

WES SMITH MEMORIAL ESSAY CONTEST COMMITTEE

1. Remember that the contest is divided into two divisions: junior high school (grades 6-9) and high school (grades 10-12).
2. Notify clubs of the contest by the last of September or the first of October by writing each one and by putting a notice in the spring and fall newsletters. Any deadline change should be advertised. (4/16/05)
3. Secure judges. Contact a college English Department in April or May to request assistance and to judge the essays between November 30 and February 1. Each Christmas some token of appreciation (\$5.00 to \$10.00 price range) is given the department head for judging.
4. Make sure a plaque for the first place winner and ribbons for all of the winners have been purchased by the president.
5. Obtain the Spirit Award packet at the time of registration. (10/17/98)
6. Obtain the requested ribbons and plaques at the executive board meeting on Friday at the convention.
7. Submit Spirit Award forms to the chairman of the Spirit Award Committee at the Friday executive board meeting. (2/18/2000)
8. Submit all essays to the LTLA president before the winners are announced.
9. Present awards to the winning entries at the Saturday morning session. Be prepared to read the first place entries.
10. Submit to the reporter copies of the winning essays so that they may be published in the spring newsletter.
11. Be prepared to submit the original of the top three winners in each division to the historian for inclusion in the LTLA scrapbook.
12. Attend all executive board meetings and make copies of a written report: one for the president, one for the secretary, one for the reporter, one for the Student Relations Committee chairman, one for the executive secretary/liaison, and one for your files. (3/5/99)
13. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a completed voucher form to each bill.
14. Send a copy of the winning essays to Wes Smith's parents: Mr. and Mrs. James P. Smith, 717 Lakeshore Drive, Pineville, Louisiana 71360.

Revised April 16, 2005

SCORE SHEET

Wes Smith Memorial Essay Contest

Junior and Senior Division

ATTACHED IS A LIST OF GUIDELINES FOR YOUR CONVENIENCE.

CRITERIA FOR JUDGING:

1.	BOOK'S MEANING TO THE INDIVIDUAL (Content)	35 points	_____
2.	STUDENT'S KNOWLEDGE OF THE BOOK	20 points	_____
3.	OVERALL WRITING STYLE	30 points	_____
4.	GRAMMAR/SPELLING	15 points	_____
	TOTAL POINTS		_____

COMMENTS:

SCHOOL: _____

Revised November 6, 1999