

## **DISTRICT ESSAY CONTEST CHAIR**

**PURPOSE:** To promote Club participation in the Essay Contest. Conduct an annual District Essay Contest.

**PERSONNEL:** Committee should consist of members that have an interest in growing the Contest by reaching out to those areas not currently being served by this Contest. The Committee can consist of as many members that are interested. It provides a terrific opportunity to get membership involved at the district level. Members should represent a good geographical distribution of the District.

### **DUTIES/RESPONSIBILITIES:**

- To promote the Club's involvement in the Essay Contest through District bulletins, District Web-site and email.
- To offer information tables about the Essay Contest to the members and club leadership at the quarterly District Conferences.
- To select and supervise the District jury and judging of the Essay Contest following the entry deadline of February 28.
- To submit the District's winning entry, District Entry Form, Winner's Information Form and a copy of the birth certificate to the International office no later than April 15 for consideration.
- To recognize the District winner and publicize the winning entry through bulletins, e-mail and District website.
- Inform District winner of the International winners after the May judging.

**ACTION PLANS:** As a Committee, urge Club leadership to develop a planned program of conducting the Essay Contest annually.

- a) What is going to be done?
- b) Who is going to do it?
- c) When is it going to be completed?