

Poster and Literary Competition – Instructions- No Areas

I. BRANCH LEVEL –Accept ALL entries regardless of where they come from

- Entries must include:
 - application form with **parent signature**
 - all information filled out and **legible including BRANCH NAME**
- Separate entries into categories
- Count ALL entries in each category and record on Stats Form.
- Send Stats form DIRECTLY to Provincial Command immediately
- Judge Entries and choose 1st, 2nd and 3rd place winners for each category
- Record 1st, 2nd and 3rd place winners on Reporting Form.
- Send **1st place entries AND Reporting Form** to District Commander BY **Dec 20th**

II. DISTRICT LEVEL

- Gather all entries and ensure:
 - application form has **parent signature**, and **Branch Name**
 - all information is filled out with correct spelling of names*** Double Check***
- Separate into categories:
 - Judge entries and choose 1st, 2nd and 3rd place winners.
 - Record 1st, 2nd and 3rd place winners on Reporting Form
- Send **1st place winners and Reporting Forms** to Provincial Command BY **Jan 15**

III. PROVINCIAL COMMAND

- After January 15th, the 1st place District winners will be judged at Command Level. **Late entries will not be judged.**
- 1st Place Winners will be sent to Dominion Command for judging. All other entries will be returned to the District Commanders at the Spring Council meeting. (Entries that have gone to Dominion Level will be returned the following year).
- District Commanders will return ALL entries, Certificates and cheques at their respective District Rallies held after the Spring Council Meeting.
- Branches not attending Rally must make arrangements with the District Commander to retrieve cheques and submissions.
- Within 3 months a quick follow-up email or phone call to branches from the District Commander to ensure Branches have awarded prizes and returned entries.