



"THE TRUE MEANING OF CHRISTMAS"



***DUPLICATE COPIES AS NEEDED
RETURN ORIGINALS TO YOUR WISCONSIN BOOK FOR FUTURE USE***

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**KNIGHTS OF COLUMBUS – WISCONSIN STATE COUNCIL
CHRISTMAS POSTER CONTEST RULES & REGULATIONS**

ELIGIBILITY: Contest is open to all students in grades 1 through 4 who attend private, public schools or at-home schooled. This includes religious education classes as well

CATEGORIES: Judging will take place in four separate categories. First place winners will be selected in grades 1, 2, 3, and 4. (Grades 5 & 6 may be included but only at the council level)

JUDGING: Judges are to use the following criteria:

A. Expression of Christmas theme	20 points
B. Originality	30 points
C. Artistic quality	<u>50 points</u>
TOTAL	100 points

It is suggested that 2-3 judges with some knowledge of art and knowledge of the contest rules be selected for judging.

SIZE OF POSTER: Entries may not exceed 12" x 18". Standard construction paper or tag board is suggested instead of poster board. (Both are much easier to roll for mailing purposes.

MEDIA:

Crayons	Watercolors	Colored Pens
Colored Pencils	Magic Marker	Pen and Ink

- Please Note:
1. Poster should be the student's original work.
 2. NO "Paste-ons" or pastels may be used.
 3. NO tracing of pictures or letters.

SUGGESTION: While the majority of past entries depicted the manger scene, several focused on the Baby Jesus or the Madonna and the Child. Others showed Mary and Joseph or the Magi on the way to Bethlehem. Another showed shepherds startled by angels in the sky. Some included family gathering, a country church on Christmas Eve or Santa paying homage to the Christ Child. A number of posters emphasized Peace on Earth or incorporated Christmas carols.

IDENTIFICATION: An official identification label must be neatly attached to the upper left hand corner as viewed for the back of the poster. Use a glue stick or cellophane tape – NO Staples or paper clips please!

**COPIES OF THE CONTEST RULES SHOULD BE MADE
AVAILABLE FOR STUDENTS AND TEACHERS
IDENTIFICATION:**

POSTER CONTEST IDENTIFICATION LABEL

NAME AGE _____ GRADE _____

PARENT _____

ADDRESS _____

CITY _____ ZIP _____

PHONE (_____) _____

SCHOOL _____

COUNCIL _____ DISTRICT _____ DIOCESE _____

.....

POSTER CONTEST IDENTIFICATION LABEL

NAME AGE _____ GRADE _____

PARENT _____

ADDRESS _____

CITY _____ ZIP _____

PHONE (_____) _____

SCHOOL _____

COUNCIL _____ DISTRICT _____ DIOCESE _____

PROMOTION

COUNCIL LEVEL:

Appoint a poster committee of 2-3 active and interested Knights to work with the Youth Director and/or the Grand Knight.

Make **early** contact with your schools, both the public and the parochial and religious education programs, early in September or **as early as May** to allow them to plan for the following school year.

Provide your contacts with copies of the Rules and Regulations so they are aware of the requirements.

Follow-up should be made by contacting the schools in late **October**. Indicate that you will be collecting the posters from December 1 to December 15.

Get out publicity to the news media-local newspapers, radio, church bulletins.

When contest closes, prepare a summary-number of contestants, names of winners-first, second, and third place winners-plus several "honorable mentions".

Pictures are always excellent in letting the public know of your activity in involving your young people. Recognizing your contestants is important.

REPORTING

A. GRAND KNIGHT: (Program Director)

Have all posters judged per guidelines.

Complete the **Report Form**. Fill in all parts— including the number of contestants per grade level

Send only your **first place posters** and the **report forms** to your **Diocesan Coordinator** by December 30th.

Package posters carefully—do not fold.

B. District Deputy:

Encourage your councils to participate – remind them to turn in the complete report forms.

There is NO judging at the District Level.

C. DIOCESAN COORDINATOR:

Choose a first second and third place poster from each of the four grade levels. Send only first and second place winners with your report PROMPTLY to the **State Coordinator** by **Dec. 31st**.

SAMPLE LETTER

Name of City
Date

Name of Principal/Religious Ed. Director
Street Address
City

Dear _____,

Our Knights of Columbus Council No. _____ invites all boys and girls in grades 1-4 to participate in our annual Poster Contest.

The contest will take place from _____ through _____. A copy of the guidelines is enclosed to assist you and your young people in planning their participation. There are no fees for any child entering the contest.

The theme of the poster contest is: "The True Meaning of Christmas". There are four levels of competition so that the students are competing with young people of their own grade level.

I will be contacting you again before the contest starts. If you have any questions that are not answered in the guidelines, please contact me.

The Knights of Columbus are looking forward to our community taking an active role in this state-wide contest.

My telephone number is _____

Yours truly,

GRAND KNIGHT/CONTEST DIRECTOR

Make copies of the Rules and Regulations and include them with your letters.

Follow-up this letter with a personal contact as suggested in the directions under "PROMOTION".

Personally pick up the posters on or before the deadline established.

Thank the School Principal/Director of Religious Education by letter at the close of the contest.

AWARDS

- COUNCIL LEVEL:**
1. Councils are responsible for all awards at this level.
 2. Remember only the four (4) first place posters in Grades 1, 2, 3 and 4 are eligible for Diocesan competition.
 3. Including Grades 5 and 6 is optional at this level.
- DIOCESAN LEVEL:**
1. Appropriate awards will be determined by the STATE COUNCIL.
 2. The FRIST and SECOND place posters are eligible for STATE competition.
- STATE LEVEL:**
1. A FIRST, SECOND and a THIRD place medallion is awarded at each of the four categories — Grades 1, 2, 3 and 4.
 2. These 12 posters will be displayed at the annual STATE CONVENTION.

NOTE: Posters should eventually be returned to the contestants along with a certificate of participation. Posters eligible for State Competition will be returned on the last day of the Convention. Diocesan Coordinators/District Deputies will be responsible for picking them up and forwarding them to their councils.

SHIPPING POSTERS:

Grand Knights and Diocesan Coordinators, please note!

1. **DO NOT FOLD!**
2. To avoid damage to posters, please place them **in large envelopes or mailing tubes.**

KNIGHTS OF COLUMBUS
POSTER CONTEST REPORT FORM
COUNCIL LEVEL

NOTE: PLEASE PRINT OR TYPE WHEN COMPLETING THIS FORM

GRADE ONE FIRST PLACE NO. OF ENTRIES _____

NAME _____

PARENT/GUARDIAN _____

ADDRESS _____

CITY _____ ZIP _____

PHONE (_____) _____ SCHOOL _____

.....

GRADE TWO FIRST PLACE NO. OF ENTRIES _____

NAME _____

PARENT/GUARDIAN _____

ADDRESS _____

CITY _____ ZIP _____

PHONE (_____) _____ SCHOOL _____

.....

COUNCIL# _____ District _____

DIOCESE _____

(OVER)

KNIGHTS OF COLUMBUS
POSTER CONTEST REPORT FORM
COUNCIL LEVEL

NOTE: PLEASE PRINT OR TYPE WHEN COMPLETING THIS FORM

GRADE THREE FIRST PLACE **NO. OF ENTRIES** _____

NAME _____

PARENT/GUARDIAN _____

ADDRESS _____

CITY _____ ZIP _____

PHONE (_____) _____ SCHOOL _____

.....

GRADE FOUR FIRST PLACE **NO. OF ENTRIES** _____

NAME _____

PARENT/GUARDIAN _____

ADDRESS _____

CITY _____ ZIP _____

PHONE (_____) _____ SCHOOL _____

.....

DATE: _____ TOTAL NO. OF ENTRIES _____

PREPARED BY: _____ (Grand Knight)

COUNCIL# _____ District _____

DIOCESE _____

KNIGHTS OF COLUMBUS
POSTER CONTEST REPORT FORM
COUNCIL LEVEL

Councils have the option of having 5th and/or 6th graders participate in the Christmas Poster Contest AT THE COUNCIL LEVEL ONLY. The Diocesan and State contest are restricted to Grades 1 – 4.

Please use this form to report the number of 5th and 6th grade entries.

Grade 5 _____ Grade 6 _____

DATE: _____ TOTAL NO. OF ENTRIES _____

PREPARED BY: _____ (Grand Knight)

COUNCIL# _____ District _____

DIOCESE _____

Wisconsin State Council



KNIGHTS OF COLUMBUS

THANK YOU FOR PARTICIPATING IN THE CHRISTMAS POSTER CONTEST

COUNCIL _____

DATE _____

GRAND KNIGHT