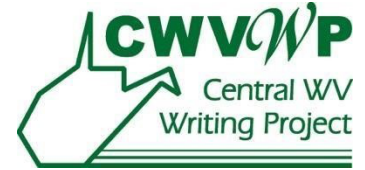


West Virginia Young Writers Contest

RESPONSIBILITIES OF COUNTY COORDINATORS



The County Coordinator is responsible for communicating with schools about the contest, overseeing the county process for judging entries from public, private, and home-schooled students, for submission of entries system, checking entries, and uploading the information on county participants at Young Writers Day to the state registration site.

Communication with Schools

The County Coordinator is the principal conduit and contact for all information about both the Young Writers Contest and Young Writers Day. This person ensures that contest information is made available to private schools and home-schooled students in the county.

Judging of County Entries

County Coordinators receive and process all school entries, consisting of a completed cover sheet and the entry. Each county develops and maintains its own process for judging entries and shares this process with the County Coordinator. Entries from private schools and home-schooled students are submitted to the County Coordinator who ensures these entries are judged at the county level.

Submission of Entries

The County Coordinator electronically submits entries and cover sheet information for state judging through the Marshall University Blackboard system by **February 27, 2023**. Faxed or mailed entries will not be accepted. A username and password will be sent to each county coordinator along with directions for uploading information about winning students and their entries to the MUOnline Blackboard site. **County Coordinators need to check each entry with the Blackboard SafeAssign tool and remove any entry that shows evidence of plagiarism.**

Cover Sheets and Permission Release Forms Cover Sheets:

County Coordinators must collect all **ORIGINAL** signed permission release forms of the winning students. County Coordinators should scan and keep a copy of each form for their records. The original cover sheet, along with the Permission Release Forms, **must be scanned and uploaded to Blackboard by February 27, 2023.**

Registration for Young Writers Day

County Coordinators are responsible for contacting all county winners, their teachers, and parents and distributing, gathering, and uploading information of all county participants at Young Writers Day events on the West Virginia Department of Education site.