.com</a> Phone: 903.597.2501, ask for Deborah Newman or Academic Rodeo</p> <p>There is NO Fax line available.</p>
	<p><b>September 21 – 30</b></p> <ul style="list-style-type: none"> <li>◆ “2018 Virtual Academic Rodeo” on display at the East Texas State Fair</li> </ul>	<p>2018 Photos, Computer Entries, Writing Entries</p>
	<p><b>October 15, 2018</b></p> <ul style="list-style-type: none"> <li>◆ Deadline for <b>School/Group Registration</b> online. There is a link on the Academic Rodeo Main Page.</li> </ul>	<p>Academic Rodeo Getting Started Page -online form</p>
	<p><b>October 15-31, 2018</b></p> <ul style="list-style-type: none"> <li>◆ Study the rules and deadlines for your contest. Understand the limits on number of students that may be registered and any limits to students in particular grades. Make students aware of rules and any resources for preparation. Mark any deadlines on your calendar.</li> </ul>	<p>Contest Page for specific contest</p>
	<p><b>October 18, 2018</b></p> <ul style="list-style-type: none"> <li>◆ Sponsors of each contest receive e-mail with contest information. Contact Academic Rodeo <b>IMMEDIATELY</b> if you do not receive an e-mail for your contest by this date.</li> </ul>	<p>If you do not receive, check SPAM folder or Junk Mail. Some school servers, filter out Academic Rodeo e-mails.</p>
	<p><b>October 24, 2018</b></p>	

Completed	Dates and Deadlines	Notes
	<p>◆ Writing Prompt to be e-mailed to registered groups. A scoring rubric is also provided with this e-mail. Contact Academic Rodeo immediately if you do not receive.</p>	<p>Prompt may be announced to students on the day before writing is done. HOWEVER, NO pre-writing activities related to the prompt may be done.</p>

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	<p><b>October 25-26 and 29-31, 2018</b></p> <ul style="list-style-type: none"> <li>◆ Writing at school: Must be done in <b>one hour time period at the school</b> under teacher's supervision. Provide scoring rubric to students the day before writing to help them understand how they will be evaluated. Three top essays from each grade will be selected by the teacher or other designated judges at the school level. After selected, top 3 students may make minor edits and corrections under teacher's supervision.</li> </ul> <p><i>Writing is done in the Fall to allow ample time for judging essays and releasing results in early January.</i></p>	<p>NO pre-writing activities may be done. Check rules for allowed length of essay. Those exceeding the "grace" limit will NOT be judged. Scoring Rubric is provided in the e-mail with the Writing Prompt.</p>
	<p><b>October 31, 2018</b></p> <ul style="list-style-type: none"> <li>◆ Select 3 top essays from each grade level at your school or in your group.</li> </ul>	<p>Sponsor or others designated by Sponsor should evaluate and determine essays to submit.</p>
	<p><b>November 1, 2018</b></p> <ul style="list-style-type: none"> <li>◆ Students with top 3 essays in each grade may make <b>minor edits and corrections</b> under the supervision of the Sponsor to prepare final copy for submission. <b>REMEMBER:</b> Use template for creating Cover Page for each essay. Make 1 copy of each cover page and essay to submit 2 <b>complete</b> copies to Academic Rodeo.</li> </ul>	<p>Cover Page template on Writing page</p>
	<p><b>November 2, 2018</b></p> <ul style="list-style-type: none"> <li>◆ <b>Drop Date</b> for <b>Writing Contest</b> for those schools who have registered but have decided they will not participate. An online <b>Add/Drop Form</b> is available for this. PLEASE drop as soon as you determine you will not participate.</li> </ul>	<p>Online ADD/DROP Form on General Info page</p>
	<ul style="list-style-type: none"> <li>◆ Student Registrations due for <b>Writing Contest</b>. Use Excel version of Student Registration Form to submit by e-mail. Instructions for completing the form was also provided in the Contest e-mail in October.</li> </ul>	<p>Excel workbook with ALL forms is sent to all contest sponsors by e-mail in October.</p>
	<p><b>November 6, 2018</b></p> <ul style="list-style-type: none"> <li>◆ Entries due in <b>Writing Contest</b>. Must be hand-delivered or mailed <b>to arrive on this date</b>. Do <b>NOT</b> fax or e-mail entries. Entries received after the essays have been taken to judges will be displayed, but will NOT be judged. Bring signed Code of Conduct form for your students.</li> </ul>	<p>Submit 2 COMPLETE copies of each essay to the ETSE Office. One copy stays with Academic Rodeo for display and one goes to the judges. Code of Conduct form is available on the General Info page.</p>
	<p><b>November 22-23, 2018 – THANKSGIVING Holiday</b></p> <p>The East Texas State Fair Office and Academic Rodeo will be closed.</p>	

Completed	Dates and Deadlines	Notes
	<p><b>December 24 - January 1</b></p> <p>◆ The East Texas State Fair Office will be closed on holidays and may be closed other days as well. Typically, the office is closed between December 24 and January 1.</p> <p>December 10 - January 4: Academic Rodeo Director will not be in the office, but can be contacted by e-mail during this time.</p>	
	<p><b>January 4, 2019</b></p> <p>◆ <b>Writing Contest</b> winners to be announced by this date, if not before, on website.</p>	Results page
	<p><b>January 15, 2019</b></p> <p>◆ <b>Outstanding Educator</b> nominations are due.</p>	Outstanding Educator Page - PDF form
	<p><b>February 11, 2019</b></p> <p>◆ <b>School Lists</b> will be sent to all schools and groups listing ALL students registered, their status of participation, contest and any award received. Groups will confirm information is correct or will supply corrected info (name spelling, etc.) to Academic Rodeo and RSVP for the students eligible to attend no later than February 15.</p>	Lists will be sent by e-mail to Primary Contact and all sponsors/coaches registered for the group. One person can reply for all.
	<p><b>February 15, 2019</b></p> <p>◆ <b>Scholarship applications</b> are due from all eligible Middle School and High School contest winners. <b>MUST</b> be in office on this date.</p>	Awards Page > Academic Rodeo Scholarship page
	<p>◆ <b>Awards Celebration RSVPs</b> due. Student seats are reserved, so it is VERY important to receive RSVPs in a timely manner for set-up.</p>	Notify Primary Contact to send Student names to Academic Rodeo by e-mail.
	<p><b>February 19, 2019</b></p> <p>◆ <b>Academic Rodeo Open House in Building E</b> - 4:00 - 6:30 p.m.</p> <p>This is a great opportunity for parents and friends to see the entries submitted for Academic Rodeo and see some of the set-ups involved in contests as well as see photos from the contests.</p>	
	<p><b>February 22, 2019</b></p> <p>◆ <b>Awards Celebration</b></p> <hr/> <p>1st, 2nd, &amp; 3rd Place Winners attend <b>Awards Celebration</b>.</p> <hr/> <p>8:45 - 10:00 a.m. - Pick up School/Group Packet. It contains many things for your entire group. Check to see if anything is missing for your entire group and report immediately to the Volunteer. You may be able to get everything corrected on the spot (medallion or ribbon), or you may have to wait for a correction to be made (certificates and checks).</p>	<p><b>Please RSVP when requested.</b></p> <hr/> <p>Coordinate with other Sponsors.</p> <hr/> <p>You may give awards to students or save for a special day, but <b>DO CHECK</b> for correctness. Give items to the appropriate sponsor in your group.</p>

Completed	Dates and Deadlines	Notes
	<p><b>February 22, 2019, Awards Celebration, continued</b></p> <p>The following items may be in the packet for your group IF you participated in a particular contest:</p> <p><b>For the Writing Contest, the packet contains:</b> Medallions for 1st, 2nd, &amp; 3rd Place winners; award checks for Elementary students who placed; Participation Ribbons; and 1 copy of each essay submitted. The other copy remains on display with Academic Rodeo and will be displayed again during the East Texas State Fair in September.</p>	<p>Please give items to the appropriate sponsor in your group.</p> <p>A designated sponsor <b>MUST</b> sign for Elementary Award Checks</p>
	<p>8:45-10:20 a.m. - Viewing of Academic Rodeo entries and photos in Building E</p> <p>You and your students will be able to see all Art, Computer Science, Engineering Challenge, Kinder Critters, Pentathlon, Science Fair, and Writing entries on display. You will also be able to see some of the set-ups used in contests and a slide show of photos from all the contests.</p> <p>10:15 a.m. - Students find seats if they have not already done so.</p> <p>10:30 a.m. - Awards Presentations in Building B</p> <p>* Presentations begin with the Outstanding Educator honors</p> <p>* Contests groups are presented alphabetically: Academic Challenge Quiz, Agriculture Identification, Art Contest, Computer Science Fair, Drama Festival, Engineering Challenge, Kinder Critters, Mathletics, Mindset Breaking Experience, Pentathlon, Science Fair, Spelling Bee, <b>Writing Contest</b>, Youth Fashion Show.</p> <p>* The presentations conclude with Scholarship Recipients who are not aware that they are receiving the award.</p> <p><b>11:45 a.m. - 1:00 p.m. ONLY</b> - Collect Academic Rodeo entries from display area <b>IF</b> not included in School/Group Packet – Art, Engineering Challenge display board and Rover to be dismantled and inventoried, Kinder Critters, and Science Fair projects. Do <b>NOT</b> remove essays and computer graphics displayed. These remain with Academic Rodeo for the East Texas State Fair display</p>	<p><b>Do NOT remove any entries at this time.</b></p> <p>Seats are numbered. Students sit with Contest Groups.</p> <p>Students placing in multiple contests begin with the contest that is first alphabetically. After that group is recognized, the student moves to the next contest, etc.</p> <p>Team contest winners (ACQ, Engineering, Mathletics, MBE &amp; Pentathlon) receive trophy on stage.</p> <p>Students may wear medallions or hold ribbons on stage.</p> <p><b>Please check for ALL entries</b> from your school or group, even if you are not the sponsor for other contests. A listing of your students and their contests is provided to assist you.</p>
	<p><b>February 25, 2019</b></p> <p>◆ 9:00 a.m. - 4:45 p.m. - Pick-up Window for schools/groups unable to attend the Awards Celebration or groups without winners. Other pick-up times <b>MUST</b> be arranged with Academic Rodeo Coordinator</p>	<p><b>Please coordinate</b> with other sponsors at your school and collect packet, <b>ALL</b> entries, &amp; awards, promptly.</p>
	<p><b>February 26, 2019</b></p>	

Completed	Dates and Deadlines	Notes
	<p>◆ 9:00 a.m. - <b>12:00 p.m.</b> - FINAL Pick-up time for schools/groups unable to attend the Awards Celebration or groups without winners. Other pick-up times MUST be arranged with Academic Rodeo Coordinator</p>	<p><b>Please coordinate</b> with other sponsors at your school and collect packet, ALL entries, &amp; awards, promptly.</p>
	<p><b>March 1, 2019</b></p> <p>◆ Please complete online Participation Form to give statistical information about your group's participation in Academic Rodeo Please coordinate with other sponsors at your school. One person can complete one form for your entire group.</p>	<p>Form is on General Info Page</p>