



CREATIVE WRITING PROCEDURES

In an effort to expedite matters at the regional competitions, the creative writing entries for regional competition will be completed in advance. All materials will be mailed to each school three weeks prior to the first regional competition. Instructions will be mailed with the materials.

1. Each school is limited to one participant per level per category. A school may **not** have several students write in a level and category and then choose the best entry. The six levels and categories covered are as follows: for Elementary, Creative Writing Poetry and Creative Writing Short Story; for Junior High, Creative Writing Poetry and Creative Writing Short Story; for Senior High, Creative Writing Poetry and Expository Writing Essay.
2. A student who competes in creative writing is considered entered in an academic category and is thus unable to enter additional academic categories.
3. The writing of the entries must strictly follow these guidelines. These guidelines also appear on the topic sheets that the students receive.
 - a. Do not mark on the topic copy. Use lined paper provided by the supervisor.
 - b. Writing period is one hour for Elementary (Level I) and Junior High (Level II) and two hours for Senior High (Level III). Mark times on top of your paper when you begin and when you end. Write your name and grade in school at the top of the page.
 - c. No reference materials except a dictionary are permissible.
 - d. Previously written works are not acceptable.
 - e. Legibility is required for evaluation.
 - f. Senior High (Level III) ONLY: You must write with a ballpoint pen.
4. The submission of entries must follow these guidelines:
 - a. The school shall schedule a writing period during the ten days preceding regional competition.
 - b. A teacher or other school authority shall supervise the writing period. At the beginning of the writing time, the supervisor will give each student lined paper (8 1/2 x 11 or 8 x 10 1/2) for writing the composition and the appropriate topic sheet, which includes directions that the student needs. The supervisor should write the beginning and ending times on the board, and the students should be able to see a clock to judge his use of the writing period.
 - c. When the student has finished (or when the time limit has expired), the supervisor will collect the student's final copy and the topic sheet. Students may **not** exceed the time limit. The supervisor must collect compositions, even if unfinished, at the time limit. The supervisor will check to see that each competitor's name and grade is written legibly at the top of his paper, place student entries and topic sheets in the envelope provided by ODACS, and seal and sign the envelope.
 - d. The supervisor will complete the school code information on the envelope.
 - e. The sealed envelope should be turned in to the ODACS Tally Room at the BEGINNING of the competition day for your region.
5. Competitors who qualify for state competition will write at state competition.