

APPROVING CONTESTS AND AWARDS

This procedure provides for an approval process for individual, organizational, or community proposals for contests and awards generated from outside the school.

1. Learning Support Services shall serve as the initial screeners for all proposals for contests and awards. It shall be the responsibility of the proposer to provide a detailed description of the contest or award to the satisfaction of the Associate Superintendent or designee. If the proposal includes an assembly presentation or use of a school facility, such request must be noted.
2. Contest and/or award proposers must consider the following criteria in submitting a request for review:
 - a. The proposed contest and/or award should be relevant to the curriculum and lead to strengthening student abilities, interests, and motivations in school curricula in the subject areas prescribed
 - b. The timing of a contest and/or award proposal must fit into the needs and patterns of the school calendar, season, and/or schedule
 - c. The management of the activity must not be excessively time consuming or cumbersome so as to detract from the primary mission of the school staff
 - d. Plans for the contest or program must be submitted to the principal for review or approval a minimum of one week prior to the proposed schedule
 - e. The schools and district will maintain an awareness of the number of different events which are conducted and the cumulative impact upon the educational program
 - f. Accepted projects must provide sufficient numbers of rules, copies, announcements, etc., packaged and ready for distribution, so as not to add to school clerical chores
 - g. The contest and/or award shall not require entry fees or charges of any kind
 - h. Approval of a contest is for one year only. In order to provide opportunities for more organizations to participate, there can be no guarantee of an annual approval of contests sponsored by the same organization