
Intra-District Memo

DATE: November 9, 2012
TO: Elementary Administrators
FROM: Lynn Archer, Director of Instruction
SUBJECT: Burnaby Writing Contest and the *WORDS* Publication

Please bring to the attention of your teachers.

The school district, through the support of a number of corporate sponsors, is once again pleased to be coordinating the annual Burnaby Writing Contest and this year's **WORDS** publication. The contest recognizes the best efforts of Burnaby's student writers, and is open to students in all grades. Each school is encouraged to participate.

Staff should be aware of the following criteria for submissions:

- All entries must be **original work** from students currently enrolled at your school.
- All submissions **must have been written during the current (2012 - 2013) school year**. Note: submissions which have been previously published **are not eligible**.
- The focus of the contest and the publication is **excellence in writing**.
- Elementary school entries will be accepted in the following categories:

Age 5 - 7 Poetry	Age 5 - 7 Prose
Age 5 - 7 Poetry-French	Age 5 - 7 Prose-French
Age 8 - 10 Poetry	Age 8 - 10 Prose
Age 8 - 10 Poetry-French	Age 8 - 10 Prose-French
Age 11 and older Poetry	Age 11 and older Prose
Age 11 and older Poetry - French	Age 11 and older Prose - French
- All entries must be **suitable for general audience publication**.
- Prose entries are **limited to 500 words** in length.

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- Each school must undertake a school-based screening process and forward only the best submissions for district-wide judging. A school-based committee should decide on which and how many entries from each category to submit and the criteria on which judgements are made. (Schools may wish to consider adopting the *BC Performance Standards* descriptors for poetry and literary writing as a guide.) Please keep in mind that **the focus is on excellence**.
- The total number of entries a school may submit **must not exceed five per cent of the school's total student population**. Please be reasonable.
- All entries should be typed or neatly hand-written or printed (one-side only), been thoroughly proofread and submitted in a form which is **ready for publication**
- **Hard copy:** A **completed official cover sheet** (attached) must be included with all submissions. Identifying information (student's name, grade and school) should be **on the cover sheet only**. Please ensure that the official cover sheet is used, and that cover sheet information is accurate and legible.

Students are required to sign the cover sheet which confirms that

- ✓ it is their original work
 - ✓ they are aware it is being submitted as a contest entry and
 - ✓ it may be published by the school district in **WORDS**.
- All elementary finalists will receive prizes. Only those chosen as finalists will have their work included in the *WORDS* publication.
 - All entries are to be forwarded to **Nina Ennis** at the District Administration Office no later than **Friday, February 22, 2013**.

If you have any further questions, please feel free to contact Ben Paré at 604-760-6142 or ben.pare@sd41.bc.ca

We look forward to another round of inspired and inspiring writing.

All entries are to be forwarded to **Nina Ennis** at the District Administration Office no later than **Friday, February 22, 2013**.

2012/13

BURNABY WRITING CONTEST

COVER SHEET

- To be stapled to first page of entry
- A separate cover sheet must be submitted with each entry

IDENTIFICATION #

(leave this space blank)

PLEASE PRINT CLEARLY

Student's name (first and last): _____

Home address: _____

Postal code: _____ Phone #: _____

School: _____

Teacher: _____

Category (**circle one**):

- | | | | |
|------------------|-----------------|---------------------------|--------------------------|
| Ages 5-7 Poetry | Ages 5-7 Prose | Ages 5-7 Poetry – French | Ages 5-7 Prose – French |
| Ages 8-10 Poetry | Ages 8-10 Prose | Ages 8-10 Poetry - French | Ages 8-10 Prose – French |
| Ages 11+ Poetry | Ages 11+ Prose | Ages 11+ Poetry French | Ages 11+ Prose – French |

Title of Work: _____

By signing below I do verify that the work submitted is wholly my own, was developed without the assistance of others, and has not been previously published. It may be used for promotional purposes by the Burnaby School District.

Student's signature: _____

Teacher's signature: _____

Date: _____