



## Guidelines to Principals and Arbor Day Coordinators 2016 Utah Arbor Day Poster Contest

1.  Designate an individual to be the school Arbor Day Poster Contest Coordinator. This person will be the contact between the Utah Arbor Day Committee and your school. This person will:
  - a.  Distribute information to teachers about the poster contest.
  - b.  Distribute Arbor Day Curriculum materials when received.
  - c.  Coordinate getting school poster entries to Utah Arbor Day Poster Contest. Only one poster per grade K-6 plus special education per school is allowed (maximum of 8 posters).
  
2.  Register by **February 26, 2016**. You can register online or you can download a MS Word or fillable pdf registration form from the Entry Forms section of the Arbor Day Poster Contest page. The form can be mailed or faxed using the information on the form.
  
3.  Hold a poster contest at the school. See website for details and requirements.  
[www.arborday.utah.gov](http://www.arborday.utah.gov)
  - a.  Conduct and coordinate the school's poster contest.
  - b.  Have a school-level judging selecting the best in each grade. **K-6 plus special education\* classes are eligible.**
  - c.  Assure posters are completed and judged by **March 18, 2016**.
  
4.  Send the school's winning posters (one per grade - maximum of eight) to the Arbor Day Committee.
  - a.  Complete the School Report Form.\*\*
  - b.  Complete a Poster Entry Form for each poster and tape to back of poster.\*\*
  - c.  ✨ Attach essay to each poster.
  - d.  Posters and essays need to be **delivered** to our office by **March 21, 2016** by 5:00 p.m. (NOT postmarked).
  - e.  Our **office hours are Mon.- Fri., 8:00 am - 5:00 pm.**
  
5.  Celebrate Arbor Day!

### Calendar and Deadlines

<b>January 8, 2016</b>	<b>Contest Information.</b> Registration and poster contest information will be mailed to schools and is also available on our website at: <a href="http://www.arborday.utah.gov">www.arborday.utah.gov</a>
<b>February 26, 2016</b>	<b>Registration Deadline.</b>
<b>February 2016 - March 2016</b>	<b>Conduct and coordinate the schools poster contest.</b> Grades K-6 plus Special Education* students are eligible. See website for details: <a href="http://www.arborday.utah.gov">www.arborday.utah.gov</a>
<b>March 21, 2016</b>	<b>Poster Entry Deadline.</b> Posters must be received by the Arbor Day Committee at the Division of Forestry, Fire and State Lands Office in Salt Lake City by 5:00 p.m.
<b>April 8, 2016</b>	<b>Tree Coupons.</b> \$50 Tree Coupons will be sent to registered schools submitting posters, in time to purchase trees for planting on Arbor Day.
<b>April 29, 2016</b>	<b>Arbor Day!</b> State Arbor Day Ceremony and recognition of state winners.

*\*Special Education students are defined as: Intellectually handicapped students in self-contained classrooms. No resource students permitted in this category.*

*\*\*Please fill out the Poster Entry Forms and School Report Form so they are legible. The certificates are printed using this information and if the students name is not legible then some certificates are printed with incorrect student names. The forms can be completed online and then printed.*