

Overviews for Chairs

2011-2012
Guidelines
January Collection
Judging
Editing
Anthology Publication
Top Ten Workshop



See timeline of all duties at the end

Overview for Guidelines Chair

Guidelines: Will revise guidelines and have them ready for the website prior to the September meeting, provide a list of district contacts and e-mails to the various chairs, provide electronic copies of materials at the appropriate time, and facilitate feedback gathering and spring planning for the next year.

Guidelines Booklet Dates

September	Revise Yahara materials. Send copies to the website manager for posting by the time of the first meeting.
October	Prepare a list of Yahara contact names and e-mail addresses from each participating district and provide a copy to chairs. Send reminder and link to teacher materials to participants.
December	Send reminder and link to electronic copies of district cover sheet, entry sheets, and participating staff list to participants.
January	Send reminder and link to electronic copies of entry preparation and forms to participants. Send electronic copies of rubrics, list of judges, and top ten list to judging chair for distribution.
February	Send reminder and link to electronic copy of electronic submissions directions to editing chair for distribution.
March	Send reminder and link to electronic copy of Top Ten Workshop registration form to workshop chair for distribution.
April-May	Contact all chairs about continuing their positions. Recruit new chairs for open positions. Solicit feedback from all contacts for suggestions/changes. Facilitate planning for the next year.

Overview for January Collection Chair

January Collection Chair: Organize and lead the January Collection Day as described below.

January Collection Dates

January	Remind all districts of their responsibility to bring entries to the January meeting IN PERSON (by 8:30 a.m.) Recruit a couple of people to help with the January collection Coordinate with the judging chair
Jan Meeting	Bring supplies needed for the collection

Supplies Needed

16 boxes, 1 for each grade/category of entries
staplers, several
48 construction paper folders for the 3 sets (x16) of judging copies
A list of the district allotments

Activities to be completed during the January Review

As material is submitted, check off the districts on the allotment sheet to ensure that all districts are included.

Cover Sheets: Collect the District Cover Sheets and alphabetize by District

Participating Staff: Collect the Lists of Participating staff and alphabetize by District

Envelopes of Originals: Collect and organize alphabetically by district.

Boxes with Judging Copies

(All judging copies to be sorted into boxes by grade/category by district representative)

For each box, provide 3 construction paper folders for the 3 judging sets.

Write the grade and category at the top of each judging folder

Distribute materials

Two of the judging folders will go home with the judging districts

The lists of participating staff will go home with the editing chair

The district cover sheet, district originals, and one of the judging folders will go home with the judging chair

Overview for Judging Chair

Judging Chair: Will organize and oversee the judging process, including: communicate with districts assigned to judging, collaborate with the chair of the January Collection Day, and participate in the Editing Day.

Judging Dates – see specific dates in the Information for Districts calendar

November	Chair verifies assignments and reviews procedures with judging districts
December	Chair collaborates with January Collection chair on planning the process
January	After the collection, Top Ten judging districts take materials to be judged Judging chair takes third folders of judging copies and originals
Mid-February	Top Ten judges forward names to Judging Chair; keep materials on file Chair pulls a set of Top Ten copies from the judging folders
Late-February	Chair mails the set of Top Ten entries to Top Two judging district Chair sends list of Top Ten winners to districts, NOT for announcing
Early-March	Top Two judges forward names to Judging Chair; keep materials on file Chair and a second person attend editing day Chair brings originals of all winning entries, especially cartoons
Mid-March	Chair notifies participating districts of the Top Ten and Top Two results These results can be announced
Mid-May	All judging copies discarded after the Top Ten Workshop is over

District Assignments

See Information for Districts for the chart that shows district assignments for judging.

Recommended Top Ten Judging Procedures

- ◆ Recruit at least TWO judges per grade level of entries. These must be people who have NOT seen your own district's entries.
- ◆ Review and discuss the rubrics for the entry category
- ◆ Each judge read the entries separately, dividing into YES, NO, and MAYBE categories
- ◆ (Judges may use rubrics as they wish; they will not be returned to the districts)
- ◆ Each judge re-read the YES pile and determine an order
- ◆ If ten or fewer are on YES pile, also read the MAYBE pile and determine an order
- ◆ Two judges compare results, discuss entries, and reach consensus on the Top Ten, as well as on number 11 in case of disqualification
- ◆ Put the Top Ten in order by district number. Using the correct judging form, type in the list (in order by district number). Send each grade level list as a separate document to the judging chair.
- ◆ Complete the Judges List form and send to the judging chair.
- ◆ Store the entries until mid-May. They may be discarded at that time.

Overview for Editing Chair

Editing Chair: Will locate site with multiple computers with Word software, communicate with districts involved in editing, and plan and oversee the editing session. Editing will include printing a camera-ready copy of each text entry, adding names to all cartoon entries, creating the Table of Contents and teacher lists for the publication, and adding page numbers. The Publication Chair will take all materials at the end of the day.

Editing Dates – see Information for Districts for specific dates

November	Contact districts assigned to editing to verify assignments; set a date for the editing day
February	Send reminder about editing day; gather names of editors
Early March	Facilitate editing day during this time period; complete editing tasks At the end of the day, Publication Chair takes all camera ready documents

District Assignments

See Information for Districts for the chart that shows district assignments for editing.
Each district should bring TWO people to editing day.

Editing Day Personnel

May be TAG staff, teachers, parents, or high school students with the appropriate skills

Proofreading Skills Needed

Able to identify spelling and punctuation errors

Word Processing Skills Needed

Open, save, and print documents

Make corrections

Set margins

Set line spacing

Change font, size, style

Copy and paste a graphic

Prepare Ahead

Cover, Contents, Foreword, Acknowledgements

Create Assignment Sets for Editing Day (Contents with entries circled, instruction sheet)

Stories (10 sets of 4 stories)

Cartoons (4 sets by grade level)

Editorials (8 sets of 5 editorials)

Poetry (8 sets of 5 poems)

Distribute Assignments as people arrive, in this order

1) Stories, 2) Cartoons, 3) Editorials, 4) Poetry

When completing one assignment, pick up the next in line

Supplies Needed

Snacks, cover-up tape, scissors, magic tape

Lunch (In Waunakee, we go to lunch at the China Wok buffet)

Overview for Anthology Publication Chair

Anthology Publication Chair: Will solicit the Forward for the Anthology, attend the Editing Day, organize all documents for publication, work with the treasurer to determine number of anthologies to print, work with printer on completing the work, and assist in organizing anthology copies for distribution at the Top Ten Workshop.

Publication Dates - see Information for Districts for specific dates

February 1	Solicit Forward for the Anthology
Early March	Attend editing day with a second person; take materials for publication
Early April	Orders for extra anthologies due; get numbers
April	Anthology goes to print
Late April	Make arrangements for transporting Anthologies to Workshop site by 7:45 of the Workshop day (VERY IMPORTANT to have anthologies there by 7:45!!)

One or two districts are chairs. No other districts are assigned.

Top Ten Workshop Overview

Monday, May 2, 2011

Top Ten Workshop Chair: Will coordinate with districts assigned to help with the workshop, oversee progress and deadlines, organize all details for the workshop, and serve as Master of Ceremonies at the workshop. Also provide reminders to all districts about the date, time schedule, and registering additional adults.

Workshop Chair Dates

November	Verify workshop assignments and deadlines with all districts
February	Verify keynote speaker with assigned district
March 1	Receive names of breakout leaders and backups from assigned districts
March 15	Notify all districts of Workshop details; send Workshop registration form Communicate with Union about food and setup
March 30	Reserve site for the following year
Early April	Deadline for return of registration form
Mid-April	Review assignments, progress, procedures with all assigned districts Plan Master of Ceremonies outline and any assistance needed, plan procedures for student recognition, obtain maps to breakout rooms for breakout leaders; final numbers for food and seating verified with UW
Workshop	Arrive 7:45 – check on breakout rooms, oversee registration set-up, provide directions for breakout leaders, serve as MC for program

District Assignments

See Information for Districts for the chart that shows district assignments for Top Ten organizational tasks.

Organizational Tasks

- 1 Obtain keynote speaker, write intro
- 2 Folders, registration, awards

Organizational Tasks Dates

By February	1 Obtain keynote speaker; notify chair; prepare introduction materials
By mid-April	2 Plan registration setup, duties, and people needed 2 Obtain awards 2 Prepare and stuff all student and district folders
Workshop	2 Arrive by 7:45 to set up registration area and materials 1 Meet the speaker; introduce the presentation

District Assignments

See Information for Districts for the chart that shows district assignments for Top Ten breakout sessions.

Breakout Sessions: Plan one breakout for each grade level assigned. Do NOT combine grade levels. (Districts are assigned the same category so that staff may work together to plan similar activities. However, each grade level breakout must be conducted separately. The idea is to have a small group to interact, not a large one.)

Cartoons 5 & 6
Cartoons 7 & 8
Editorials 5 & 6
Editorials 7 & 8
Poetry 5 & 6
Poetry 7 & 8
Short Stories 5 & 6
Short Stories 7 & 8

Breakout Sessions Dates

March 1	Notify chair of names of breakout leaders and backup person
Mid-April	Finalize plans for breakout sessions
Workshop	Breakout leaders arrive by 9:00

Breakout Planning: 60 minutes is designated for you to facilitate activities with your group of ten students. Keep in mind the tone of the day is a celebration of having already achieved some success. Make it fun for yourself and your students! Please use the guidelines that follow, but do use your own creativity and personal inspiration to personalize your session.

1. Sharing of work: Students really enjoy hearing about each other's work. Students may read their poems or cartoon captions or share a favorite section from their editorials or stories. (Students can follow along in their anthologies.) Ask each student to comment briefly on where they get their ideas. Allow others to ask questions if they have them. (Try to keep this to about 20 minutes or less of the session.)
2. Guided activity: Plan an activity that relates to the category for the session (for example, cartoonists should have a drawing activity). It's great if the activity requires students to work in pairs and then share, to foster interaction between them.
3. Plan a closing activity to tie together the ideas the group has shared. Please leave them with a SMILE!
4. You will need to bring any supplies that you need, including markers, paper, CD/cassette player, etc. We are not able to get any of these supplies on campus.
5. Bring a WATCH. The breakout rooms do not always have clocks!

Please remember that you MUST have your own backup person in case you are not able to attend due to an emergency.

TOP TEN WORKSHOP DAY
May 7, 2012, 8:30 - Noon
Memorial Union on UW Campus

Participants

All Top Ten authors are invited
One or two TAG/teaching staff may accompany the students
Each district must designate ONE adult to pick up and distribute registration materials
ALL parents who attend must pre-pay \$3 per person

Sample Workshop Schedule

- 1) 8:30 Check-in begins: ONE adult per district picks up folder and anthologies
- 2) 9:00 Welcome and keynote address
- 3) 9:40 Break for STUDENT refreshments
- 4) 9:55 60 minute guided breakouts with activities and sharing for STUDENTS only
ADULT refreshments during this time
- 5) 11:00 Awards Ceremony: on-stage recognition for all students

Details to provide in mid-March notification to districts

- 1) Workshop schedule
- 2) Directions to workshop site and parking information
- 3) Information to provide parents (fee, start time, breakouts are for students only, refreshments during breakouts, recognition at end)
- 4) Registration form to be returned

Registration set-up suggestions

- 1) Use several tables to lay out all registration materials alphabetically by district.
ONE person from the district will pick them up and distribute to their participants
- 2) Special table to check in breakout leaders, with maps showing room locations and directions for collecting and returning laminated breakout cards from students
- 3) Spot for selling any extra anthologies

Example of possible procedure for recognizing all students

Ask all students from a category to line up along the wall, with 5th grade first, 6th grade next, etc. Call the 5th graders on stage. Read names and distribute certificates. Invite applause. Then call 6th graders up, followed by 7th and 8th. Repeat with the other three categories.

Parking information for Memorial Union

- 1) The Lake Street Ramp, on Lake Street between State Street and University Avenue, is a very good choice. The height limit is 6'9". This does not accommodate taller school vans. Fees are paid as you leave the lot.
- 2) Another ramp one block south, on Lake Street between University Avenue and Johnson Street, has a height limit of 7', which does accommodate taller vans. The ramp has 10-hour meters which must be plugged with coins (\$1 per hour).
- 3) Helen C. White is not a good choice, as the meters are only for two hours.

Yahara Chairs Responsibilities: Timeline

Date	Task	Gdl	Clct	Jdg	Edt	Pbl	Wksh
Sept	Revise & print copies of guidelines booklet. Bring to September meeting.	X					
Oct	Prepare list of Yahara contact names & email from participating districts. Send list to chairs.	X					
Oct	Send electronic copies of all teacher materials to participants	X					
Nov	Verify judging assignments and review procedures with judging districts			X			
Nov	Verify editing assignments with assigned districts				X		
Nov	Verify workshop assignments and all deadlines with assigned districts						X
Dec	Send electronic copies of district cover sheet, entry sheets, and participating staff list to participants. Remind districts to double check their #.	X					
Dec	Collaborate on planning the January collection day		X	X			
Dec	Set a date for the editing day				X		
Dec	Arrange for printing of anthology					X	
Jan	Send electronic copies of rubrics, list of judges, and top ten list to judging chair for distribution	X		X			
Jan	Remind all districts of their responsibility to bring entries to the January meeting IN PERSON by 9, and to follow guidelines		X				
Jan	Recruit a couple of people to help with the January collection		X				
Jan Mtg	Bring supplies needed for the collection, set up		X				
Jan Mtg	Bring list of participating districts and check them off as they submit material. Check for District Cover Sheet & Participating Staff, envelopes of originals, and judging copies.		X				
Jan Mtg	Distribute submitted materials to the appropriate districts.		X				
Jan Mtg	Take originals, 3 rd set of judging copies, and district sheets			X			
Jan Mtg	Take lists of participating staff				X		
Feb	Verify keynote speaker with assigned district						X
Feb 1	Solicit Forward for the Anthology					X	
Feb 1	Remind all judging districts of the due date for returning results			X			
Feb 16	Collect names of all Top Ten + 1 winners. Pull a set of Top Ten copies from the judging folders. Mail all sets of Top Ten entries to Top Two judging district			X			
Feb 19	Send list of Top Ten names to editing chair , NOT for announcing			X			
Feb 20	Send list of Top Ten to districts – NOT for announcing, with reminder on procedures for submitting electronic copies to districts				X		

Date	Task	Gdl	Clct	Jdg	Edt	Pbl	Wksh
Feb 23- Mar 5	Collect electronic submissions of text entries; verify correct titling				X		
Mar	Send electronic copy of Top Ten Workshop registration form to workshop chair for distribution	X					
Mar	Solicit Forward for the Anthology					X	
Mar	Collect names of breakout leaders and backup names from assigned districts; review tasks with other districts assigned to workshop						X
Mar	Communicate with site about food and setup						X
Mar 5	Collect names of Top Two winners from judging district and send to editing chair			X			
Mar 9- 13	Organize and supervise editing day during this time period				X		
Mar 9- 13	Attend editing day with a second person. Bring originals of all entries, ESPECIALLY cartoons.			X			
Mar 9- 13	Attend editing day with a second person. At the end of editing day, take all camera ready documents for publication					X	
Mar 16	Notify all districts of Workshop details, send electronic copy of Workshop registration form						X
Mar 17	(Or any time after editing day): Notify participating districts of Top Two and Top Ten results – these can be ANNOUNCED			X			
Mar 30	Reserve site for the following year						X
April	Contact chairs about continuing their positions	X					
April 3	Collate and communicate numbers for orders of additional anthologies					X	X
Mar 30- Apr 17	Anthology goes to print					X	
April 16	Review assignments, progress, procedures with all assigned districts						X
April 20	Plan Master of Ceremonies outline, plan procedures for student recognition, verify final numbers for food and seating, verify breakout rooms and obtain maps for breakout leaders						X
April 24	Make arrangements for transporting Anthologies to Workshop site by 7:45 of the Workshop day					X	
May	Recruit new chairs for open positions	X					
May	Solicit feedback from all contacts for suggestions or changes	X					
May Top Ten Day	Arrive 7:45 – check on breakout rooms, oversee registration set-up, provide directions for breakout leaders, serve as MC for program						X
May 10	Notify all judging districts that they may discard judging copies			X			