

Season Checklist

August/September

- Read the Power of the Pen Coaches' Manual.
- Begin publicizing Power of the Pen to students.
- Hold an informational meeting.
Be sure parents and students know the dates of all three tournaments (District, Regional, State) before committing to the team.
- If you have more than six students interested at each grade level, hold tryouts. Remember, each grade level can have up to 6 contestants + 2 alternates.
- Open a purchase order with your school treasurer prior to online registration. This purchase order number will be required in order to register online. This purchase order does not need to be mailed to POP.

October

- Register online by October 15 for Early Bird Pricing.
- Communicate with school office regarding payment to Power of the Pen.
Be sure to instruct your treasurer to include the school name and invoice number on the check.
- Have students complete the "Commitment to Participate" form. Keep for your own records.
- Begin meeting once a week to practice.
- Writing mini-lesson.
- 40-minute writing session with prompt.
- Use the Coaches' Manual (pages 20-23 and pages 33-55) along with online resources to help guide weekly lessons.

November

- Recruit colleagues to serve as additional judges.
 - You will need one judge per grade level at the District Tournament (for a total of up to 2 judges).
 - You will need one judge for every 1-3 qualifiers at each grade level at the Regional and State Tournaments (for a total of up to 4 judges).
 - Regional and State judges must have prior Power of the Pen judging experience. If you are a new school participating in the program, or if you will have new judges participating this year, please make sure all potential judges attend the judges' orientation at the District Tournament and either participate in judging or shadow a qualified judge during the District Tournament. Please contact your Regional Director for more information about judging requirements.
- Enter student contestant names online before December 1 to avoid a late fee.

December

- Arrange transportation for the District Tournament.
- Distribute and collect forms.
- Tournament permission slips (per school/district policy)
- Permission to Publish forms from all writers and alternates along with runners' forms (if applicable) *must* be completed before the District Tournament.
- Respond to communication from the Host School Coordinator and Regional Director about the District Tournament.
- Recruit parent volunteers for the District Tournament. Send volunteer names to the Host School Coordinator.
- Be sure registration fees are paid by December 1.

January/February

- Respond to communication from the Host School Coordinator and Regional Director about the District Tournament.
- Be sure to update all contestant names online at least one week prior to the District Tournament. Any changes made less than 96 hours prior to the tournament will incur a fee.
- Enter Permission to Publish forms into the online system at least a week before the District Tournament.
- On the day of the tournament, please bring all signed Permission to Publish forms with you to turn in at registration. Your Permission to Publish forms must be turned in to participate.
- Consider sharing a "practice grid" with your students prior to the day of the tournament.

February/March

- Arrange transportation for the Regional Tournament.
- Respond to communication from the Host School Coordinator and Regional Director about the Regional Tournament.
- Confirm all Regional qualifiers and judges online as soon as possible. Any changes made less than 96 hours prior to the tournament will incur a fee.

April/May

- Register for the State Tournament.
- Confirm all State qualifiers and judges as soon as possible, prior to the published deadline.
- Register for on-campus housing/meals, if necessary.
- Arrange transportation for the State Tournament.
- Begin practicing 35-minute writing prompts to prepare for the State Tournament rounds.
- Communicate with school office regarding all payments for the State Tournament.
Be sure to instruct your treasurer to include the school name and invoice number on the check.
- All payments/fees must be made prior to participation in the State Tournament.
- Follow-up with your treasurer if any financial obligations remain after the State Tournament.