

2021 Flathead Writing Contest

Authors of the Flathead

Facilitation Calendar

(Updated 2/26/2021)

Completion Date	Action	Details	Files
Feb 1	Update-calendar-dates-and-file-names-from-last-year's-Contest		
Feb 1	Update-teacher's-list	To-school-main-office	UpdateTeachersLetter
Feb	Letters to teachers VIA INTERNET	Letter	LetterTeachers2021
		Guidelines	Guidelines2021
		Entry Form	EntryForm2021
		Poster	Poster2021
		Newspaper Notice	Newspaper Notice cchase@dailyinterlake.com
NOV10	AoF website	Email Dennis Foley	Guidelines2021 EntryForm2021
May 7	Contest Deadline	Students entries	May 7, 2021
		Check postmarks	May 17 notify winners.
March 8/9	Call for Contest Judges	At meeting	CallForJudges2021
		By email	CallForJudgesEmail2021
		On AoF website	Email Dennis Foley
May 8/9	Judging Day *Location	Entry Labels	Each Paper Labeled
		Place: Members House	
		Judging arithmetic and rubric use	Papers judged using rubric
		Winner's List created	Winners2021
May 9	Request checks	Email Tom Kuffel	Email Tom Kuffel
May 17	Notify Contest Winners	Announce at meeting and phone winners	Tamara and President of AOF to notify Winners2021
		Email Dennis Foley	Winners2021
		Newspaper Notice	Newspaper Notice
		Postcard to teachers	TeachersPostcard2021
Week of May 17	Give winner awards *contact school/coop of winners to notify for award ceremonies	Letter	WinnersLetter2021
		Certificate	WinnersCertificate2021
		Certificate	Participant Certificates 2021
		Checks	Sent and awarded
		Address Labels	Address Labels
		Present to winners at Honors Ceremony	Honors Ceremony

NOTE: Most dates require flexibility.