



PHILADELPHIA
Inspired-Expressions
CONTEST

Building Hope by Giving Voice

Information Packet

<input checked="" type="checkbox"/>	<i>Page</i>	<i>Form/Task</i>	<i>Due Date</i>	<i>Comments</i>
	2	School Coordinator Responsibilities		
	3	School Profile Form	November 1, 2006	Return one profile form per school to Philadelphia Inspired Expressions / SCC, via fax: 215-774-9448
	4	Student Writers' Instructions	January 10, 2006	ALL student entries for writing, MUST be submitted to Student Coordinator by the end of the day NO EXCEPTIONS
	5	Student Artists' Instructions	January 10, 2006	ALL student entries for art, MUST be submitted to Student Coordinator by the end of the day NO EXCEPTIONS
	6	Student Musicians' Instructions	January 10, 2006	ALL student entries for music, MUST be submitted to Student Coordinator by the end of the day NO EXCEPTIONS
	7-8	Student Entry Forms	January 23, 2006	Submit with copies of student's work
	9-12	Sorting, Copying and Coding Entries	January 22, 2006	ALL student entries sorted and coded
	13	School Tally Form	January 23, 2006	This form must be filled out in its entirety and enclosed with submitted works please keep a copy for your school.
	14	Automatically Disqualified Entries Form	January 22, 2006	
	15-16	Master Coding Sheet	January 22, 2007	Make additional copies if needed



2006-2007 SCHOOL COORDINATOR RESPONSIBILITIES

1. **Promote** the contest in your school to all students in 9th – 12th grades, in all applicable classes (English, Art, Music, Social Studies, etc.).
 - a. Distribute newsletters to all students in school.
 - b. Inform appropriate heads of departments about contest.
 - c. Encourage students and teachers to work on contest in the classroom (by holding a school assembly, visiting classrooms, etc.).
 - d. Let students/teachers know about the due date for submissions: January 10, 2007.
2. **Photocopy** and **distribute** to teachers the Entry Form, Contest Rules, and separate Instructions sheets for writers, musicians and artists. Each student participant should receive an instruction sheet and entry form.
3. **Collect** all submissions by January 10th and code them for Judging Committee (more information will be provided closer to the deadline).
4. **Sort through** submissions and divide them into writing, music and art.
5. **Fill out** School Tally Form.
6. **Identify** submissions that need to be disqualified:
 - a. Are not typed/word processed (if writing)
 - b. Have name or school indicated anywhere on work
 - c. Have incomplete or missing Entry Form
 - d. Contain profanity or inappropriate/offensive language or imagery

*Do not discard submissions until after tallying the number of works received.
7. Code entries for anonymity. Ensure there are three (3) copies of each written work and two (2) copies of each music submission.
8. **Make arrangements to deliver works** on Tuesday, January 23rd to the Junior League Law of Life Committee at the CMS Building, 1926 Arch Street.

For each school that generates submissions from at least 15% of their total eligible school enrollment, the school coordinators will each receive a \$250 honorarium.

All School Coordinators will be invited to the April 2007 Awards Ceremony.



Building Hope by Giving Voice

2006-2007 SCHOOL PROFILE FORM

RETURN ONE FORM PER SCHOOL BY WEDNESDAY, NOVEMBER 1ST, 2006.

Philadelphia Inspired Expressions Program / SCC

1926 Arch Street

Philadelphia, PA 19103

Fax: 215-774-9448

School Name: _____

School Address: _____

School Phone: _____ **School FAX:** _____

School Coordinate # 1 (name): _____

Best phone number to contact you: _____

Email address: _____

Will any part of the School Coordinator's responsibilities be impossible for you to complete?

YES _____ NO _____

If YES, please explain: _____

School Coordinate # 2, if applicable (name): _____

Best phone number to contact you: _____

Email address: _____

Will any part of the School Coordinator's responsibilities be impossible for you to complete?

YES _____ NO _____

If YES, please explain: _____

Please write any additional comments or questions on back of this form.



2006-2007 WRITERS' INSTRUCTIONS

Make sure you complete the Entry Form, sign it, and if under 18 years of age, have your parent or legal guardian sign it as well. Entries are due on January 10, 2007 – No Exceptions.

Contest Guidelines

- **Attach your completed and signed Entry Form to three copies of your written work.**
- Works may be submitted in the formats of essay, poetry or (narrative) fiction.
- All writing must have a title and be typed, double-spaced, with one-inch margins and printed on one side of the paper only. Entries must be 300 - 500 words, and a maximum of two pages typed.
- While writing will be judged primarily on content, works must be legible, with correct grammar/spelling.
- Narrative fiction must include a statement indicating the work is fictional.
- Do not include your name or the name of your school anywhere in or on your essay, or your work may be **DISQUALIFIED**.
- Writing submissions must be the **ORIGINAL** work of the contestant. Works determined by the Contest Committee to be plagiarized will be **DISQUALIFIED**.
- Submitted written works will not be returned to contestants.

If you are writing an essay:

- Focus on a single *Law of Life*.
- Explain your *Law of Life*.
- Give examples of your *Law of Life*.
- Explain your personal connection to the *Law of Life*.

Judging Criteria

- The primary criteria for judging are the ideas expressed, i.e., **content**. Judges will be using the following questions in rating the works:
 - Does the work clearly illustrate a *Law of Life*?
 - Does the work have universal appeal?
 - Would most people agree that this is an important *Law of Life*?
 - Does the work make you both think and feel? Did the work “move” you in some way?
 - Does the work capture a value or ideal in a unique and special way?
 - Did you learn something special and compelling about the work’s creator?
- The secondary consideration will be the quality of writing. Judges will consider:
 - Organization of ideas and focus on Law of Life
 - Spelling and grammar
 - Sentence structure and word choice
 - Writing quality will be considered to the extent that it enhances or inhibits the contestant’s message from being comprehended by the reader. Again, the Contest judges will be most concerned with the **compelling content** of the submissions.



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2006-2007 ARTISTS' INSTRUCTIONS

Make sure you complete the Entry Form, sign it, and if under 18 years of age, have your parent or legal guardian sign it as well. IMPORTANT: BE SURE TO COMPLETE BOTH PAGES OF THE ENTRY FORM. Attach your completed Entry Form to your artistic work. Entries are due on January 10, 2007 – No Exceptions.

- Entries must be two-dimensional, and any medium may be used (e.g., painting, drawing, computer graphics, photography, collage, linoleum block or wood cut prints, or any combination of the above (mixed media).
- No three-dimensional works will be accepted, i.e., no sculptures, please.
- Works must be on poster board, drawing paper or canvas.
- All work should be matted and ready for display.
- Works must be no smaller than 8" X 10" and no larger than 22" X 28" (including mat).
- No lettering, messages or slogans are permitted except as an integral part of the composition.
- Do not put your name or the name of your school on the front of your artwork. You may include it on the back and we will cover it during the judging.
- Artwork submissions must be original to the contestant. Artwork may be inspired by another artist's work, but not to the degree that the new piece of artwork is easily recognized as being derivative of the other artist's work. If another artist's work is used as a source of inspiration or reference, please identify the work and the artist, and provide a copy (and the name and date of publication in which it was found if available). Any artwork that is recognized as being in violation of this rule will be **DISQUALIFIED**.
- While artwork will be judged primarily on the ideas evoked, works must display a reasonable level of technique, as determined by the Judging Committee.
- Images must capture a *Law of Life* through representational, stylized or abstract means of expression. On the Entry Form, please state the Law of Life expressed by the artwork, what it means to you, and any symbolic references or ideas the work contains.
- The original artwork will be returned to the contestant at the contestant's request. However, the Contest Committee reserves the right to photograph the artwork for reproduction at the Committee's discretion, as outlined on the entry form.

Judging Criteria

- Works will be judged primarily on the **content** and clarity of ideas expressed. Judges will be using the following questions in rating the works:
 - Does the work clearly illustrate a *Law of Life*?
 - Does the work have universal appeal?
 - Would most people agree that this is an important *Law of Life*?
 - Does the work make you both think and feel? Did the work "move" you in some way?
 - Does the work capture a value or ideal in a unique and special way?
 - Did you learn something special and compelling about the work's creator?
- A secondary consideration, after content, will be the technical merit of the work:
 - Presentation
 - Design technique
 - Use of color (if applicable)

Technical merit will be considered to the extent that it enhances or inhibits the contestant's message from being comprehended by the viewer. The Contest judges will be most concerned with the **content** of the submissions.



2006-2007 MUSICIANS' INSTRUCTIONS

Make sure you complete the Entry Form, sign it, and if under 18 years of age, have your parent or legal guardian sign it as well. IMPORTANT: BE SURE TO COMPLETE BOTH PAGES OF THE BACK OF THE ENTRY FORM! Secure your completed Entry Form to your musical work. Entries are due on January 10, 2007 – No Exceptions.

- Works MUST be submitted ON **TWO (2) CDs** and may be a recorded song, an instrumental composition, or a band or orchestra arrangement.
- Music submissions must be original to the contestant. Musical works may be inspired by another musician's work, but not to the degree that the new musical piece is easily recognized as being derivative of the other musician's work. If another musician's work is used as a source of inspiration or reference, a copy of the work must be provided along with the name and date of publication in which it was found. Any music submission that is recognized as being in violation of this rule will be **DISQUALIFIED**.
- While music will be judged primarily on the ideas evoked, works must display a reasonable level of musical technique, as determined by the Judging Committee.
- Songs must be **submitted with words** and written notation.
- Submitted musical works will not be returned to contestants following completion of the Contest.

Judging Criteria

- Works will be judged primarily on the **content** or ideas expressed/evoked. Judges will be using the following questions in rating the works:
 - Does the work clearly illustrate a *Law of Life*?
 - Does the work have universal appeal?
 - Would most people agree that this is an important *Law of Life*?
 - Does the work make you both think and feel? Did the work "move" you in some way?
 - Does the work capture a value or ideal in a unique and special way?
 - Did you learn something special and compelling about the work's creator?
- A secondary consideration, after content, will be the technical merit of the work:
 - Overall composition and performance
 - Musical elements and form
 - Composition, improvisation, and arrangement
- Technical merit will be considered to the extent that it enhances or inhibits the contestant's message from being comprehended by the listener. Again, the Contest judges will be most concerned with the **compelling content** of the submissions.

For Judges Use Only

Final



Must be entered by School Coordinator
prior to Submission:

Entry Code: _____

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STUDENT ENTRY FORM – ATTACH TO YOUR WORK

Please complete the following entry form and make sure it is securely attached to your submitted work
**Please print clearly. Make sure your name appears only on this document and nowhere else on your work
(your written, artistic or musical piece). Works that reveal the identity of the Contestant or School will be
disqualified. Entries are due on January 10, 2007 – No Exceptions.**

NAME: _____

AGE AS OF TODAY: _____ CLASS (circle one): Freshman Sophomore Junior Senior

SCHOOL: _____

TYPE OF WORK SUBMITTED (circle one): Writing Art*** Music***

IMPORTANT ART & MUSIC CONTESTANTS ANSWER QUESTIONS ON PAGE 2!

FIRST AND LAST NAME OF YOUR TEACHER: _____

LAW OF LIFE EXPRESSED IN YOUR WORK: _____

HOME ADDRESS: _____

HOME PHONE NUMBER: _____

EMAIL ADDRESS: _____

By signing this document, you (and your parent or legal guardian if you are under 18) are certifying that your contest submission (in art, music or writing) is your own, original work. You also give the Philadelphia *Inspired Expressions* Contest Committee permission to use your name, information and work at their discretion to publicize and promote the contest and/or its sponsors.*

Signature(s): Contestant: _____

Parent or Legal Guardian: _____
(Legal Guardian must sign if Contestant is under 18 years of age)

Date: _____

** By signing this document, the Contestant grants the Founding Partners of the Philadelphia Inspired Expressions Contest (The Junior League of Philadelphia, The School District of Philadelphia and the John Templeton Foundation) exclusive rights to the Contestant's material. The Contestant agrees that the Founding Partners may edit, publish and license the Contestant's material, in all languages and territories throughout the world, in all formats now known or hereinafter developed. The Contestant represents and warrants that the material is the Contestant's original work and that the Contestant and their Parent (or Legal Guardian) are fully authorized to grant this permission and that use of the Contestant's material in any format will not infringe upon any copyright or other rights of any other party. The Founding Partners agree that if the Material is used in a publication of any form, the Contestant will be properly credited as the author of the material.*



**Must be entered by School Coordinator
prior to Submission:**

Entry Code: _____

Students submitting Art and/or Music Entries must complete the questions below.

Works submitted without this information will be DISQUALIFIED.

Please answer the below:

1. The title of the artwork/musical piece: _____

2. The *Law of Life* expressed by the artwork/musical piece: _____

3. What the artwork means to you (the artist/musician): _____

4. (optional) Description of any symbolic references or ideas the work contains that you would like to explain: _____



Directions for Sorting, Copying and Coding your School’s Entries

Thank you so much for facilitating the contest for your school. Following are instructions for sorting and coding your school’s entries. It is very important that the processes outlined below are followed to ensure that your student’s entries qualify for judging.

Snapshot of the Submission Process Timeline

DUE DATE	ACTION
Jan 10, 2007	ALL student entries for writing, art and music MUST be submitted to you by the end of the day NO EXCEPTIONS
Jan 22, 2007	ALL student entries sorted and coded according to instructions provided
Jan 23, 2007	ALL student entries turned into Junior League Law of Life Committee – CMS Building, 1926 Arch Street

For any questions or concerns about the sorting/coding process – no matter how small – please contact the committee via phone (215-609-4986) or email InspiredExpressions@piecontest.org. A committee volunteer will check the emails daily.

Work together with your fellow school coordinator or another staff member (NOT a student) to sort and code the entries. Be sure to cross check for accuracy. With thousands of entries, each one judged anonymously, your accuracy in coding the entries is critical!!

Thank you again for all of your help and best of luck to your students!



Directions for Sorting, Copying and Coding your School's Entries

STEP ONE: Separate entries into three categories

- Writing (W)
- Music (M)
- Art (A)

STEP TWO: Count all entries and record totals on your School Tally Form

Make certain your counts are accurate. Your school totals affect your school's and your teachers' eligibility to win prizes.

DO NOT PROCEED TO STEP THREE UNTIL ALL TOTALS ARE RECORDED.

STEP THREE: Review entries for compliance with contest guidelines.

Separate entries where:

- The student's identity, or the identity of the student's school is revealed
- The Student Entry Form is not completed and/or appropriately signed. NOTE: ALL students under the age of 18 require the signature of a parent or guardian.
- The entry contains profanity or inappropriate/offensive language or imagery
- The entry does not express a Law of Life, in other words a maxim, quotation or wise saying that shares a 'guideline for living'
 - The selected Law of Life must be positive and personally meaningful to the contestant.

STEP FOUR: Complete Automatically Disqualified Entries Form

- Record Name of School, names of school coordinators and the TOTAL number of disqualified entries on the Automatically Disqualified Entries Form.
- Record the name of each student and the reason the work was disqualified. (Reasons for Automatic Disqualification are listed in STEP THREE)
- Put all of the automatically disqualified works together and attach the Automatically Disqualified Entries Form to the top of the pile.
- These will be turned in along with your school's qualifying submissions.



Directions for Sorting, Copying and Coding your School's Entries (continued)

STEP FIVE: Coding the Entries

- Each submission will be given an identifying code which will have the format that follows:

XXX – Y – ZZZ

XXX is the school code. You will be given your school code at a later date.

Y is the category code W = writing, M = music, A = Art

ZZZ is the sequential number assigned to the student. (Number the entries 1,2,3...etc. e.g. If you have 130 written entries, number them 1 through 130 using the format described.

A sample code for an art entry might be: MAC – A – 12 where MAC is the school identifier, A is for Art, and 12 is the student's number.

- The code needs to be written on **THREE** different places.
 - On the **Student Entry Form** – write the code in the box marked “*Must be entered by School Coordinator*” prior to submission in the upper right hand corner of the form. Note for Art and Music there are **TWO** pages – please put the code on **BOTH** pages.
 - On the **Student's Entry**
 - Written works – put the code on **ALL** pages submitted
 - Art works – attach a label securely on the work where it will not obscure the work itself
 - Music works – attach a label securely to both CDs
 - On your **Master Coding Sheet**

This is the **ONLY** way we will be able to keep track of the identity of each participant. Please verify that each and every code you enter of the Student Entry Form, on the Student's Entry, and on the Master Coding Sheet is identical.

DO NOT PROCEED TO STEP SIX UNTIL ALL CODES ARE RECORDED IN ALL THREE PLACES.



Directions for Sorting, Copying and Coding your School's Entries (continued)

STEP SIX: COPYING ENTRIES

- Written works:
 - Make 2 photocopies of each submission.
 - Ensure that the identifying code is clearly visible on each photocopy.
 - Collate copies so that original is on top of the 2 photocopies.
- Music works: Ensure that student has recorded work on 2 CDs.

STEP SEVEN: FINAL PREPARATION

- Separate each Student Entry Form from each work. This is how we will maintain anonymity during the judging process.
- Put all of the Student Entry Forms in one pile. Put on top of the Student Entry Form pile:
 - Your Master Coding Sheet
 - Your School Tally Form
 - Your Automatically Disqualified Entries Form
- Prepare Student entries as follows:
 - Writing entries –
 - hole-punched and in numerical order in the 3-ring binder
 - photocopies should be placed behind each original entry
 - Art entries – in a protective box, bag or art folio
 - Music entries – CDs in a protective box or envelope

STEP EIGHT: ENTRY DROP-OFF

- Entries must be dropped off between 9:00am and 6:00pm on Tuesday, January 23rd, 2007.
- Deliver entries to the CMS Building at 1926 Arch Street, Philadelphia, PA 19103
- A member of the Junior League Law of Life Committee will be present to receive and review your school's entries. Entries that have not been prepared in accordance with the procedures outlined in this document will not be accepted.
- If you would like to schedule an appointment time, to ensure speedy processing, call the contest hotline at 215-609-4986 or send an email to InspiredExpressions@piecontest.org. Otherwise, feel free to stop by anytime between 9am and 6pm.



2006-2007 SCHOOL TALLY FORM

THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY AND ENCLOSED WITH SUBMITTED WORKS BY TUESDAY, JANUARY 23, 2007. PLEASE KEEP A COPY FOR YOUR SCHOOL.

1. Name of School: _____

2. Tally of Works:

a. Total number of **WRITING** works submitted from your school: _____

b. Total number of **ART** works submitted from your school: _____

c. Total number of **MUSIC** works submitted from your school: _____

d. **GRAND TOTAL** of **ALL** works submitted from your school: _____

3. Total number of student population: _____ (Grades 9-12)

4. % of students that submitted works: _____ (Line 2.d.divided by Line 3)

5. Name of teacher submitting the highest number of student works:

_____ **Number of works he/she submitted:** _____

6. Name of teacher submitting the highest % of total school enrollment:

_____ **% that he/she submitted:** _____

1. School Coordinator #1: Name, address, day time phone number and e-mail address.

2. School Coordinator #2: Name, address, day time phone number and e-mail address.



2006-2007 AUTOMATICALLY DISQUALIFIED ENTRIES

THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY AND ENCLOSED WITH SUBMITTED WORKS BY TUESDAY, JANUARY 23, 2007. PLEASE KEEP A COPY FOR YOUR SCHOOL.

1. **Name of School:** _____
2. **Name of School Coordinators:** _____
3. **TOTAL number of disqualified entries:** _____

Reasons for Automatic Disqualification:

- a. Identity of student and/or school revealed in or on the work submitted.
- b. Student Entry Form incomplete or not appropriately signed (Student under the age of 18 years must have the signature of a parent or guardian)
- c. Contains profanity or inappropriate/offensive language or imagery.
- d. No **Law of Life** expressed.

Name of Student	Reason Disqualified <i>(can use letter code listed above)</i>

(Continue on back of page if necessary)



2006-2007 MASTER CODING SHEET

THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY AND ENCLOSED WITH SUBMITTED WORKS BY TUESDAY, JANUARY 23, 2007. PLEASE KEEP A COPY FOR YOUR SCHOOL.

1. Name of School: _____
2. Name of School Coordinators: _____
3. TOTAL number of QUALIFIED entries for judging (music, writing and art): _____

#	Full Name of Student	Date of Birth (take from Entry Form – to confirm correct name is matched with code)	Code Assigned
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

