
Intra-District Memo

DATE: October 2nd, 2014
TO: Secondary Administrators
FROM: Wanda Mitchell, Director of Instruction
SUBJECT: **Burnaby Writing Contest and the *WORDS* Publication**

The school district, with the support of a few corporate sponsors, is once again pleased to be coordinating the annual Burnaby Writing Contest and this year's **WORDS** publication. The contest recognizes the best efforts of Burnaby's student writers, and is open to students in all grades. Each school is encouraged to participate.

Staff should be aware of the following criteria for submissions:

- All entries must be **original work** from students currently enrolled at your school. To this end, we have adopted the following directions from the *Royal Commonwealth Essay Competition*:

"The writer may be advised on preliminary planning and on source material but guidance from teachers or families should go no further than this. It is the essence of the competition that the submissions are the sole effort of the writer and they should not be composed or corrected by any person other than the writer."

- All submissions **must have been written during the current (2014 - 2015) school year**. N.B. Noteworthy writing from any subject area (English or French) could be considered.
- The focus of the contest and the publication is **excellence in writing**.
- Secondary school entries will be accepted in the following categories:

Grade 8 Poetry	Grade 8 Prose
Grade 8 Poetry-French	Grade 8 Prose-French
Grade 9 - 10 Poetry	Grade 9 - 10 Prose
Grade 9 - 10 Poetry-French	Grade 9 - 10 Prose - French
Grade 11 - 12 Poetry	Grade 11 - 12 Prose
Grade 11 - 12 Poetry - French	Grade 11 - 12 Prose – French

- **All entries must be suitable for general audience publication.**

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- Prose entries are **limited to 500 words** in length.

Each school is asked to undertake a school-based pre-screening process before submissions are made for district-wide judging. A school-based committee should decide on which and how many entries from each category to submit. Please refer to the grade appropriate ***BC Performance Standards for Writing*** and keep in mind that **the focus is on excellence**

- The total number of entries a school may submit **must not exceed five per cent of the school's total student population**. Please be reasonable.
- Submissions which have been previously published **are not eligible**.
- All entries should be word processed and must be thoroughly proofread and submitted in publishable form.
- A **completed official cover sheet** (attached) must be included with all submissions. Identifying information (student's name, grade and school) should be **on the cover sheet only**. Please ensure that the official cover sheet is used, and that cover sheet information is accurate and legible.

Students are required to sign the cover sheet which confirms that

- ✓ it is their original work
- ✓ they are aware it is being submitted as a contest entry and
- ✓ it may be published by the school district in ***WORDS***.

- **Electronic copy:** Students whose writing is selected for publication will be expected to submit an electronic version.
- Secondary finalists will receive prizes. Only those chosen as finalists will have their work included in the ***WORDS*** publication.
- All entries are to be forwarded to **Nina Ennis** at the District Administration Office no later than **Thursday, February 19th, 2015**.

If you have any further questions, please feel free to contact Ben Paré at 604-760-6142 or ben.pare@sd41.bc.ca

We look forward to another round of inspired and inspiring writing.

All entries are to be forwarded to **Nina Ennis** at the District Administration Office no later than **Thursday, February 19th, 2015.**

2014/15

BURNABY WRITING CONTEST

COVER SHEET

- To be stapled to first page of entry
- A separate cover sheet must be submitted with each entry

IDENTIFICATION #

(leave this space blank)

PLEASE PRINT CLEARLY

Student's name (first and last): _____

Home address: _____

Postal code: _____ Phone #: _____

Email: _____

School: _____

Teacher: _____

Category (**circle one**):

- | | | | |
|--------------------|-------------------|----------------------------|----------------------------|
| Grade 8 Poetry | Grade 8 Prose | Grade 8 Poetry – French | Grade 8 Prose – French |
| Grade 9-10 Poetry | Grade 9-10 Prose | Grade 9-10 Poetry - French | Grade 9-10 Prose – French |
| Grade 11-12 Poetry | Grade 11-12 Prose | Grade 11-12 Poetry French | Grade 11-12 Prose – French |

Title of Work: _____

By signing below I do verify that the work submitted is wholly my own, was developed without the assistance of others, and has not been previously published. It may be used for promotional purposes by the Burnaby School District.

Student's signature: _____

Teacher's signature: _____

Date: _____