

# Writing Festival Entry Guidelines



You may contact the Educational Services Events Office for information regarding these guidelines at • [sarancia@mcoe.org](mailto:sarancia@mcoe.org)

July 2019

Dear Teachers:

Please read over the Writing Festival Entry Guidelines carefully. We attempt to align the Writing Festival closely with the standards you are following in the classroom. Our goal is to support you and your classroom instruction. The hope is that with the changes we have made the past few years, the event will better align within the context of your instruction and serve as a way to showcase the exemplary student work resulting from the classroom writing experiences you provide all year.

Be sure to discard forms/copies of all Writing Festival Materials from previous years. Some of the category provisions have changed in response to teacher feedback. Therefore, it is necessary for you to also review the Writing Festival Reference Handbook for the current year, as well as the Entry Forms. Failure to do so may cause misfiling and/or misjudging of entries submitted and force them to be disqualified.

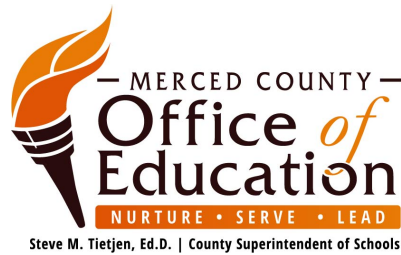
Your feedback is always appreciated and valued. If you have any comments or questions regarding the Writing Festival, contact me at 381-5910 or [sarancibia@mcoe.org](mailto:sarancibia@mcoe.org).

Information on all Student Events and all pertinent documents are available at the student events website: [www.mcoe.org/MercedStudentEvents](http://www.mcoe.org/MercedStudentEvents).

Sincerely,

*Stacie Arancibia*

Stacie Arancibia, Events and Community Engagement  
Merced County Office of Education



## Writing Festival Guidelines and Date

Remember to make copies of ALL STUDENT'S WORK being submitted.  
Entries CANNOT be returned

### **Important DATES to Remember:**

<b>Writing Festival Intent to Participate:</b> <a href="https://forms.gle/QUiPddBY7tZ11FCL6">https://forms.gle/QUiPddBY7tZ11FCL6</a>	<b>Friday, February 14, 2020</b>
<b>Deadline to submit Writing Festival entries:</b> Entries are to be submitted to Building J1, MCOE Complex	<b>Friday, March 6, 2020</b>
<b>Writing Festival Judging Week:</b> Minimum of 1 judge of a <i>full day</i> from each participating school	<b>March 17-20 &amp; 23, 2020</b>
<b>School Notification/Awards Scheduling:</b> Schools will be notified of Writing Festival Winners and date scheduled to attend Awards	<b>April 8, 2020</b>
<b>Writing Festival Awards Week at Merced Mall:</b>	<b>May 4-8, 2020</b>

### **Entry Guidelines:**

1. Only one Intent to Participate per school needed.
2. Winners of the Writing Festival will be recognized during Awards Week at the Merced Mall unless previously discussed.
3. Be sure to make copies of all entries submitted. Entries CANNOT be returned.
4. Deadline for submitting entries is Friday, March 6, 2020. Entries must be submitted to the MCOE Complex, Building J-1, by 4:30 p.m. This is the deadline that entries must be received by but we will accept submissions in advance. Entries may be sent to your District Office for Inter-District Mail. Please deliver to your D.O. one week prior for on-time delivery.

5. Submit entries in a large envelope marked:  
WF ENTRIES  
ATTN: S. Arancibia  
FROM: (school name)  
Entry Submission Cover Page must have the name and contact information of the **teacher** submitting the entries (not the school contact)
6. Each class (or grade within a combination class) may submit up to, but no more than, three (3) entries for each of the contest categories in each of the divisions, Prose or Poetry.
7. All entries must be reproducible and submitted on the 2019 Writing Festival Entry Form Front and include the Judging Form (Student Entry Form Back). All entries must be PRINTED or TYPED.
8. Along with the WF Entry Forms, all Writing Festival forms and booklets are available at the MCOE, Student Events website:  
[www.mcoe.org/MercedStudentEvents](http://www.mcoe.org/MercedStudentEvents)

### **Important Information Regarding Entries:**

1. EL Students at ELPAC Levels 1-3, writing in English are included with the regular class entry (3 per category per class counts) **but** are judged and awarded separately from the general class entries. This information must be indicated on the back of the Judging Entry Form as an EL student entry at ELPAC Levels 1-3. Please use the most recent scores to determine student placement in this category.
2. ELPAC Level 4 will be submitted and judged with general class entries.
3. Students writing in their Primary Language or Secondary Language (other than English) may submit 3 per the Division Categories and will be counted, judged and awarded separately from the general class entries.
4. Special Education students enrolled in Special Day Classes (SDC) are allowed to submit 3 entries per the Division/Categories. These entries are judged and awarded separately from the general class entries.
5. Resource Specialist Program (RSP) student entries are included with the general class entries (3 per category/per class counts).

6. Preschool – 2<sup>nd</sup> grades may submit 3 per the Division Categories as a SMALL GROUP (2-6 students) or as a WHOLE CLASS entry. If an individual student is submitting an entry in one of the Division Categories, that entry will be counted as one of the 3 submissions being entered. (i.e. You can have 2 group (small or whole class) Limerick Entries and 1 individual Limerick Entry, which will equal 3 in the Limerick Entry category).
  - Be sure to indicate how many students are in the small group or whole class entry.
  - Small Group (2-6 students) winners will each receive a ribbon. Please be sure to list all student names on the entry form.
  - Whole Class winners receive a class ribbon (one ribbon) and each student will receive a certificate. Do not list each student.
  - The number of students participating in the whole class entry must be indicated in order to receive the certificate award.
  - If there are no numbers indicated, a ribbon award will only be given if there is a whole class winning entry.
7. **All entries must be the original composition of the student under whose name the work is submitted and written as part of the regular classroom instruction.** Students should edit their own work, under the guidance of the instructor. Use of language must be acceptable and appropriate. Spelling/punctuation errors *may be* unacceptable. Grade level will be considered.
9. Please remember winning entries will be displayed at the Merced Mall for public viewing. When an entry requires an address please do not use a person's real address. For safety reasons please use school address or a generic address. This includes addresses of references.
10. Each original student composition may be entered into only one category. Multiple entries of the same composition are not allowed.
11. Judging will be based on quality, with length standards taken into consideration. The length of the entries should be grade level appropriate.
12. Judging will also be based on adherence to the Writing Festival Reference Handbook. Mislabeled entries may be eliminated from judging.
13. Entries from individual teachers or classes must be bundled with a completed Writing Festival Entry Submission Cover Page on top. If this form does not contain all of the requested information, proper filing of an entry for judging cannot be guaranteed. Entries may become misfiled due

to lack of improper information and risk being judged in the wrong category and could be eliminated from judging.

Entries may be submitted from students in grades Pre-12, including all special schools, private schools and programs. \*In 18-19 preschool was added and may submit entries in Whole Class and Small Group. No individual entries are allowed for preschool.

## **Entry Form:**

1. There are two files for the Entry Form (Front and Back). Please complete all of the information requested that is pertinent to the student entry (Front). Do not include student writing on the back of the entry form. Staple together all forms of an entry requiring more than one page and include student name on all pages in case of separation.
2. When reproducing the Student Entry Form, please include the “Judging Sheet” (Entry Form Back) on the back facing out. If no boxes are checked on this page, the entry will be judged as a general class entry.
3. Pictures will not be judged and may be removed for display.
4. By not following the guidelines, entries submitted may be subjected to discard. Due to very tight timelines and high volume of entries we cannot make exceptions to the guidelines. These guidelines are intended to make the Writing Festival fair to everyone who enters.
5. Make copies of all entries submitted. Entries CANNOT be returned.

## **Judging:**

1. Each participating school agrees to provide a minimum of one (1) judge for a full day of judging.
2. Each school will indicate on their Intent to Participate form the name of their judge. There is a place to indicate which date during judging week they will be available to serve as a judge.
3. Judges will be able to:
  - Determine first, second and third place winners from each grade level, Pre through 12 in the Prose/Poetry Division in each of the contest categories. The Writing Festival Reference Handbook will be available for referencing.
  - All awards will be based on quality of work. Awards will not be given just to fill place.
  - Choose ONE gold medal winner each from Prose and Poetry at each grade level. The Gold Medal winner is the *best of the best*. There are no ties for this award. If there is not an entry at a particular grade level that does not warrant a Gold Medal – there will be no Gold Medal awarded in that grade level.