

2019-20

MANUAL

FOR

COORDINATORS

**Essential Materials for Tournament Coordinators
Prepared for the Use of Participating Schools Only**



POWER[®]
OF THE
PEN

© 2019 Power of the Pen
Revised 9.10 2019

NOTICE: Power of the Pen is a registered trademark. All materials contained in this publication are protected under copyright law. Any of the contents, including instructions, forms, and prompts are solely for the use of registered schools, their teachers and students, participating in the current season of Power of the Pen. Materials may not be reproduced and/or distributed to non-participating schools, individuals, or organizations without the express written consent of Power of the Pen. Schools that enter the program and withdraw from participation subsequently are not permitted to continue to use materials that are owned and copyrighted by Power of the Pen.

Contents

Working Together to Make Things Happen.....	4
Contacting Power of the Pen.....	4
Basic Tools Power of the Pen Provides.....	5
Here’s What You Must Do	6
Computer Scoring Equipment.....	6
Other Responsibilities.....	7
Special Needs Writers	9
Severe Weather Conditions.....	10
Forms & Samples for December 1 Deadline	
Coordinator’s Tournament Data Sheet	12
Coordinator’s Service Contract.....	13
Writing Rooms Form	14
Lunch Arrangements Form.....	15
Lunch Arrangements Sample	16
Travel Map Sample	18
Building Map of School.....	19
Forms & Samples for January 15 Deadline	
Thank You Page Sample.....	20
Thank You Page Form.....	21
Tournament Day Schedule Sample	22
Tournament Day Schedule Form	23
Other Helpful Materials	
Local Fundraising.....	25
An Appeal for Local Support.....	26
Student Orientation	27
Awards	28
The Awards Program.....	29
Instructions for Runners.....	30
Official Incident Report Form	31
Checklist	34

Note: To keep your Manual intact for future reference, we suggest that you make copies of all forms that are being sent to the Regional Director.

Working Together to Make Things Happen

Hosting a Power of the Pen tournament is a lot like having a party. It takes a considerable amount of thought and advance planning to pull the event off successfully, and that's what we want to help you to do.

First of all, your willingness to act as a host site for a District or Regional event means that your school has assumed a leadership role in sustaining this interscholastic program for Ohio Middle Schools. It is a role that is appreciated by the other schools in your area that will be coming to your school campus as your invited guests. It is also a role that puts you, as a Host School Coordinator, automatically on the Staff of Power of the Pen. You will be receiving a small stipend (\$100) for your services. Another bonus is that host schools are entitled to participate at a reduced rate of \$300 for two grade level teams instead of the standard \$400. But of greater importance is the opportunity you will receive to meet and join other outstanding teachers throughout the State who share your commitment to Power of the Pen's mission. Your involvement also automatically qualifies you as a member in full standing of Power of the Pen's State Committee where you will have an additional opportunity to help guide the on-going development and future direction of this remarkable interscholastic program. The State Committee meets twice a year – in the fall and in the spring (usually November or December, and always April). As a staff member, your attendance is required.

This manual is intended as a general guide to help you in your specific tasks as a Host School Coordinator. Not all of the material it contains, however, is applicable to all sites. Facilities vary in size and in the availability of resources and local funding.

After reviewing the material, you may have questions you will want to discuss with your Regional Director. Our role is to assist you in hosting an event that is exciting, enjoyable, and beneficial to all participating schools.

We welcome at all times your suggestions for improving the content of the *Manual* and look forward to working with you and your school during the 2019-2020 season.

Thank you for your willingness to be a part of Power of the Pen's outstanding staff of Coordinators!

Contacting Power of the Pen

Power of the Pen
Box 442
Richfield, Ohio 44286

Contact information for Regional Directors is available at powerofthepen.org.

Basic Materials and Services that Power of the Pen Provides

- * 1. Essay Forms
- * 2. Certificates
- * 3. Student Registration Folders
- * 4. A list of participating schools registered for your event. This list includes home and school phone numbers, and e-mail addresses for registered schools. *Please use this list to communicate with participating schools about lunch arrangements, the schedule, and directions to the tournament. Be sure to copy the Regional Director on all communication.*
- 5. Awards and Medallions *(These will arrive by UPS the week of the tournament. If you have not received them by the Thursday before a Saturday event, call your Regional Director.)*
- 6. A trained Tab Room Supervisor and/or Computer Scorer
- 7. Computer and printer
- 8. Customized Grid Sheets with room assignments, and Scoring Program for your event. *Yellow and blue paper will be provided to copy grids on site after registration.*
- 9. Masters for student folder inserts. *(You will be expected to run off the number of thank you pages, schedules, building maps, and folder inserts you need for inclusion in the student folders.)*
- 10. Post-tournament stats (sent by Regional Directors), customized for each participating school.
- 11. A list of qualifiers for the next level of competition.

*Some of these basic materials, especially for tournaments taking place in December and January, will be available for pick-up at the fall meeting of the State Committee in Columbus. Keep in mind that numbers for materials supplied in advance are based on previous year's registration data. It is very important that you open all boxes and report any apparent shortages to your Regional Director well in advance.

Please be sure to return any overage to the Tab Room Supervisor at the conclusion of your event. Help us to keep our – and your – costs down by allowing us to recycle these unused and costly materials.

Here's What You Must Do...

Power of the Pen cannot produce the grids and score sheets you will be using for your tournament until you have provided the Staff with this basic information. Please abide by these deadlines unless your event takes place in December. *Coordinators for December events must communicate directly with their Regional Director at least three weeks before your event.* All other tournaments must meet the following December and January deadlines.

December 1 – District Tournament Deadline

January 15 – Regional Tournament Deadline

Please send the following information to your Regional Director. Even if you have hosted previously, it is still necessary for you to supply us with this information. If there is no change in material used last year, simply send a copy saying “Okay to use.” Forms and samples are contained elsewhere in the Manual for your use and reference.

- Coordinator’s Tournament Data Sheet.** See page 12.
- Directions to School.** A black and white map showing clearly how to get to your school and/ or, a set of clear, easy-to-understand directions. See page 18.
- Building Map.** Showing layout of your school and locations of classrooms being used. See page 19.
- Room Numbers.** Complete form entitled “Writing Rooms” and forward info to POP. See page 14.
- Lunch Arrangements.** Complete form “Lunch Arrangements” and design your own to send as an email attachment. See pages 15-17.
- Tournament Day Schedule.** Final copy. Use the sample as a model. See pages 22, 23.
- Post-Lunch Activity.** Information concerning your plans for supervised activity or entertainment between the end of Lunch and the beginning of the Awards ceremony. *Note: If guests are leaving your building for an extended lunch period on their own, no entertainment or pre-awards activity may be necessary.*
- Thank You Page.** Final copy. An acknowledgment of the financial contributors, administrators, staff, parents, and key volunteers who helped make the tournament day a success. Use form “Acknowledgment Page” on page 21 to design your own, *and forward a copy to your Regional Director.* See page 20 for a sample.

Computer Scoring Equipment

Host schools are asked to supply access to the school WiFi system and a copier, as well A/V equipment that allows for orientation presentations (microphone, projector, screen, etc.). Computer scorers will bring their own computers and printers.

Other Responsibilities

Many tasks listed here can be assigned to Coaches from other schools. In fact, Power of the Pen, as a 501(c)(3) non-profit organization, encourages involvement beyond the host school wherever possible, especially at District events. Volunteerism is a necessary part of our program.

- Hospitality Planning.** Coffee and donuts should be provided during Judges' Orientation, if possible. Lunch plans for Tab Room volunteers must also be made since these people do not have the freedom to leave their duties during lunch. Some Host schools cover the cost of this food by charging more for the participants' lunches. In cases where guests leave the building for lunch on their own, we suggest asking the PTO to provide a deli tray for the Tab Room and assigning the responsibility for the coffee and donuts to another neighboring school.
- Posters, Signs, Decorations** to help visitors find their way to principal tournament locations (e.g. Tab Room, Auditorium, Judges' Lounge). Optional.
- Student Packets.** Folder contents can be assembled in advance (see instructions in the checklist on page 36). The grids will be printed immediately following registration; please provide access to a copier. The Tab Room Supervisor is responsible for bringing the completed Judges' packets the day of the tournament. **
- Certificates.** Place in the appropriate envelopes. All certificates should be given to the Tab Room Supervisor the day of the event.
- Trophies.** Trophies normally arrive 1 week to 3 days before the tournament. Check that you have a complete set, that the engraving is correct, and that there is no breakage. *Call your Regional Director immediately if trophies do not arrive by Thursday before a Saturday event, or to report inaccuracies or damage.*
- Publicity.** Notify local newspapers, radio, and TV about the tournament.

Volunteer Staff Assignments

- Registration.** At least one or two people to assist with registration as schools arrive. 7:45-8:30 a.m. Volunteers will be trained by POP staff that morning.
- Tab Room.** For a District event: 12-20 adults (depending on size of tournament) to assist in the Tab Room. 10 a.m. - 2 p.m. Volunteers will be trained by POP staff that morning. (Registrars may also assist in the Tab Room.)
- Student Runners.** At least 12 students whose assignment is to carry ballots from writing rooms to the Tab Room, and to act as messengers between the Judges and the Tab Room in solving any problems that might arise. (These are usually provided by the host school.)
- Computer Assistant.** 1 person to assist the Computer Operator with reading scores.
- Student Orientation.** 1 or 2 teachers with previous experience in the program to make the presentation (usually done by the Host School Coordinator and an assistant).
- Judge Orientation.** The Tab Room Supervisor, provided by Power of the Pen, is responsible for this, or for assigning someone else to do it. (A PowerPoint is available if requested – call your Regional Director.)

- Photographer.** Please try to line up someone to take pictures. Power of the Pen needs shots to use in the State Tournament Program. Photos can be sent as e-mail attachments or in Dropbox to webmaster@powerofthepen.org and your Regional Director. Photos should be high-resolution, at least 2mb in size.
- State Committee.** This important leadership body is composed of the Executive Director, members of the Board of Trustees (ex officio), Regional Directors, Tab Room Supervisors, and Host School Coordinators. There are two meetings a year to attend. *Part of your responsibility as a Coordinator, for which you will be receiving a stipend, is to participate in these meetings.*

Ongoing Activity

- Fundraising.** (See suggestion sheet on pages 25-26.) *Note:* Since we must order trophies with special engraving well in advance of the tournament date, you must provide information to your Regional Director on exactly how you want the engraving to read. You may opt to have no engraving if the contribution is less than \$600. If you have co-sponsors who contribute \$300 each, engraving can be arranged to acknowledge both. *Please remember that the costs for awards sponsorship is \$600 for District events and \$1000 for Regional events.*

Special Needs Writers

Power of the Pen does its best to accommodate young writers with special needs. If a school contacts you, as the coordinator, with requests for special accommodations please have them call your Regional Director first.

Power of the Pen’s Guidelines for Students With Special Needs:

With regard to students with IEPs, POP follows the basic guidelines outlined in the Individuals with Disabilities Education Act (IDEA) 2004. Special needs writers will be afforded the identified and appropriate modifications as spelled out in their individual education plans. However, these modifications must adhere to the spirit of POP (e.g., no frequent breaks, doubled time).

It is the home district’s responsibility for providing these supports whether it is a laptop computer, printer, scribe, individual aide, et.al. The reasons for this are twofold: First, following State and Federal guidelines, it is the home district’s responsibility to fulfill the conditions of the student’s IEP. This includes providing the identified technological and staff supports needed by the student on a daily basis in the classroom. The second, and more practical reason, is to best insure the success of the writer by using technology they have already built a level of confidence with and know how to operate. Moreover, they can be sure going into a tournament that the technology is in good working order. POP and the host school may not have access to the needed modifications, nor have the staff equipped to adequately facilitate its proper use.

Power of the Pen reserves the right to assess any technological support to assure that there is no programming or function that gives undue advantage to the student.

Over the years, POP has offered countless special needs students a tremendous outlet for creative exploration, personal expression and public acknowledgement of their talent. We will continue to work at bringing this experience to as many young writers as possible.

Severe Weather Conditions

An interscholastic tournament involves a large number of teachers and students, travelling from many locations – in school buses and private cars – beginning in the early morning hours.

In the event of hazardous weather conditions – ice, snow, severe fog, sub-zero temperatures – here are the guidelines to follow:

1. The Host School is in the best position to assess the severity of local weather conditions. Therefore, it becomes the Host School's responsibility ultimately (in consultation with the building Principal and/or Superintendent) to determine whether to (1) run the event, (2) delay it by one or two hours, or (3) cancel entirely, reschedule, and notify schools of this decision.
2. The Host School should keep in close contact with the Regional Director concerning local conditions as they unfold. Note that schools on the road are most inclined to call the Regional Director for information and guidance concerning the exact status of the tournament when conditions are questionable.
3. If the majority of schools can make it, every attempt should be made to hold the event --regardless of drops (see #5 below). If 50% of the schools can't make it, the Host School is advised to reschedule the event automatically.
4. If the Host School decides to cancel, the host school should contact radio and TV stations to inform the public of the cancellation. POP Staff will also assist in notifying schools.
5. An alternate date must be set as soon as possible following the original date. The Host School Coordinator will need to provide an updated schedule and thank you page if revisions are necessary.
6. If there are a large number of drops it will dramatically impact the amount of time it takes to grid the tournament and will likely lead to delays. Please do your part to make sure registration information is accurate and Regional Directors are updated in a timely manner.

Forms and Samples

All forms for District Tournaments must be emailed to your Regional Director by December 1. All forms for Regional Tournaments must be emailed to your Regional Director by January 15.

- Coordinator’s Tournament Data Sheet Form12
- Coordinator’s Service Contract13
- Writing Rooms Form14
- Lunch Arrangements Form.....15
- Lunch Arrangements Sample16
- Travel Map to School Sample18
- Building Map of School.....19
- Thank You Page Sample..... 20
- Thank You Page Form.....21
- Tournament Day Schedule Sample 22
- Tournament Day Schedule Form..... 23

Coordinator's Tournament Data Sheet

Please print all information clearly and email a copy to your Regional Director by December 1 for District Tournaments and January 15 for Regional Tournaments.

Personal Information

Coordinator _____ Social Security # _____
School (or Workplace) _____ City _____
Work Phone _____ Fax _____
Free/Planning Period Time _____ Email _____
Home Street Address _____
City _____ State _____ Zip _____
Cell Phone _____ Home Phone _____

Tournament Information

Tournament _____ Date _____

Do you have access to WiFi for your event? Yes No

Do you have facilities for copying all printed materials for the student packets? Yes No

Will you have access to high speed copier on the morning of the tournament to make copies of the grid? Yes No

If you hosted/coordinated a tournament last year, do you have any changes for your:

lunch arrangements Yes No (not applicable; haven't hosted)

travel map Yes No (not applicable; haven't hosted)

writing rooms Yes No (not applicable; haven't hosted)

If you answered "Yes" (or "not applicable"), be certain to forward current information ASAP.

If "No," please send an approved copy of these items to be used again.

Special instructions for how the school trophies are to be engraved (name of principal sponsor):

Special instructions regarding sending materials to your school (if any):

Funding

Contact Name and Title _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Amount _____

Use the back of this page if necessary to list additional local funders.

Coordinator's Service Contract

Please print all information clearly and email a copy to nancy@powerofthepen.org and your Regional Director by December 1 for District Tournaments and January 15 for Regional Tournaments.

The Ohio Interscholastic Writing League agrees to pay _____
the sum of \$100 for the following service(s) rendered on (date) _____
at the _____ Power of the Pen Interscholastic Writing
Tournament.

Description of Services

Host School Coordinator _____

Services rendered by _____ Social Security Number _____
(signature) (must be included)

Are you willing to host a Power of the Pen Tournament next year?

Yes No

If not, we will need to find an alternate site. Please help us by suggesting a coach who is willing to take a turn. List recommendations:

School _____ Coach _____

School _____ Coach _____

School _____ Coach _____

Please indicate where your check is to be mailed. Be certain to include your zip code.

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Contributor's Option

As a non-profit, educational organization, Power of the Pen welcomes and appreciates the help of volunteers whose time and effort enable this enrichment program to expand throughout the State as an annual self-sustaining activity. School registrations fees at this time cover only a portion of the total cost of the program. If you choose to donate the time and service you have rendered, please check the box below. Such a donation is a tax-deductible contribution, and this form is your receipt thereof.

I prefer to volunteer my services as a tax-deductible contribution.

Lunch Arrangements

(See Design Sample next page)

Using the information requested in this work sheet as a guide, design and personalize your own Lunch Arrangements page. Send a clear copy of your flier, suitable for an email attachment, to your Regional Coordinator at by December 1 for District Tournaments and January 15 for Regional Tournaments.

Tournament Site _____ Tournament Date _____

Lunch Menu (list each item on separate line)

Cost per lunch \$ _____

Make checks payable to: (No Purchase Orders Please) _____

Send checks to:

Name _____ School _____

Street Address _____

City _____ State _____ Zip _____

Due Date for Reservations _____

Special Instructions (if applicable) _____

Note: If fast food is readily available nearby and lunch will be “on your own,” please note that judges who should be accompanying students cannot leave their writing rooms until their Round 3 ballots are complete and sent to the Tab Room. There must be sufficient allowance in the post-lunch tournament schedule to accommodate these and other late returns.

Lunch Options
for the

Power of the Pen
District Tournament

at
Chagrin Falls Middle School
on
February 1, 2019



PACK YOUR OWN LUNCH

Our cafeteria will be available for your team and adult volunteer to eat their “brown bag” lunch.



ORDER-IN LUNCH FOR YOUR TEAM

Lunch could be delivered or picked-up by you. Our cafeteria will be available,
You will need to arrange this for your team.

DOMINO'S PIZZA - (440) 543 -1004

PAPA JOHN'S PIZZA - (440) 543-6400

DAVE'S SUB SHOPPE - (440) 247-9117



HAVE LUNCH OUT

Feel free to leave campus and relax with your team. There are many casual sit-down and fast-food restaurants in the village and nearby. A list is provided on the back side of this sheet. Just a reminder: if you choose this option, another adult volunteer should accompany your team, since judges cannot leave the writing rooms until Round 3 ballots are complete and sent to the Tab Room.

If you plan to remain at the Middle School during the scheduled lunch time, be sure to bring books, cards, board games, etc. with you to fill the time before the Awards presentation at 2:15.



AT CENTRAL CHRISTIAN SCHOOL

FEBRUARY 3, 2007

Host Coordinator: Allison Seymour

ccsaseymour@yahoo.com

School Website: *ccscomets.org*

What's for lunch?

East of Chicago Pizza

Large Cheese

OR

Large Pepperoni

(8 slices in each pizza)



Bottled Water Vanilla Moover Chocolate Moover

Make all checks payable to:

Central Christian School

Please place orders by January 15, 2007 and mail to:

Allison Seymour

Central Christian School

3970 Kidron Rd. Kidron, Ohio 44636

If you do not plan to order a lunch, you will want to bring a sack lunch. Our concession stand will be open and there will be pop and snack machines available.

There aren't any nearby fast food restaurants in the area.

Return the order form with check by January 15, 2007



School Name _____

Coach _____ Phone Number _____

Email: _____

Number of Cheese Pizzas @ \$8 each _____ Number of Pepperoni Pizzas @ \$10 each _____

Number of Bottled Waters _____ Vanilla Moovers _____ Chocolate Moovers _____
(Drinks are \$1 each)

Total Amount Enclosed: _____

If time is a crunch, email me the order by January 15 and send the check later!

ccsaseymour@yahoo.com

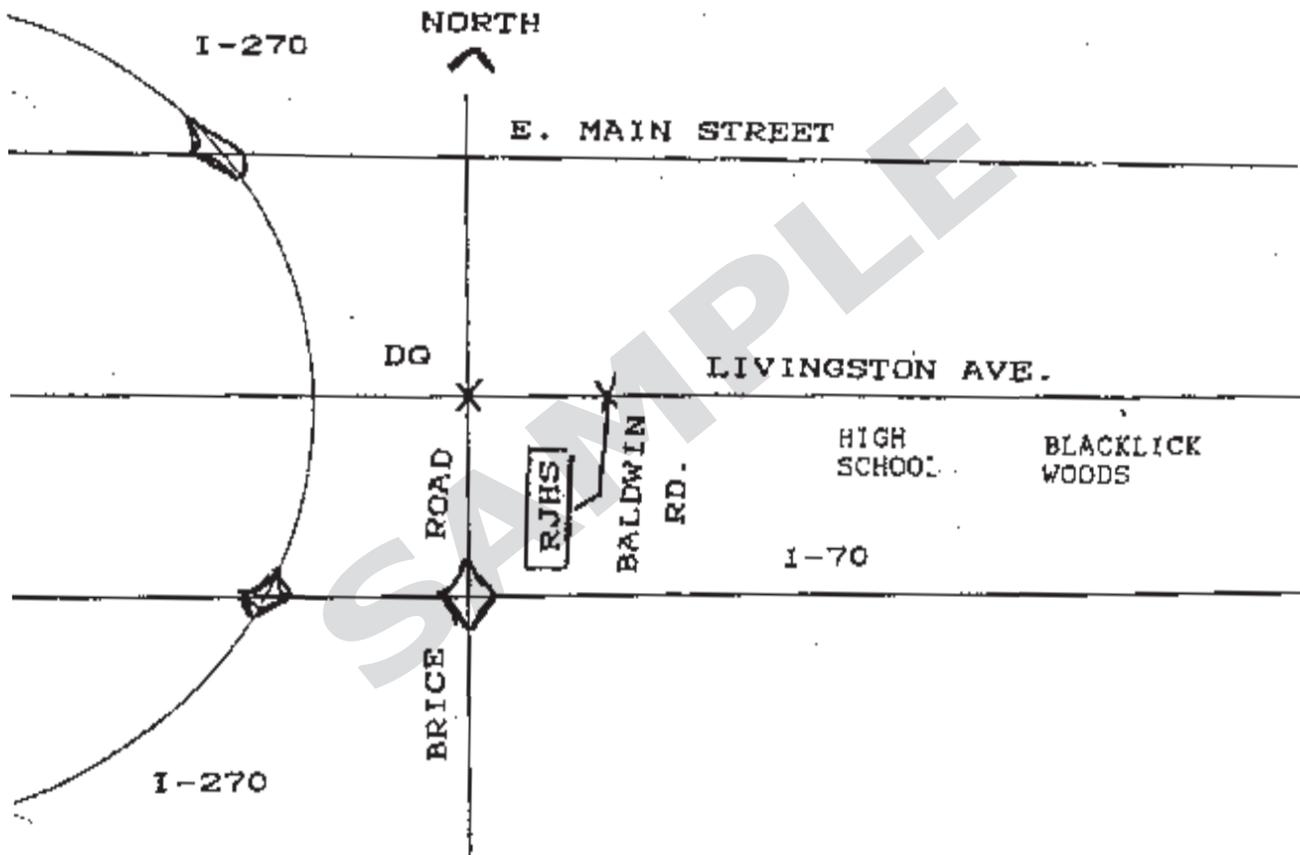
School Website: ccscomets.org

Travel Map Sample

Directions to RJHS

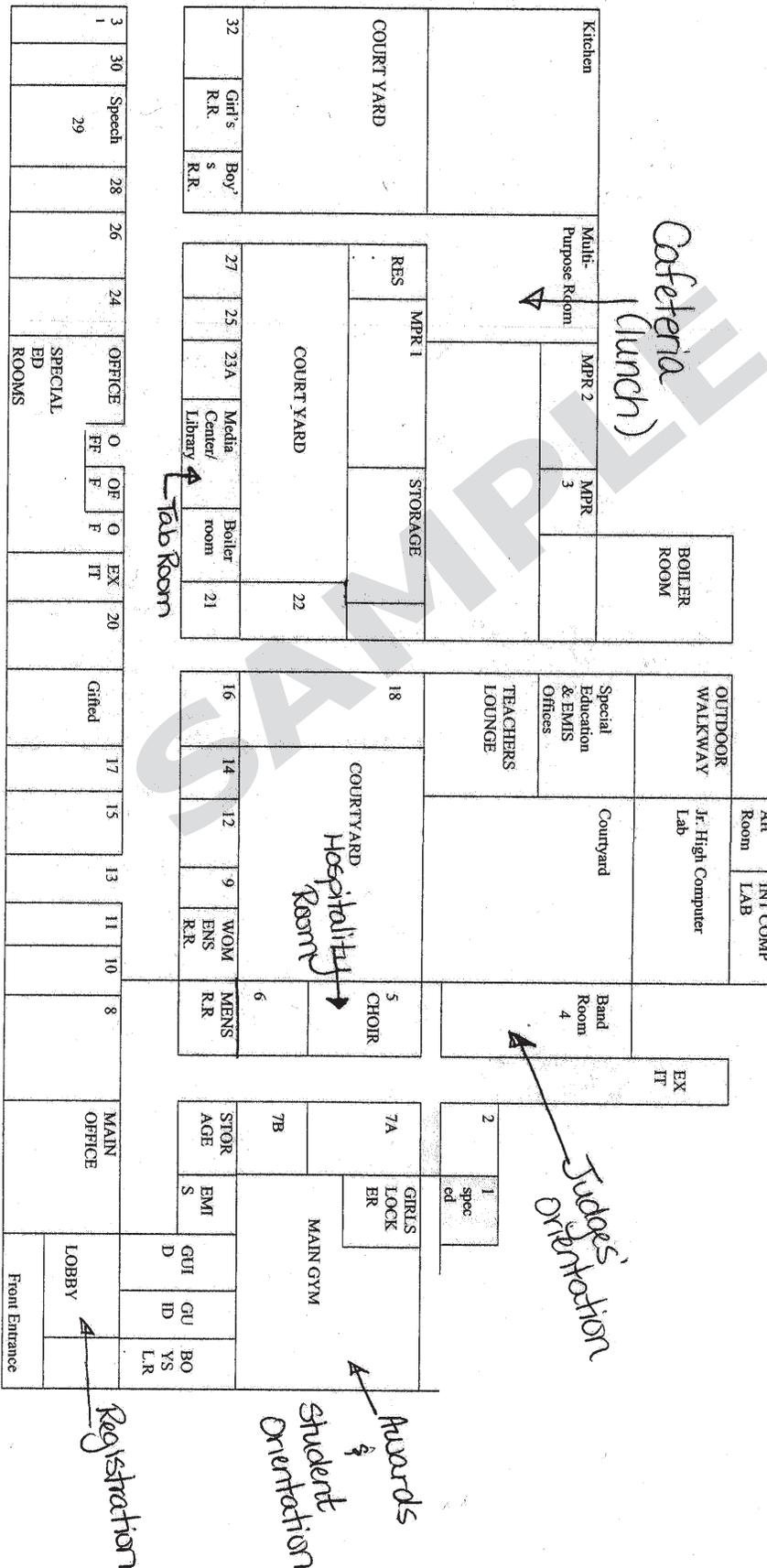
From the North: Exit I-270 at the Main Street/Reynoldsburg exit. Go east on Main Street to Brice Road and turn right. Take Brice south to Livingston Avenue and turn left. Go east on Livingston and turn right at the light by the Dairy Queen. That is Baldwin Road. Follow it until you reach the school.

From the South: Exit I-210 at I-70 East. Take the Brice Road/Reynoldsbug exit and go north on Brice to Livingston Avenue. Turn right at the light by the Dairy Queen. Follow Baldwin Road to the School.



Sample Building Map

LITTLE MIAMI JUNIOR HIGH



A **BIG** thanks to...

- ✍️ **The Springfield News-Sun** for continuing to make Power of the Pen possible for schools in the Miami Valley area and for demonstrating a genuine interest in the art of communication and written expression through their generous, ongoing support and excellent news coverage.
- ✍️ The **Turner Foundation** which has carried on the late Harry Turner's support of Power of the Pen with their generous contributions since 2001.
- ✍️ **Tom Stafford**, Community News *Editor* for his leadership role in The Springfield News-Sun's sponsorship of this enrichment program.
- ✍️ **Miller Printing** and **Parents** whose annual contributions are an expression of faith in our mission.
- ✍️ **Debby Brugger** (Our *Tournament Coordinator*), Rockway Middle School, for her hard work and dedication in coordinating the day's event.
- ✍️ **Cindy Snow**, (Our *Tabroom Supervisor*), New Carlisle Middle School, who works hard behind the scenes to make this day a success.
- ✍️ **Doug Stoll** from Fresh Music for providing his DJ services.
- ✍️ **Margie Watson**, *Administrative Assistant* Conference Service for assisting us with the use of Clark State's beautiful facility.
- ✍️ **Clark State custodial staff** for all of their hard work in accommodating 19 schools.
- ✍️ **Steve Barnes** at "Java House" for donating the coffee and assisting with lunch plans.
- ✍️ All the dedicated Writing Team Coaches who worked so hard to prepare their writers for the tournament and whose enthusiasm motivated their teams to do so well.

How good it is to see what schools and communities can accomplish when they work together for the enrichment of bright young minds!

POWER OF THE PEN
CHAGRIN FALLS MIDDLE SCHOOL
District Tournament

Sponsored by

LANDER CIRCLE KIWANIS CLUB

January 29, 2000

Schedule of Events

8:15 – 9:00	Main Entrance Atrium	REGISTRATION
9:00 - 9:15	Cafeteria	WELCOME John Richard, Principal
9:15 – 10:00	Cafeteria	STUDENT ORIENTATION Jane Warner, Host School Coordinator
9:15 – 10:00	Room 107	JUDGES’ ORIENTATION Mary Anderson, Tab Room Supervisor
9:15 – 10:00	Room 203	RUNNER ORIENTATION
10:05 - 10:45	Assigned Rooms	ROUND I WRITING
10:55 - 11:35		ROUND II WRITING
11:45 - 12:25		ROUND III WRITING
12:30 – 2:15		LUNCH on your own POST-LUNCH GAMES & ACTIVITIES
2:15	Cafeteria	AWARDS
	Opening & Closing Remarks- Jane Warner	
	<u>Presenters-</u> Clyde Patterson & Ted Anderson, Co-Chairmen, Youth Services Lander Circle Kiwanis Club	
	Individual Contestant Awards School Team Trophies	
3:00		DEPARTURE

*Congratulations to all young writers here today
Your school can be proud of the fine writing skills you have demonstrated
in this interscholastic tournament.*

Tournament Day Schedule

Using this work sheet as a guide, design and personalize your own Tournament Day Schedule page. Email your final copy to your Regional Director by December 1 for District Tournaments and January 15 for Regional Tournaments.

Tournament Site _____ Date _____

The schedule suggested below has been the one generally followed in the past. Please adhere to whatever schedule you finally adopt as closely as possible, making every effort to conclude the final Awards Assembly by 3 p.m. In considering any changes, be certain to (1) allow at least 30 minutes for Registration (larger tournaments may need a minimum of 45 minutes); (2) assign 40 minutes for each writing round, and allow sufficient time between rounds for students to make room changes (usually 10 minutes); allow at least 1 hour 45 minutes after Round 3 to tabulate the results.

	Suggested Time	Scheduled Time
Registration	8:00-8:45	
Where:		
Welcoming Remarks	9:00-9:15	
Where:		
Who + Title:		
Judges' Orientation	9:15-10:00	
Where:		
Students' Orientation	9:15-10:00	
Where:		
Who + Title:		
Round I Writing	10:05-10:45	
Round II Writing	10:55-11:35	
Round III Writing	11:45-12:25	
Lunch	12:30-1:30	
Where:		
Post-Lunch Program	1:30-2:15	
Where:		
Who + Title:		
Awards Ceremony	2:15-3:00	
Master of Ceremonies:		
Presenters:		
Departure	3:00	

Other Helpful Materials

Fundraising 25

An Appeal for Local Support..... 26

Student Orientation 27

Awards 28

The Awards Program..... 29

Instructions for Runners..... 30

Official Incident Report Form 31

Post-Tournament Activity Suggestions 33

Checklist 34

Local Fundraising

As a non-profit educational organization with 501(c)(3) tax-exempt status, Power of the Pen takes pride in having obtained funding from foundations and corporate sponsors to create a Statewide interscholastic writing program. Establishing an organization, however, is less difficult than sustaining it – and we hope that Power of the Pen will be a permanent program that can continue to provide incentives for young writers and valuable materials to assist teachers in facilitating writing from year to year.

At the present time, registration fees paid by participating schools cover about one-half of the entire program costs. These are the fees that pay for staff salaries and stipends; office, computer, and business equipment operations; printing; communications; and supplies and maintenance. The remaining funds must be raised from sponsors in the business, corporate, and private communities.

Like any non-profit organization whose existence depends upon contributions from the public sector, Power of the Pen must continue to elicit local support for its enrichment from service organizations, corporations, and businesses in the communities it serves.

It is for this reason that we ask Host Coordinators to assist us in meeting direct costs for local events to cover the costs of trophies, awards, materials, and basic tournament expenses. To meet these direct costs (apart from the more general operating costs of the program as a whole), local funds must be raised to sustain the program in each geographic area where a site has been established.

A minimum of \$600 must be contributed by local sponsors to Power of the Pen to pay the costs of the Awards at the District level, and \$1,000 at the Regional level.

In some areas where corporate sponsors are already in place, no efforts are needed to raise additional funds. We ask, however, the help of Host School Coordinators in seeking out local support – especially where none is already in place.

Please check with your Regional Director to see if sponsors are already in place before beginning your fund raising.

Because service organizations and local businesses take pride in lending support to academic achievement, it is usually not difficult to find sponsors when they realize that their contributions will be publicly acknowledged in program materials (and especially in our State Finals Program). Contributors also enjoy the opportunity of making a public appearance at Power of the Pen events and assisting with the presentation of awards. Sponsors that contribute the full amount of the local costs – or who share costs as a co-sponsor – will have their names engraved on the school trophies.

Checks from sponsors must be made payable to Power of the Pen. It is only in this way that we can (1) provide legal documentation of their tax exempt contribution to our 501(c)(3) organization; (2) attribute their contribution properly in our financial records which are open to public inspection; and (3) acknowledge their support appropriately in the State Program and other documents.

As Host School Coordinator, you may choose to find these sponsors on your own or work in cooperation with your Regional Directors. The enclosed form “An Appeal for Local Support” (which you can duplicate for your use) should be helpful in your fund-raising efforts.

An Appeal for Local Support

[contact name]

[organization]

[address]

[city] [state] [zip]

[date]

Dear [name]:

On [month day, year], more than 200 students from middle schools in [county] and surrounding counties will gather at [tournament site] for a Power of the Pen writing tournament that encourages and showcases their creativity, communication skills, and ability to connect with an audience.

These 7th and 8th graders will compete in three extemporaneous rounds of writing. Their achievements will be recognized in an awards ceremony that afternoon, where their families will join them to celebrate their accomplishments.

For today's students, writing skills are more crucial than ever. In fact, 82 percent of employers list the ability to communicate effectively as a very important skill for job candidates, according to Penn State's Business Career Center. Beyond careers, writing about things that matter to them helps teens handle the stress of balancing academics, extracurricular activities, and family responsibilities.

Power of the Pen has been providing young writers throughout Ohio with a forum for their creativity for 33 years. In the last 10 years alone, more than 70,000 7th and 8th graders have participated in tournaments to meet the challenge of new prompts, seek helpful feedback, and applaud the best in each other's writing.

We are asking you to support these young writers with a \$600 [\$1,000 for Regional] Awards Sponsorship for the [location] tournament. Your tax-deductible donation will fund trophies, ribbons, certificates, and journals to recognize the commitment and dedication of these young authors.

As the awards sponsor, your organization's name and logo will appear on the local tournament materials and in the program for our year-end state tournament. We will thank you during the awards ceremony, and you are welcome to send a representative to hand out the awards.

We hope that we can count on you to help support our program. You will be contacted in the next several days. If you have any questions or concerns in the meantime, please feel free to contact me at [contact number] or [email address]. Thanks in advance for your consideration!

Sincerely,

Name

Title

Power of the Pen is a tax-exempt 501(c)(3) non-profit educational organization. Its FEIN number is 34-1620043.

Student Orientation

I. Icebreaker

Consider planning a short icebreaker activity to get the students moving and ease nerves. This will also give the Tab Room Coordinator time to copy the grids.

II. Welcome to Participating Schools

(If grids aren't ready yet, skip to Some Suggestions for Success and go over these instructions last.)

A. Room Assignments: Distribute grids to students. Locate your Code Number on the Room Assignment list and encircle where you are supposed to be in each of the three rounds of the tournament.

1. You are expected to get to your assigned rooms on time.
2. If you arrive late, no extra time will be given to you. All writing in each round must be completed in the forty-minute period.

B. The Essay Forms are carbonized. This means that anything you write on the top sheet will be duplicated on the paper below. Do not put rough draft papers on top of final essay forms. Keep the final essay form away from scrap paper and use it only to copy your final work in ink.

1. Be sure to put the **correct Code Number** on your essay form and to fill in all necessary information. If the Code Number is not legible, it may not be possible to record your scores under your name and return your work to you at the end of the tournament.
2. If there is not enough space for every word of the topic, you may abbreviate or write the main words of the topic.
3. You have been given two pages for your final essay. If you should need a third page, ask your judge for it. Your written work may be of any length.
4. It is important that you give your work a title. A title not only suggests the central theme of your composition, but it also arouses the interest of the reader.

C. Electronic Devices: Please take a moment now to turn your phones and any other electronic devices completely off. Devices may not be used at any point during the writing rounds; using a device will result in the lowest possible score of 6 and 75.

III. Some Suggestions for Success

1. **Pace yourself.** You will have 40 minutes. All writing must be done in ink. If a pen was issued to you at the beginning of the tournament, please do not lose it.
2. **Proofread your work** before you recopy it. turn it in. Read and re-read your work carefully, editing as you go. What you write down at first is not necessarily the best you can do. Try to be your own critic.
3. **Neatness** in handwriting is important. If the judge can't read what you have written, your work will not rank very high. You may print if you wish.
4. **Quantity does not necessarily mean quality.** You don't have to fill up every inch of allotted space. Try to stick to one idea and develop it well with a good beginning, middle, and end.
5. **Originality and sincerity** are two key words to remember. It is the "specialness" of your work that will make your effort stand out more significantly from the work of other writers. Be sincere... be creative... but stick to the topic. If your composition comes out sounding like all the others, it will probably not impress the judge.
6. Your **beginning and ending** are especially important. Try to arouse interest at the outset. Try to give your composition a good climax.
7. **Use concrete images** wherever possible. A concrete noun creates a more vivid picture for the reader than an abstract noun.

Awards

I Trophies

All trophies are ordered in advance and shipped via UPS directly from Power of the Pen's principal award supplier. The shipment should consist of the following:

- a. Three 7th grade trophies (1st to 3rd place)
- b. Three 8th grade trophies (1st to 3rd place)
- c. Nine 7th grade medallions (4th to 12th place)
- d. Nine 8th grade medallions (4th to 12th place)
- e. Three seventh grade team trophies (1st to 3rd place)
- f. Three eighth grade team trophies (1st to 3rd place)

Any problems should be reported immediately to your Regional Director. If a trophy is damaged, we cannot replace it in time for the tournament, but a replacement trophy will be mailed directly to the school following the tournament. *Power of the Pen requires that the damaged trophy be returned.*

**Team trophies are kept by the schools that win them. If you wish, you may announce the total 7th and 8th grade team scores for the 1st, 2nd, and 3rd place schools.*

II Certificates

The Tab Room staff includes certificates for all participating contestants with the take-home materials. Certificates for each school are placed in the white envelopes with the name of each school written on the outside.

III Journals

After the tournament, Regional Directors and Executive Director will read all first place papers from each round of writing and determine those which merit a Best of Round Award. Three awards are made for Seventh Grade (Rounds I, II, and III) and three awards are made for the Eighth Grade (Rounds I, II and III). *Note: a student may win more than one Best-of-Round award in a tournament.*

Winners of the journals will be called forward to receive their books at the next tournament level.

IV Director's Choice Awards

Sometimes additional Director's Choice medallions are awarded by the Executive Director who reads all #1 papers after an event. Director's Choice award-winners are notified in the post-tournament report and receive their awards at the next tournament level.

V. Sweepstakes Trophy

At the Regional Tournament, a Sweepstakes Trophy will be awarded to the school with the highest combined seventh and eighth grade team score. This trophy stays with that school only for the following year, and will be handed to the next year's winning team. It is the responsibility of the winning team to have the trophy engraved.

The Awards Program

Please give careful thought to how the awards program will actually be done. It appears easier than it actually is. Here are some suggestions based on past experience.

1. Before giving awards, remember to thank coaches, runners, tab room volunteers, and parents.
2. Do not plan for any long speeches. Everyone is tired at this point. If you have speakers on the agenda, encourage them to keep comments brief.
3. Set up your stage as follows: Emcee at podium to far left or far right. Awards table in stage center; and seats for dignitaries on side of stage opposite podium. This will leave center stage open for contestants to receive awards and line up for applause.
4. Announce that certificates are inside the Take-home packets.
5. Seventh Grade Individual trophies and medallions next. Start with the twelfth place winner; end with the first place. Do the same with the Eighth grade. (When giving awards to top writers, call them up in two separate groups (12th to 4th first; 3rd to 1st second) for presentation – but ask all to remain until all awards have been made for final applause. This gives them a longer period of time for recognition.)
6. *Regional Tournament only*: Give the “Best of Round and Director’s Choice Awards” from the District Tournament next (Journals). Give them out by Round (I, II, and III) – first Seventh Grade, then Eighth.
7. Then announce the winning Grade Team trophies (first Seventh, then Eighth). Announce total points for three highest schools if you wish. Explain that total points will be recorded and added to Regional record for the rotating sweepstakes trophy to be awarded to the first place school at the Regional.
8. Ask winners to remain for picture-taking before dismissal. Remind coaches and students to turn in evaluation forms before leaving.

Guidelines for Runners

Be sure to find runners from your school, and recruit runners from other schools as well. Have a teacher available to train runners during the student/judge orientation portion of the schedule.

1. Runners are the communication lines between the Tab Room and the judges. The judges stay in their assigned rooms. You will be “running” messages. That makes you important!
2. You will be assigned to a room and the judge(s) in that room.
3. When the judges are released from their orientations, you will be waiting at your assigned room. Please assist students in finding their rooms. A positive, cheerful, and helpful attitude will help everyone’s day go well.
4. Once the writing process begins and the doors to the rooms are closed, it is very important to keep the hallways *quiet!*
5. The judges might send you to the tab room for extra first or second pages or to report a missing or extra student. Each judge has a large manila envelope with a form for messages that they will give you to take to the TAB room.
6. After the end of the first round of writing, the judges will be reading the papers from the first round. You will be waiting patiently for when you are needed. When the judge finishes judging the first round, they will give you the manila envelope with the results of the first round.
7. Bring the manila envelope to the Tab Room. There will be tables set up: 7th grade (yellow) and 8th grade (blue). When the first person at your table is ready to take the envelope from you, he/she will check to see if all the papers are there and everything is in order. You will need to *stay* until this process is done. You will return the envelope to your assigned judge.
8. You will bring the results of Round 1 and Round 2 to the Tab Room. The students write, then the judges judge, and then you bring the results, so there is *no way* to predict your schedule.
9. The judges will bring their Round 3 results to the TAB room themselves, *it is essential that you do not leave until the round 2 envelopes are returned to the judge!!!* Your friends may get to lunch about 20 minutes before you.
10. While you are waiting outside the door of your assigned room you may read, listen to music, or use other electronics if you have earbuds. The writers are not allowed to use electronics, but you are. If you need a bathroom break, make sure that another runner is covering your post. *Stay quiet!!*

Thank you for your services. You have helped this tournament run smoothly!

Official Incident Report Form

For Use by Tournament Coordinator Only

Tournament Site _____ Date _____

Tournament Coordinator Filing Report _____

Individual Involved

Name _____

School _____

Check One:

Student Coach/Judge Parent/Adult

Other: specify _____

Summary Information

1. Did the incident involve any of the following (check at least one)?

Personal Injury Property Damage Student Behavior Adult Behavior Plagiarism

Judging Fees Rules/Regulations

2. Summarize the incident in the space below (provide a detailed report on the next page)

3. What corrective measures were you able to apply on site? If none, explain briefly.

4. Is remedial action required or recommended?

None required or requested; this report is informational only.

Remedy sought or recommended as follows:

Post-Tournament Activity Suggestions

1. Write “Thank You” notes to key volunteers and donors.
2. Provide copies of the tournament results to local newspapers.
3. Send reminders to visiting schools to:
 - » confirm their Regional qualifiers quickly
 - » follow publication procedure for the Best of Round winners
4. Set your date for next year’s tournament. **If you are not planning to host a District or Regional event, please make every attempt to find another school in the region to host.** When this has been done, report the name of the new Host School Coordinator to your Regional Director, so early training and communication can be set into motion.
5. Fill out your Service Contract form and email to Nancy Sandlin at nancy@powerofthepen.org.

Note: Stipends are paid near the end of the tournament season, usually at the May meeting of the State Committee.

Tournament Checklist

September

- 1. Review Coordinators' Manual.
 - Contact your Regional Director with any questions.
- 2. Meet with your school principal to discuss:
 - Procedures for building use
 - Procedures for custodians
 - Any financial obligations/budget procedures
 - Welcome/award ceremony speaking (Often, your principal will speak briefly at either or both ceremonies. Schools will also enlist superintendents, fellow teaching colleagues, BOE members, etc.).
- 3. Contact donors regarding tournament sponsorship.
- 4. Meet with your Regional Director to collect tournament materials.

October

- 1. Contact award ceremony participants. These could include:
 - Tournament donors
 - Parent volunteers
 - Administrators (principal, superintendent, BOE members, etc.)
 - You will definitely want someone (teaching colleague, fellow coach) to help hand out awards.
- 2. Contact your schools' public relations coordinator about photography for the day of the tournament.
- 3. Contact your schools' tech support to be available on the day of the tournament.
- 4. Send trophy engraving information to your Regional Director.
- 5. Begin completing/updating necessary paperwork:
 - Coordinator's Tournament Data Sheet
 - Directions/Map to School
 - Building Map
 - Room Numbers
 - Lunch Arrangements

November

- 1. Begin completing/updating necessary paperwork:
 - Tournament Day Schedule
 - “Thank you” Page
- 2. Plan/coordinate a post-lunch activity for writers.
- 3. Coordinate student volunteers, especially runners.
 - 4. Make a hospitality plan:
 - Judges’ breakfast
 - Volunteer lunch
- 5. Submit all necessary paperwork via email to your Regional Director by December 1. (January 15 for Regional Tournaments)
 - Coordinator’s Tournament Data Sheet
 - Writing Room Numbers
 - Lunch Arrangements
 - Travel Directions/Map to School
 - Building Map
 - Coordinator’s Service Contract
 - “Thank you” Page
 - Tournament Day Schedule

December

- 1. Begin recruiting volunteers for:
 - Judges’ breakfast
 - Volunteer lunch
 - Tab room
 - Registration table
 - Lunch/post-lunch activity monitors
 - Student runners
 - Concession sales

Late December

Begin communication with tournament coaches (your Regional Director will help with this):

- Tournament schedule
- Lunch plans
- Directions to school
- Recruitment of tab room volunteers

January

- 1. Continue communication with coaches:
 - Reminders
 - Collect lunch orders (if applicable)
- 2. Create posters/signs for Tournament Day
- 3. Prepare student folders. Make copies and stuff folders with:
 - Seventh grade folders = yellow
 - Eighth grade folders = blue
 - Left side (top to bottom)
 - Student orientation sheet (will be provided to you)
 - Three (3) sets of page one and page two carbon forms
 - Right side (top to bottom)
 - Thank you page (please copy on a color other than blue or yellow)
 - Tournament schedule (please copy on a color other than blue or yellow)
 - Tournament grid (will be provided to you. Please copy seventh grade on yellow and eighth grade on blue)
 - Building map (please copy on white)
- 4. Put student certificates in white envelopes. Label envelope with school name.
- 5. Check in/confirm all adult and student volunteers:
 - Judges' breakfast
 - Volunteer lunch
 - Tab room
 - Registration table
 - Lunch/post-lunch activity monitors
 - Student runners
 - Concession sales
 - Best of Round
 - Photographer
- 6. Check in/confirm all award ceremony participants.
 - 7. Prepare Script for Tournament Day. This should include:
 - Opening Ceremony
 - Student Icebreaker/Orientation
 - Awards Ceremony
- 8. Plan Runner Orientation/recruit a teaching colleague/fellow coach to run orientation.

- 9. Communicate with the teachers in your school that their classrooms will be used on the day of the tournament. Let them know if there are any special requirements that you would like for them in terms of set-up, including:
 - Erased boards
 - Available chalk/dry erase markers
 - Available/filled staplers
 - Available tissues

Day Before/Day of tournament

- Drink some coffee.
- Set up registration table.
- Set up awards table.
- Set up tab room.
- Confirm hospitality set-up.
- Hang signs.
- Be sure all necessary doors are unlocked.

Post-Tournament

- Relax!
- Send thank you notes/post-tournament communication.
- Help “lost and found” items find their way home.



POWER
OF THE
PEN[®]

P.O. Box 442
Richfield, Ohio 44286
937-206-1753
info@powerofthepen.org