

# Entry Preparation

These are directions and materials for preparing your entries for submission. Please follow them carefully. Make extra copies of any sheets that you need.



## Guidelines for Preparing Entries

**One Entry Per Student:** A student may submit ONE entry to Yahara, in only ONE category.

**Supplies:** In order to prepare your entries, you will need:

- 4 9x12 or 10x13 manila envelopes, one for each type of entry (C, E, P, S)
- 16 file folders or construction paper folders or large paperclips
- paperclips, stapler, tape

**Prepare Original Cartoons:** The ORIGINAL cartoon must be sent in the district cartoon envelope. NO XEROX COPIES should be sent as originals. No name is needed, as we will add the name and school on the editing day.

**Prepare Original Text Entries:** A copy of each text entry, considered the original, must be sent in the district editorial, poetry, and short story envelopes. This copy may be coded or uncoded. It may have the student information (name, grade, school) but that is not required. (We recommend that you also save a computer copy of each entry, WITH the student information at the end, so that you have it for submission later.) FORMAT for student information, if provided: 5" from the left edge of the paper, or at 4" on the word processing ruler

Jane Doe, Grade 8  
Somewhere School District

**Prepare 3 Copies for Judging:** Make 3 copies of each text entry *without names* AND of each original cartoon for judging. Each of the 3 judging copies MUST be coded in the upper right hand corner of the front page as shown. DO STAPLE ALL multi-page documents.

Category Letter (C, E, P, S)	Grade Level	District Number (from Allotment chart)	Student Number (from entry list)
<b>P</b>	<b>5</b>	<b>32</b>	<b>4</b>

The code would be P-5-32-4

**Separate Judging Copies by Category and Grade:** Use a SEPARATE file folder or construction paper folder or large paperclip for each category in each grade (poetry grade 5, poetry grade 6, etc.). You may have as many as 16 folders/envelopes/sets. In each group, divide the judging copies into 3 COMPLETE SETS. At the January Collection Day, each set will be put into a separate judging folder. (If you use folders, you will take your folders home with you to use again next year.)

**Include Originality Statements with Originals:** Verify that all Originality Statements are complete. PAPERCLIP a statement to each original cartoon. STAPLE a statement to each original text entry.

**NOTE:** You will not get any of the original or judging copies back, so please make additional copies if you wish to have them for your district.

## Guidelines for Preparing District Materials

**District Originals:** For EACH of the FOUR categories

1. Complete the Entry List for the category. It must be TYPED.
2. Tape the entry list to the OUTSIDE of one of the 9x12 or 10x13 manila envelopes.
3. Place the corresponding set of originals with originality statements inside the envelope, organized by grade.
4. Rubber band the four envelopes together or put them into one larger envelope with the district name and number printed near the top.

**Judging Copies**

1. In each group, divide the judging copies into 3 complete sets.
2. (If you have put them in folders, you will take the folders back home with you.)

**District Information:**

1. Complete the District Cover Sheet
2. Complete the List of Participating Staff. It must be TYPED.
3. You will turn these two loose sheets in with your other materials.

**January Collection Day:** Each district must bring these materials IN PERSON to the January Review Day, by 8:30 a.m.

1. District Cover Sheet and List of Participating Staff
2. Four manila envelopes with the originals inside – rubber band the four envelopes together or put them into one larger envelope with the district name and number printed near the top
3. Up to 16 groups of entries with 3 sets of judging copies in each group

**NOTE about electronic text entries:** You will need to submit electronic copies of all winning text entries AFTER the Top Ten winners have been determined.