

Materials to Share with Teachers

Some of these are samples.
Please modify to fit your district's needs.



Yahara River Writers Contest

Teacher Guidelines

Time and encouragement: Please encourage students to prepare pieces for the Yahara Contest. If possible, provide instruction and class time for students to work on one or more categories. Please submit to me only entries you consider to be of excellent quality. If you have many more, you may want to create a class anthology.

Drafts and revisions: Expect students to complete more than one draft. Please set classroom deadlines that are early enough so that you can review a student's work and provide suggestions for improvement. Students should revise one or more times before completing a final draft.

Proofreading: All submissions should be error free in terms of spelling and mechanics. Please provide adult assistance for students to correct all mechanical errors in their work. Do NOT submit student work that has not been revised and proofread.

Academic honesty: This is a good time to revisit the Academic Honesty policy, and to let students know the seriousness of plagiarizing the work of others.

Word/Line Counts: Please check that students have followed the word and line counts. Work will be disqualified if the counts do not fit the rules.

Copies on disk: All written work must be submitted on disk or e-mailed in Word, along with one paper copy. All submissions from one teacher can be put on one disk.

Originality Statement: All entries must be accompanied by a completed Originality Statement. Make as many copies as you need. There are places for the teacher and the student to sign. Do not fill in the code boxes; I will do that.

Submit entries in a folder or envelope with your name: Please submit all entries to me in a file folder or large envelope with your name on it. Include a disk.

Selecting our entries: You may be called on to read through our entries at a grade level to select the best for submission to the county. If you have many entries yourself and would like my help to select the best ones before filling out the Originality Statements, please let me know.

Entries due to _____ by _____

Yahara Statement and Formatting Request

Teacher _____

Student _____

Entry type Poetry Editorial Short Story Cartoon

Please work with this student to complete the Yahara formatting and certification requirements for this entry. The items checked below need attention. See your Yahara handout for further information, or stop by to see me. Thank you for your help.

_____ contact person

Originality Statement

- Title of work, author's name, or name of district
- Student signature and date
- Teacher signature and date
- Formatting boxes checked; word count listed

Formatting

- Times New Roman font, 12 point
- One inch margins
- Author name NOT on work
- Computer copy needed

- Poetry: at least 12 lines, maximum of 36 lines/spaces
- Poetry: single spaced

- Editorial: maximum of 475 words
- Editorial: double spaced

- Short Story: maximum of 850 words
- Short Story: double spaced

- Cartoon: on official template
- Cartoon: black pen only, no erased pencil
- Cartoon: all words legible

Yahara River Writers

Cartoon Contest

A Greater Dane County Project: 2011-2012

Working on the Cartoon

1. Sketch out a first draft. (Hint: Write words first and THEN the bubble around them.)
2. Ask your teacher or another adult to look at the cartoon to see if the message is clear and if the writing and drawing are legible.
3. Make any revisions you want to improve your cartoon.
4. Repeat the process if needed.
5. When your final idea is ready, draw it carefully with black pen. NO color or pencil.

Cartoon Requirements

- Size:** One 4.5” square or three 3” squares or one 3” x 9” rectangle
(Your teacher has the official Yahara cartoon templates.)
- Media:** Black ink pen only on white paper (NO pencil first)
- Caption:** Cartoons may be captioned or uncaptioned
- Title:** Each cartoon MUST have a title
- Name:** NO NAME should appear on the cartoon
- Idea:** Must be original. No take-offs on existing cartoons.
- Subject:** Political, environmental, social, or similar issues are appropriate.

Submission Requirements

- Copies:** An ORIGINAL black ink copy must be submitted
- Originality Statement:** A completed ORIGINALITY STATEMENT must be PAPERCLIPPED to the cartoon. Your teacher has the form. Our Academic Honesty policy (no plagiarism) applies.

Due Date

Teachers should submit all entries to _____ by _____

Yahara River Writers

Editorial Contest

A Greater Dane County Project: 2011-2012

Working on the Editorial

1. Write a first draft. You need two or more “arguments” to support your viewpoint.
2. Ask your teacher or another adult to read it and give you suggestions for improvement.
3. Make any revisions you want to improve your editorial.
4. Repeat the process if needed.
6. When your final draft is ready, ask your teacher or an adult to proofread it for any remaining spelling or punctuation errors. Your final submission should be error free.

Formatting Requirements

Length:	Maximum of 475 words
Software:	Microsoft Word
Font:	Times New Roman, 12 point size
Margins:	1 inch on all sides
Spacing:	Double-spaced
Title:	Times New Roman, boldface; 14 point
Name:	NO NAME should appear on the editorial

Submission Requirements

Copies:	A PAPER copy and an ELECTRONIC copy must be submitted
Originality Statement:	A completed ORIGINALITY STATEMENT must be PAPERCLIPPED to the story. Your teacher has the form. Our Academic Honesty policy (no plagiarism) applies.

Due Date

Teachers should submit all entries to _____ by

Yahara River Writers

Poetry Contest

A Greater Dane County Project: 2011-2012

Working on the Poem

1. Write a first draft.
2. Ask your teacher or another adult to read it and give you suggestions for improvement.
3. Make any revisions you want to improve your poem.
4. Repeat the process if needed.
5. When your final draft is ready, ask your teacher or an adult to proofread it for any remaining spelling or punctuation errors. Your final submission should be error free.

Formatting Requirements

Length: Minimum 12 lines; maximum 36 lines and spaces
Software: Microsoft Word
Font: Times New Roman, 12 point size
Margins: 1 inch or more on all sides
Spacing: Single-spaced
Title: Times New Roman, boldface; 14 point
Name: NO NAME should appear on the poem

Submission Requirements

Copies: A PAPER copy and an ELECTONIC copy must be submitted
Originality Statement: A completed ORIGINALITY STATEMENT must be PAPERCLIPPED to the poem. Your teacher has the form. Our Academic Honesty policy (no plagiarism) applies.

Due Date

Teachers should submit all entries to _____ by

Yahara River Writers

Short Story Contest

A Greater Dane County Project: 2011-2012

Working on the Story

1. Write a first draft.
2. Ask your teacher or another adult to read it and give you suggestions for improvement.
3. Make any revisions you want to improve your story.
4. Repeat the process if needed.
7. When your final draft is ready, ask your teacher or an adult to proofread it for any remaining spelling or punctuation errors. Your final submission should be error free.

Formatting Requirements

Length:	Maximum of 850 words
Software:	Microsoft Word
Font:	Times New Roman, 12 point size
Margins:	1 inch on all sides
Spacing:	Double-spaced
Title:	Times New Roman, boldface; 14 point
Name:	NO NAME should appear on the story

Submission Requirements

Copies:	A PAPER copy and an ELECTRONIC copy must be submitted
Originality Statement:	A completed ORIGINALITY STATEMENT must be PAPERCLIPPED to the story. Your teacher has the form. Our Academic Honesty policy (no plagiarism) applies.

Due Date

Teachers should submit all entries to _____ by
