

DRAFT

SAR Contest Timetable

Current as of: Tuesday, April 05, 2011

MILESTONES	Poster Contest	Brochure Contest	Essay Contest	Eagle Scout Awards	ROTC/JROTC Awards	VF Teachers Scholarship
<p>Communications to Initiate & Manage Contest</p>	<p>In Sep, Chairman sends first e-mail to Chapter reminding them it's time to contact 5th grade teachers with information: Draft intro letter, flyer, marketing advice. In Dec Chairman sends out second e-mail to Chapter reminding them to start scheduling in-class presentation for Jan & Feb, ... (Have Chapter set deadline for Teachers to get Poster into Chapter – around March 1st) In Feb Chairman sends out third e-mail to Chapter setting deadline for getting Posters into State for Judging during the CASSAR Spring Meeting – typically in early April</p>	<p>Because this is a new program, the State Brochure Chairman will coordinate the contest and be the go-between schools / contestants and SAR Chapters. April 15th – at the Spring Meeting, Chairman will promote the program among teachers and Chapters. Summer – Fall Chairman will train teachers and match schools / contestants to SAR Chapters</p>	<p>April 15th – at the Spring Meeting, Chairman provides Chapters with material – including the 'Intent to Participate' form letter. by July 31 Chapters are encouraged to respond to the Chairman with a 'Intent to Participate' form letter to inform Chairman they are participating. If a Chapter does not respond, they can still participate later on – those who chose to respond however, are the Chapters who will receive regular updates from the Chairman on any changes coming down from National. This process is also a way of allowing Chapters who do not wish to participate, to not receive Essay info e-mails.</p>	<p>In Sep, Chairman sends first e-mail to Chapter reminding them it's time to contact Eagle Scout troops with information: Draft intro letter, flyer, marketing advice. In Nov Chairman sends out second e-mail to Chapter Providing Chapter with Guidelines for selecting their Eagle Scout Chapter Winner and reminding them of the December 1st deadline for getting Applications to the State Chairman for Judging by the State Panel</p>	<p>In Sep, Chairman sends first e-mail to Chapter reminding them it's time to contact JROTC Commanders with information: Draft intro letter, flyer, marketing advice. The first letter from the Chapter Chairmen to the JROTC commanders should go out in September. <u>Include Deadlines</u> [The completed contest packages from the cadets should be in the hands of the CASSAR ROTC/JROTC chairman no later than date Monday 3rd Week in January.] [The completed contest packages from the cadets must be graded and forwarded to NSSAR by May 1st]</p>	<p>Sep-Oct: Chairman sends first e-mail to Chapter: Cover letter, application forms, instructions: Jan: Chairman sends second e-mail to Chapter with the firm dates of this year's Workshop, plus brochure from FFWF</p>

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Deadline to submit entry to local Chapter	Chapters need to set own deadline to receive Posters. (e.g. March 1st)	December 31 is a suggested Deadline date for contestants to submit Brochures to the Chapter –	December 31 is a suggested Deadline date for contestants to submit essays to Chapter –	<u>Before December</u> is a suggested (e.g. November 1 st) Deadline date for contestants to submit essays to Chapter	Entries for the Outstanding JROTC Contest must be submitted to local Chapter of the SAR by Monday 2nd Week of January.	Chapter needs to set own deadline to receive applications. (e.g. April 1st)
Judging – Declare Local Chapter Winner	Chapters need to have process to select Chapter winner. Each Chapter can nominate one candidate. [need Chapter Winner's SSN]	The State Chairman will work with schools / contestants to have qualified entries for the Chapters – Submitted Brochures are judged by the Chapter – according to guidelines - and a Winner is selected.	The State Chairman does not edit Essays for the Chapters – Chapters are encouraged to work with contestants <u>before</u> essay is submitted. ... Submitted essays are judged by the Chapter and a Winner is selected. Chapters need to see that their Winning Essay is in compliance before they are submitted to the State Chairman.	The State Chairman does not edit Essays for the Chapters – Chapters are encouraged to work with contestants <u>before</u> application is submitted. ... Submitted applications are judged by the Chapter and a Winner is selected. Chapters need to see that their Winning Application is in compliance before they are submitted to the State Chairman.	The State Chairman does not edit Essays for the Chapters – Chapters are encouraged to work with contestants <u>before</u> application is submitted. ... Submitted applications will be submitted to the panel of judges by the State Chairman.	Chapter needs a process to select Chapter winner. Each Chapter can nominate one candidate.
Deadline to submit entry to State Chairman	Deadline to submit Chapter Winner to State Chairman is early April at CASSAR Spring Meeting.	Deadline to submit Chapter Winner to State Chairman is early March. State Chairman to bring all Brochure Chapter Winners to CASSAR Spring Meeting for Judging by State panel (3 judges)	1st week in February Deadline for Chapters to submit Chapter winning Essay to State 2nd week in February date the Chairman mails the Essay's to judges (5 – 6)	Deadline to submit to State Chairman is December 1 <hr/> 1st week in December Chairman reviews for DQs – notifies Chapter 2nd week in December date the Chairman mails the Essay's to judges (5 – 6)	The nominees' packages are due to State Chairman by Monday, 3rd week of January.	Always April 16th – Applications must be a local Chapter Winner (one/chapter)

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Judging – Declare State Winner	Chairman assembles voting process during CASSAR Spring Meeting. Chairman and committee count votes and identify winner. Chairman secures in advance, ribbons, certificates and savings bonds. Chairman arranges for winners to be announced and Chapter sponsors to receive recognition during CASSAR Spring Meeting.	Chairman assembles three (3) judges for the judging process during CASSAR Spring Meeting. Chairman and Judges and identify winner. Chairman secures in advance, ribbons, certificates and savings bonds. Chairman arranges for winners to be announced and Chapter sponsors to receive recognition during CASSAR Spring Meeting.	1st week in March date Deadline for Essay Judges to return scoring to Chairman 2nd week in March date Chairman derives State Winner – informs All Participating Chapters, State President and Youth Activities Director NSSAR DEADLINE CASSAR Winner needs to go to NSSAR 1 week before NSSAR Spring Meeting	1st week in January date Deadline for Eagle Scout Judges to return scoring to Chairman 2nd week in January date Chairman derives Eagle Scout Winner – informs All Participating Chapters, State President and Youth Activities Dir - 3rd week in January date Begin process for submitting Winner to National [see Deadline to submit entry to NSSAR]	Applications are sent the judges shortly after date Monday, 3rd week of January by State Chairman. Applications scored and returned to State Chairman by the date Friday, the 3rd week in February.	Chairman assembles panel; select winner(s); then calls winners and all candidates; informs all Chapters; Winners announced / appear at Fall Managers Mtg
Acquiring Medals for State Winner	If medals are to be awarded, State Chair notifies the CASSAR Youth Activities Director (YADir)	If medals are to be awarded, State Chair notifies the CASSAR Youth Activities Director (YA Dir)	If medals are to be awarded, State Chair notifies the CASSAR Medals & Awards Chairman	If medals are to be awarded, State Chair notifies the CASSAR Medals & Awards Chairman	If medals are to be awarded, State Chair notifies the CASSAR Medals & Awards Chairman	If medals are to be awarded, State Chair notifies the CASSAR Medals & Awards Chairman
Request Services & Support from Medals & Awards Chair	Request from YA Dir certificate for the Winner to be giving to the Winning Chapter to be presented to the Winner at a later date	Request from YA Dir certificate for the Winner to be giving to the Winning Chapter to be presented to the Winner at a later date	Request the Knight Essay medal and certificate, and medal be engraved and ready for Spring Mtg.	Request Eagle Scout trophy and certificate. Request trophy be engraved with name, and the certificate ready for Spring Mtg	Request state medal and certificate for the Enhanced JROTC winner be engraved and ready for Spring Meeting	
Acquiring SSN from State Winner	If Savings Bonds are to be awarded, State Chair notifies Youth Activities Director to acquire SSN	If Savings Bonds are to be awarded, State Chair notifies Youth Activities Director to acquire SSN	If Savings Bonds are to be awarded, State Chair notifies Youth Activities Director to acquire SSN	If Savings Bonds are to be awarded, State Chair notifies Youth Activities Director to acquire SSN	If Savings Bonds are to be awarded, State Chair notifies Youth Activities Director to acquire SSN	If Savings Bonds are to be awarded, State Chair notifies Youth Activities Director to acquire SSN

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Deadline to submit entry to National (NSSAR)	In June – July , CASSAR Chairman enters State Winning Poster into National competition [need State Winner's SSN]	No National awards are currently available	State Chairman submits State Winner to NSSAR Essay Chairman for NSSAR Competition 1 week before the NSSAR Spring Meeting (typically in early March)	Must be submitted to National by February 15th [Chair needs at least 30 days to prepare package for National – get CASSAR Presidents signature – follow NSSAR guidelines	The completed contest packages from the cadets must be graded and forwarded to NSSAR by May 1st	Not applicable in California – NSSAR has its own History Teacher Award
Awards	<p>Chairman arranges for winners to be announced and Chapter sponsors to receive recognition during CASSAR Spring Meeting. Sponsoring Chapter to make the State award at Chapter / School event</p> <hr/> <p>CASSAR YA Dir & President will obtain Winners Savings Bonds and Certificates for Sponsoring Chapters</p> <hr/> <p>CASSAR Awards: 1st \$500 SvBd 2nd \$250 SvBd 3rd \$150 SvBd NSSAR Awards: 1st \$300 SvBd 2nd \$200 SvBd 3rd \$100 SvBd</p>	<p>Chairman arranges for winners to be announced and Chapter sponsors to receive recognition during CASSAR Spring Meeting. Sponsoring Chapter to make the State award at Chapter / School event</p> <hr/> <p>CASSAR YA Dir & President will obtain Winners Savings Bonds and Certificates for Sponsoring Chapters</p> <hr/> <p>CASSAR Awards: Winner \$600 SvBd 2nd \$400 SvBd</p> <hr/> <p>NSSAR Awards: (none at this time)</p>	<p>3rd week in March date Chairman begins to arrange for State Winner to attend Spring Conference – travel arrangements are made - Chairman to be reimbursed 4th week in March date Chairman begins to acquire awards, Certificates, Savings Bonds for Spring Conference 2nd week in April date Chairman oversees presentation of Awards</p> <hr/> <p>CASSAR Awards: Winner \$1,500 SvBd NSSAR Awards: 1st \$2,000 cash 2nd \$1,000 cash 3rd \$500 cash</p>	<p>3rd week in January date Chairman begins to arrange for State Winner to attend Spring Conference – travel arrangements are made - Chairman to be reimbursed 4th week in January date Chairman begins to acquire awards, Certificates, Savings Bonds for Spring Conference 2nd week in April date Chairman oversees presentation of Awards</p> <hr/> <p>CASSAR Awards: Winner \$1,500 SvBd NSSAR Awards: 1st \$8,000 cash 2nd \$4,000 cash 3rd \$2,000 cash</p>	<p>3rd week in January date Chairman begins to arrange for State Winner to attend Spring Conference – travel arrangements are made - Chairman to be reimbursed 4th week in January date Chairman begins to acquire awards, Certificates, Savings Bonds for Spring Conference 2nd week in April date Chairman oversees presentation of Awards</p> <hr/> <p>CASSAR Awards: Winner \$1,500 SvBd NSSAR Awards: 1st \$1,000 cash 2nd \$500 cash</p>	<p>Up to two Teachers a year: Paid Tuition of \$1,300; Valley Forge Foundation; Travel Expense Reimbursement up to \$500; often an additional \$200 - \$250 spending allowance from CASSAR Ladies Auxiliary.</p>

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Footnotes:	National Congress State President, or delegate, transports State Winning Poster to National competition. In June – July, State President, or delegate, notifies Chairman of the results of the National competition.	National Congress, Chairman submits copies of all three State Winners to NSSAR Americanism Committee as a courtesy	National Congress, State President, or delegate, notifies Chairman of the results of the National competition. Cost: Reimbursement of Travel to Spring Meeting for State Winner	National Congress, State President, or delegate, notifies Chairman of the results of the National competition. Cost: Reimbursement of Travel to Spring Meeting for State Winner	National Congress, State President, or delegate, notifies Chairman of the results of the National competition. Cost: Reimbursement of Travel to Spring Meeting for State Winner	Oct-Nov at CASSAR Fall Meeting, winning teacher(s) announced and often winning teacher(s) are present to share their Workshop experience.

This is a working document used for briefing purposes. The deadlines are subject to change. Before committing to a stated award in public, or in a public document, consult with the description of the specific contest. – Comments should be directed to the CASSAR Youth Activities Director, Tom Adams tomadams1776@yahoo.com