

Information for school entries

School entries are submitted by a staff member 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.

Teacher/staff member signs entry form.

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

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

- on the CBCA WA website <https://wa.cbca.org.au/make-your-own-story-book.html>
- electronic copy emailed to schools
- electronic copy emailed to community libraries and book stores.

Promotion:

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

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.

2023 ENTRY FORM (Tape form to inside FRONT cover of entry)
Please tick as appropriate: School Entry Personal Entry
NAME(s): _____
I/WE are in YEAR: (circle): PP 1 2 3 4 5 6 7 8
SCHOOL NAME AND ADDRESS (school entries ONLY): _____

HOME ADDRESS (personal entries only): _____

POSTCODE: _____
SCHOOL PHONE (school entries): _____ HOME PHONE: _____
TEACHER'S NAME (school entries): _____
DECLARATION: WE declare that this entry complies with MYOSB entry requirements.
SIGNED: TEACHER/PARENT _____
SIGNED: AUTHOR(S)/ILLUSTRATOR(S) _____

2023 ENTRY FORM (Tape form to inside FRONT cover of entry)
Please tick as appropriate: School Entry Personal Entry
NAME(s): _____
I/WE are in YEAR: (circle): PP 1 2 3 4 5 6 7 8
SCHOOL NAME AND ADDRESS (school entries ONLY): _____

HOME ADDRESS (personal entries only): _____

POSTCODE: _____
SCHOOL PHONE (school entries): _____ HOME PHONE: _____
TEACHER'S NAME (school entries): _____
DECLARATION: WE declare that this entry complies with MYOSB entry requirements.
SIGNED: TEACHER/PARENT _____
SIGNED: AUTHOR(S)/ILLUSTRATOR(S) _____

2023 ENTRY FORM (Tape form to inside FRONT cover of entry)
Please tick as appropriate: School Entry Personal Entry
NAME(s): _____
I/WE are in YEAR: (circle): PP 1 2 3 4 5 6 7 8
SCHOOL NAME AND ADDRESS (school entries ONLY): _____

HOME ADDRESS (personal entries only): _____

POSTCODE: _____
SCHOOL PHONE (school entries): _____ HOME PHONE: _____
TEACHER'S NAME (school entries): _____
DECLARATION: WE declare that this entry complies with MYOSB entry requirements.
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.

**CHECK ALL DETAILS ARE COMPLETE, CORRECT and LEGIBLE.
ENSURE form is TAPED SECURELY to the FRONT inside cover of the book.**

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
- NOTE: endpapers are important as they provide a place for the ENTRY FORM to be attached
- 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 an *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 – 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 Awards. The following suggestions may help with the selection process:

Teachers select the entries to be submitted.

- to avoid disappointment, do not publicise that all entries are not submitted
- all submitted entries will receive a certificate.

Students select entries: eg

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

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 address on the flyer
- create a certificate to present to creators of entries that are not formally submitted.

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 will be taken by a CBCA WA photographer at the Awards Ceremony and are sent to all winners.