

## Hints for teachers in charge of school entries

**School entries** are submitted by a teacher at the student's school.

The entries are completed as part of a school project under teacher supervision. School and teacher details are included on the entry form.

Look out for a copy of the current *Information and entry flyer* in February.

The *information and entry flyer* can be found in the following places:

- on the CBCA WA website <http://wa.cbca.org.au/wamyosb.htm>
- in the CBCA WA Branch February Newsletter which is emailed to members. Schools are encouraged to join the WA Branch as institutional members. Check with your librarian. Forms available at <http://wa.cbca.org.au/wajoin.htm>
- print copies mailed to schools (addressed to the Principal)
- electronic copies emailed to some schools, past winners, judges and others.

Publicise and promote:

- publicise the competition in the school newsletter, website etc
- promote the competition to colleagues at meetings or individually as soon as possible
- discuss the *Information and entry flyer* and review the competition guidelines, as there may be changes from year to year

School competition closing date:

- plan an early closing date (at least one week **earlier** than the closing date specified on the *Information and entry flyer*)
- ensure the closing date allows time to cope with unforeseen glitches
- allow adequate time to mail entries to the collection point so they arrive on or before the official closing date

Make an A4 master sheet of the entry flyer.

**2017 ENTRY FORM**

**Tape form to inside FRONT cover of entry**

SCHOOL ENTRY     PERSONAL ENTRY    (please tick as appropriate)

NAME(s): \_\_\_\_\_

I/WE are in YEAR: (circle)    PP    1    2    3    4    5    6    7    8

SCHOOL (for school entries): \_\_\_\_\_

RETURN ADDRESS: \_\_\_\_\_

POSTCODE \_\_\_\_\_

SCHOOL PHONE (for school entries): \_\_\_\_\_    HOME PHONE: \_\_\_\_\_

TEACHER'S NAME (for school entries): \_\_\_\_\_

DECLARATION: WE declare that this entry complies with MYOSB entry requirements.

SIGNED: TEACHER/PARENT \_\_\_\_\_

SIGNED: AUTHOR(S)/ILLUSTRATOR(S) \_\_\_\_\_

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SIGNED: TEACHER/PARENT \_\_\_\_\_

SIGNED: AUTHOR(S)/ILLUSTRATOR(S) \_\_\_\_\_

- cut one *entry form* from a flyer
- complete the details that are common to all students:
  - tick the 'SCHOOL ENTRY' box;
  - clearly print the school name, address and phone number,
  - clearly print teacher's name and sign
- make three copies of the *entry form*
- cut out the three forms and attach them to an A4 blank sheet of paper to make a master sheet
- photocopy the master sheet, making one entry form copy for each student
- supply each student with one copy of the partially completed entry form
- students complete name/s, year level/s, and signature.

**Student support:**

- discuss the entry requirements with the students
- create a timeline to help students pace themselves, ensure the process is clear and that each task can be finished well before the due date
- visit the school or local library to review picture books, chapter books and short novels
- examine the parts of books, locating the blurb, author profile, end papers
- examine the layouts, font styles, illustration options in books and share ideas
- discuss focus audience. This information can be included in the blurb
- research book publishing ideas or use the information included in *Make a book ideas* on the CBCA WA website
- ensure the originality of entries by ensuring students draft and complete the final copy of their story and book at school
- guide students through the planning, drafting and publishing process, giving assistance where required
- a photograph may be included in the 'author profile'; take and print photographs
- check that all details on the entry form are correct and that it is TAPED FIRMLY to the inside front cover of the book

**Completed books:**

- Hold a celebration to acknowledge the effort of all the students in completing their books:
  - display in library
  - read and share with others – perhaps invite other classes to be the audience
  - take a photograph of each student with his/her book
  - publicise the completion of the books in the school newsletter, on the school website, Facebook page and social media where applicable and thank everyone for their cooperation and support

### **Ideas for the selection of entries to be submitted:**

**15 – 20 entries per class** may be entered into the competition.

Teachers select the entries to be submitted.

- to avoid disappointment, do not publicise that all entries are not submitted
- all entries submitted will receive a certificate
- entries that are not formally submitted can also receive a certificate if the teacher requests them from the MYOSB coordinator via email [myosbwa@cbca.org.au](mailto:myosbwa@cbca.org.au) or by enclosing a note with the submitted entries.

Students select entries: eg

- discuss the attributes of a 'best selling' story
- arrange sessions where students share their books with each other
- ask the students to vote for the books that they feel are 'best selling' stories
- review the entry requirements and then ask the student to vote (from the 'best selling' stories) for the books they think best satisfy them
- a 'teacher's choice' or similar can be added to the entries to be submitted

Celebrate the selected entries by

- holding a book launch, inviting guests to form groups and listen to the authors read their books

### **Submission:**

- check that all details on the entry form are correct and that it is TAPED FIRMLY to the inside front cover of the book
- submit the entries to the competition

### **Winners**

After the Make Your Own Story Book Awards Ceremony:

- contact the local community newspaper
- write an article and include with photographs, in the school newsletter, on school website, Facebook page and social media where applicable
- contact your Community Newspaper, Home school publications officer (if relevant) and supply them with a short article and photograph and a request to publish. Please give them my details if requested
- NOTE: photographs are taken by a CBCA WA photographer at the Awards Ceremony and are sent to all winners.