

DISTRICT “F” YOUTH EDUCATION SEMINAR INFORMATION 2024

Branch YE chair’s to do list:

Poster/Literary contest

- 1) Find out when your zone chair requires your first place entries and associated paperwork to them so that you can set your branch due date. Allow a minimum of 2 weeks between your branch date and your zone due date so that you are not rushed to complete your paperwork and then getting the material to them on time. Your zone chair has to have their Poster/Literary entries to me by December 20, 2024 so they can set their date and should let you know asap.
- 2) Once you have set your branch due date, approach your schools (hopefully no later than the second week of school) with a letter informing them of the local branch contest, due date, maybe a copy of the entry form and information on how to learn more about the competitions, ALL of which can be found at “www.on.legion.ca”.
Chairs and teachers must use this address to get entry forms, forwarding forms, statistical sheets etc, there will not be any mailing of forms or kits from Provincial Command. Get the name of a contact teacher/person at the school to coordinate distribution and collection of entries, rather than a secretary.
- 3) Order your certificates, telephone the Provincial Office at: 1-888-207-0939 and ask for the Supply Desk. Literary certificates #200104 and Poster certificates #200128. (Cost for these can come out of Poppy funds as well as the associated monetary awards). Public Speaking certificates #E55100 (Cost for these is from General or Lottery accounts).

STEPS TO TAKE TO ACCESS INFORMATION ON PROVINCIAL WEBSITE

Information for Poster/Literary, Public Speaking and Video contests are All available here. “www.on.legion.ca”

- 1) Make sure you are on the RCL Ontario Command Home Page
- 2) On left side -scroll down to Remembrance, then click on Youth Programs
- 3) On this page, there will be a Blue box titled Youth Programs.
- 4) Scroll down to RED box titled “Branch Youth Education Kit – English/ French. Click on the Red box
- 5) A page with a BLUE box titled “Youth Education Kit” will appear
-scrolling down, you will find items for reference, advertising and general information. Continue scrolling down until you reach a light grey coloured box titled Poster & Literary. Click on that grey box and all forms for the P&L contest will appear. They do not all need to be printed, some are just for reading. **MAKE SURE YOUR SCHOOLS KNOW HOW TO ACCESS THIS INFORMATION** for rules, entry forms and photo consent forms. Use up to date entry forms and make sure all blanks are filled in. As branch chair, you will need to print a statistical and forwarding sheet(4) to send

on to your zone chair. Code all of your first place entries on the back in pencil and attach all forms to the entry with a paperclip.

Public Speaking

1) In order to set your date for your Public Speaking, you need to know the date of the competition above you, ie, zone. Since the Area Public Speaking date has NOT been set, that means District and Zone cannot finalize their dates. Once these dates are known, the information will be relayed to the branch chairs so that they can set their date. Remember to avoid the Family Day Holiday weekend in February and the March Break week, including weekends at the beginning and end so that family holiday time is not compromised. Your branch date only needs to be 1 week before your zone date.

2) Once the branch has set a date, you must contact your Zone chair to let them know the date, location and time because they must compile a list of their zone branch dates and then they are to send that to the Provincial office. Contact your schools with the branch information.

3) Order your certificates for Public Speaking by telephoning the Provincial Command at 1-888-207-0939, ask for the supply desk. These must be paid for out of the General or Lottery funds.

**As branch chair, if you need information about Public Speaking, you would follow the above information under Poster & Literary on point number 5, but this time, you would click on the grey box titled Public Speaking. You would then find general information, entry forms, judging sheets, timer's sheets, etc. For your branch competition, you would need copies of these and the forwarding form which you would then send on to your zone chair.

4) At your branch competition, read the rules to all competitors and parents in the room and do not allow anyone to video tape, record or take pictures during the competition. Once you have your first place winner at each age group, confirm that they are able to take part in the zone level and if they are not, then the second place person is allowed to advance and their name should appear on the forwarding form.

Video Competition

All the branch chair needs to do for this is inform their schools that the contest information is found on the above website page and entries are done ON LINE.

Power Point Presentation

Found on the page with the Blue Box titled Youth Education Kit at the Provincial website. Scroll down until you come to another Blue Box titled Power Point Presentation and refer to if you run into a problem.

Advertise in libraries, post office, grocery stores so that Home Schooled students have access to the above competitions and the entry information and deadlines.

