

GUIDELINES

38th Annual St. Clair County Regional Young Authors' Conference March 31, 2019

PURPOSE

The purpose of the Young Authors' Conference is to support classroom teachers in their efforts to encourage students to develop original manuscripts as they practice the features of good writing. Children in all regular programs, grades K-8, as well as special classrooms, are encouraged to participate. Young Authors selected by their local districts will be invited to attend this one-day conference where their books will be displayed.

The content of the Young Authors' Conference will emphasize language as a vehicle for communication with others. In small groups children will be encouraged to share ideas with special guests, educators, and other young authors. Adults who accompany children to the conference will be invited to these sessions.

SCHOOL DISTRICT GUIDELINES

- The district's Young Authors' Program must be for all students in the district in Grades K-8 regular and special classrooms.
- A district-wide conference to recognize all young authors is highly recommended.
- A district panel should select Young Authors attending the Regional Conference.

SELECTION PROCEDURES

- Each district may select **THREE** Young Authors per attendance center or **ONE** young author per 100 students enrolled in K-8 in an attendance center. **EXAMPLE:** If you have 449 students, send four students. Round up if number is 50 or greater. The district superintendent is requested to verify the appropriate number of Young Authors to attend.
- The district must notify its eligible participants and inform them of registration procedures for the Regional Conference.
- Books authored and/or illustrated by more than two children will not be accepted. Co-authored/illustrated entries will count as two of the district's allotment of entries. If books are co-authored/illustrated, each author must bring a bound copy of the manuscript to the Conference.
- Dictated books may be typed or handwritten by an adult, but must be in the student's own language.
- Manuscripts must have a substantial cover with pages securely attached.
- Forms of writing will be left up to the school districts.

STEPS TO FOLLOW FOR REGISTERING YOUNG AUTHORS

Once the district has selected a representative who will be responsible for completing the Student Registration Forms, please contact Richard Andell for login instructions.

- Select students to participate in the Regional Young Authors' Conference.
- Notify the students of their selection to participate in the Regional Young Authors' Conference.
- Registration fee is **\$20 per student**. It is highly recommended the district pay this fee for their students. If the district does not, fees should be collected from the parents. Check(s) should be made payable to: St. Clair County Regional Office of Education.
- After submitting each registration, print a copy to be included on the inside on the child's manuscript for identification purposes.
- It is recommended the child's classroom teacher confirm the accuracy of the information of the registration form.

- Complete the District Registration Sheet. Send this form and check(s) for the student registration to the address below.
- Teachers will register students online. Teachers must also enter their names on the registration form including their FIRST AND LAST NAMES (Do not register as Mrs. Smith, etc.).
- Student Registration Forms (submitted online), the District Registration Sheet, and checks must be received by 4 p.m. on Friday, February 28, 2020 to:

**Richard Andell
Young Authors Conference
St. Clair County Regional Office of Education
1000 South Illinois St.
Belleville, IL 62220**

PLEASE NOTE: MANUSCRIPTS ARE NOT TO BE MAILED. YOUNG AUTHORS ARE TO BRING THEIR MANUSCRIPTS TO THE CONFERENCE WHERE THE BOOKS WILL BE DISPLAYED.

DISTRICT REGISTRATION SHEET

38th Annual St. Clair County Regional Young Authors' Conference
March 31, 2020

Enclosed is a check for \$_____ to register (number) _____ Young Authors

SCHOOL DISTRICT

SCHOOL DISTRICT CONTACT

SCHOOL DISTRICT TELEPHONE NUMBER

DISTRICT SUPERINTENDENT'S SIGNATURE

Student Registration Forms must be submitted online. The District Registration Sheet and checks **MUST BE RECEIVED** at the Regional Office by 4 p.m. on **Friday, February 28, 2020**.

MANUSCRIPT IDENTIFICATION FORM

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TITLE OF STORY

AUTHOR'S FIRST NAME

LAST NAME

GRADE

AGE

CITY

ZIP CODE

SCHOOL

SCHOOL DISTRICT #

SCHOOL ADDRESS

CITY

ZIP CODE

TEACHER'S FIRST NAME

TEACHER'S LAST NAME

Please secure on front inside cover of each book/manuscript.

JUDGING CRITERIA

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- The work must be original.
- Acceptable writing must be in story form.
- Final manuscript must have a title.
- Dictated books may be handwritten by an adult if the student is unable to print, but must be in the student's own words.
- Must have a cover with pages securely attached.
- Student Registration Form must be secure on the front inside cover of the book.