

STATE CONTESTS POLICIES AND PROCEDURES

Revised – July 2012

FOR ALL EXECUTIVE AND GENERAL BOARD MEMBERS

1. *State Contest rules should, if at all possible, correspond with the respective International Contest rules.*

2. **CHANGES IN CONTEST RULES**

Present proposed changes for contest rules to Contest Chairman at least twenty days prior to the June State Council Meeting.

- a. *Submit any changes to judging sheets, which are also contest rules, to the Contest Chairman at least twenty days prior to the June State Council Meeting. Contest Chairman is responsible for submitting changes to contest rules at the June Meeting.*
- b. *The Contest Chairman will provide computer file copies of current judging rules, composite sheets, winners' sheets, entry forms, report forms, etc. to the State Council Webmaster within 10 days following the June State Council meeting.*
- c. *Place copy of contest rules in your file.*

3. **JUDGING CONTESTS**

All state contest judging shall be conducted prior to State Convention.

Association of the Arts, Educational, Distinguished Achievement Award, Outstanding Youth, and What ESA Means to Me Essay:

- a. *Judging committee for respective contests shall consist of no less than five (5) members and no more than ten (10) members and two (2) alternates. Outside judges are needed for the Distinguished Individual Award and Outstanding Youth contests.*
- b. *There shall be no more than two (2) members from any one chapter on an individual judging committee.*
- c. *The assigned District Coordinator and Sooner Seniorette must be in attendance during the contest judging, except for Distinguished Individual Award and Outstanding Youth.*
- d. *District Coordinators, Sooner Seniorette and Chairperson of the contest shall not participate in actual judging, but act in an advisory capacity only.*

St. Jude, Disaster Fund, Easter Seals, ESA Foundation, Membership Growth, Outstanding Chapter, Philanthropic and State Project:

- a. *Judging committee shall consist of no less than (3) and no more than five (5) members (this number may include District Coordinator and assigned Sooner Seniorette).*
- b. *The District Coordinator and assigned Sooner Seniorette need not be in attendance at actual judging, but both must verify all figures and judging sheets.*

- A. *Prior to the day of judging, and using an up-to-date set of rules, prepare an adequate number of copies of judging forms.*

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B. For each of the following entries you will need three judging forms and one composite sheet: Association of the Arts, Awards, Educational, Distinguished Achievement Award, and Outstanding Youth. After judging, place the judging forms and composite sheet in an envelope for each entry. On the front of this envelope, write the city, chapter name, number and name of contest. Then place these envelopes in one large manila envelope and write name of contest on front. Give envelope to Corresponding Secretary at Board Food Function at State Convention.

The St. Jude entries should be in an excel spread sheet. The top 3 entries in each category should have a judging sheet. The spring sheet should be placed in a large manila envelope, along with the top 3 on separate judging sheets.

All other entries need one judging form per chapter. After judging and verifying, arrange sheets in alphabetical order (city, chapter name and number) and place in one large manila envelope. Give envelope to Corresponding Secretary at Board Food Function at convention.

C. When judging, be firm but fair. Give chapter(s) the benefit of the doubt. Even if a chapter is not eligible, it is best to give the chapter the courtesy of completing judging forms. It is your responsibility to make sure all comments on judging sheets are constructive, making sure that the comments made will not make someone angry or hurt their feelings.

D. Bring all entries to State Convention and place in Association of the Arts Display Room. Give list of contest entries to Association of the Arts Chairman.

E. Impress upon judges that the results of judging are CONFIDENTIAL and should not be discussed prior to the Awards Luncheon.

4. AWARD CERTIFICATES

You will receive your award certificates at the Board Food Function at State Convention. Review the award certificates and verify the information is correct. If you find errors, contact the State President immediately for corrections.

BEFORE APRIL 15, SEND A LIST OF AWARD WINNERS TO THE STATE PRESIDENT AND THE CORRESPONDING SECRETARY.

STATE CONVENTION POLICIES AND PROCEDURES

Revised – July 2012

FOR ALL EXECUTIVE AND GENERAL BOARD MEMBERS

1. *Convention duties of each Officer, Chairman and Coordinator are incorporated in this manual. It is your responsibility to read the GENERAL POLICIES and PROCEDURES section in addition to your individual Office/Chairman duties that are in this publication. If you are unable to attend State Convention, NOTIFY THE STATE PRESIDENT IMMEDIATELY.*
2. *The Workshop Coordinator will designate all plans for workshops at State Convention. If requested, submit information for the Workshop Brochure, and if requested, present a workshop at Convention.*
3. *BOARD FOOD FUNCTION: All Executive and General Board Members and Past State Presidents are invited to this event, which is traditionally held on Friday. An R.S.V.P. is needed. If you are unable to attend, please notify the Corresponding Secretary. At this event:*
 - a. *Seating arrangements for Convention events will be distributed. Please be ON TIME and seated in the CORRECT PLACE for all events.*
 - b. *If you are in charge of a contest, give judging sheets to Corresponding Secretary. You will also receive your award certificates. Please check certificates for accuracy before you leave the function. If there is a mistake, notify the President immediately.*

Bring this Policy and Procedure Manual to the Board Food Function

4. *ASSEMBLIES: The following Officers/Chairmen will be asked to report at the First General Assembly: Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, First Vice President-President Elect, Credentials, and Convention Registration. Please be brief. Please make a copy of your report to give to the Recording Secretary and place a copy in your file.*

NOTE: A printed list of contest award winners will be distributed at the close of the Awards Luncheon. Therefore, Officers and Chairmen do not need to give a report at First General Assembly pertaining to judging, winners and presentation of awards.

5. *AWARDS LUNCHEON: If you are to present an award, you are requested to keep your presentation as BRIEF as possible. When presenting awards, an enthusiastic opening or lead-in remark about the number of entries received, etc. is acceptable. Then, start announcing winners, beginning with 3rd place, 2nd place, and end with the 1st place award. As you announce award winners, pause BRIEFLY allowing for applause between announcements. The awards presentation must move along at a good pace, yet not so fast as to stifle enthusiasm.*
6. *INCOMING/OUTGOING BOARD MEETING: Held Sunday morning. As an outgoing Officer/Chairman/District Coordinator, you are expected to attend this meeting. At this time, give all files and records to your successor and discuss important items she needs to be aware of. If you are responsible for a contest, give her a copy of the rules and a list of suggestions for changes.*