

# Fifth Grade Essay Contest Flow Chart

Send or Deliver Fifth Grade Essay Contest Information to your District/Public School Fifth Grade Teachers in **September or October**. It is a good idea to include the Permission to Publish form...better to have it and not need it than need it and not have it!

(YOUR Unit's deadline, and YOUR contact information should be included.)

Assemble a committee to read/score the essays that come to your Unit. Choose ONE essay to represent your Unit. (This usually happens by **Mid-February**) Send your representative essay along with a cover page, child's photo, permission to publish form, and their updated home address (as outlined on the FREA Website) to your District Volunteer Services Chair by **MARCH 15th**. If your District does NOT have a Volunteer Services Chair, please send same to: Diane Bassett, FREA State Volunteer Services Chair.

District Volunteer Services Chairs (or if no District VS Chair, Diane Bassett) will utilize a committee to read/review all essays received from Units, by March 15<sup>th</sup>, and will choose ONE essay to represent their District. Each District sends that essay (along with cover page, child's photo, updated home address, and permission to publish form) to Diane Bassett, FREA State Volunteer Services Chair, by **APRIL 1<sup>st</sup>**. District Chairs will immediately notify their Units of the essay chosen to represent their District.

Diane Bassett, FREA State Volunteer Services Chair, will utilize a committee to read/review the District-submitted essays received by April 1<sup>st</sup>, to determine First, Second and Third place winning Essays. Districts/Units of those students will be notified of the three winning essays. Winning students will be invited to receive their award and read their winning essay at the State FREA Convention in May.