

# Safety Drawing Chairperson Guidelines

1. Read all material that you received in reference to Safety Drawing.
2. Learn all rules and deadlines.
3. Begin a checklist.
4. Discuss with local unit president the amount of funds to be budgeted.
  - You should consider budgeting for student winners who be attending the district banquet.
  - Many schools also pay for one or two parents to attend.
  - If your school has a state winner, the state pays for the student winner to attend the Children's Awards Luncheon; your school could pay for the parents to attend with the student winner. (Cost is approximately \$15 per person)
  - If your school has a state winner and convention is far away, your unit possibly may want to help defray costs of the student to attend.
5. Set deadline dates (remember to keep District deadlines in mind). Allow ample time for the submission and judging process.
6. Develop a Safety Drawing project-planning calendar that identifies the key steps and the dates. Include:
  - entry deadlines
  - judging locations and dates
  - deadline to receive judging results
  - awards event/announcement date
  - date to send a press release to local paper
  - deadline for sending entries to the next level of judging
  - deadline for sending thank you letter.
7. Enlist support from school staff and parents.
8. Select Judges
  - Look for judges through local universities, community colleges, or other schools in your district.
  - Consider asking retired teachers, librarians, writers and newspaper editors.
  - The judges should not be teaching in the school in which the contest is being held.

- Never use a parent or relative of any student to judge entries.
  - If possible do not use local PTA members to judge.
9. Arrange for Publicity. Publicize the program in your school newsletter or flyer.
10. Establish guideline for exhibiting and collecting artwork.
- Display local unit entries in school hallways, display cases, school library, and at PTA functions.
  - Arrange for the PTA volunteers or teachers to assist in collecting entries, check to see that each entry is eligible for judging and meets the criteria.
11. Establish recognition and awards for participants and winners.
- Make a special effort to give awards to not only outstanding entrants but to all who participate.
  - Activities can include a school assembly, in-class presentation, PTA general meeting program or special PTA program.
  - Include an article in the school newspaper and PTA newsletter, phone or send a letter to the student and/or parents announcing that he or she is a winner.
  - Make an announcement over the school's PA system.
  - Allow winners to have lunch with the PTA president, principal or teacher.
  - Provide a party for all students who submitted an entry.
  - Hold a show and tell day for younger students to show off their entries.
  - Organize a special program to have winners read literature. Present the awards at this time.
  - Don't forget to acknowledge parent, staff, volunteer and community support.
12. Prepare entries for the next level of judging.
- **Take special care of each entry as if it were your own entry.**
  - Return entries to students whose work is not going to the next level of judging.
  - Complete all Participation Forms (3) and send them to the next level of judging.
  - Remember, the student's work must be in by the deadline date and the postal system can take a month or longer to deliver a package under separate cover, please write a note to that effect.
  - **Remember-** all forms of all entries must be completed in its entirety with appropriate signatures or the entry will be disqualified.

It takes time to build a solid program. Eventually parents, teachers and students will look forward to the Safety Drawing program more enthusiastically every year. The end result, you will find, will be well worth your efforts.