

# River of Words® Facilitator Form



## NEW DEADLINE!

*U.S. entries must be postmarked by December 1<sup>st</sup>! International entries must be received by February 1<sup>st</sup>!*

### FACILITATOR FORM (to be submitted with group entries)

**This form *must* accompany all group entries**, whether your group is a school classroom, scout troop, after-school program, nature center, museum, library or any other group that produced a set of entries for the River of Words contest. **If you lead a group in River of Words activities, please complete this form and submit it with the art and poetry entries from your group.**

Please note that *every* participant in your group should also complete his or her own group contest entry form, which can be found online at [www.riverofwords.org](http://www.riverofwords.org). All entries, contest entry forms, and this facilitator form should be sent in one package to: **River of Words Contest • PO Box 4000-J • Berkeley, CA 94704 • USA**

School or Organization Name: \_\_\_\_\_

School/Org Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country: \_\_\_\_\_

School Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

# of Facilitators for Group: \_\_\_\_\_

Teacher/Facilitator Name(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total # of Students in Group: \_\_\_\_\_

Total # of Entries Submitted: \_\_\_\_\_

Last Day of Classes (M/D/Y): \_\_\_\_\_

**\*Please attach a typed list of all group participants\***

## RIVER OF WORDS CONTEST RULES & GUIDELINES

1. The contest is open to youth who are age 5-19, on the deadline date. Youth older than 19 who are still enrolled in high school are eligible, but college students, even if 19 or younger, are not. Entrants need not submit work through their school; individual submissions are also accepted (Please see Frequently Asked Questions on our website for clarification on these categories).
2. Youth may enter the contest as many times as they like, but a separate entry form *must* be completed for each submission. **Teachers should send all the entries from their classes together** in one (or several, if needed) envelopes or packages. Do not have each student mail their entry separately. We don't have the staff to gather them into a class group from the tens of thousands of entries we receive. Send class entries together, please!
3. All entrants will be acknowledged with a Watershed Explorer Certificate.
4. All poems must be original work. Written poetry must be either typed (preferred) or legibly written in ink (pencil does not photocopy); ASL poetry must be submitted on DVD. **Poems should not exceed 32 lines in length (written) or 3 minutes (signed).** The student's name, school, city and state should be included on the poem, and a completed Entry Form should be attached with both the poem and the entry form *facing out*. For ASL poetry, please include a brief written summary of the poem's content, and staple this summary to your entry form. For written poems, **please staple the Entry Form to the poem so that each piece faces out. (Poems not submitted in this format, or with incomplete or illegible writing will not be judged.)** Collaborative poems are accepted, but only one child (chosen as the group representative) will be eligible for any prizes awarded. *We are able to accept poems only in English, Spanish and American Sign Language.*
5. All artwork must be original work. **Artwork should not exceed 11" by 17" in size-no exceptions.** Acceptable media are paint, pencil, markers, ink, crayon, chalk or pastel (fixed), photography, cloth, collage and computer art. (Photo entries must be at least 8x10 inches.) All entries must contain the student's name, school, city and state **on the back** — do not use a marker or anything that will show through! A completed entry form must also be affixed to the back of each piece of artwork. Please attach the entry form with tape or other fixative (if using glue, be careful to use one that will not run through and damage the artwork) — also, do not use paperclips! High quality color reproductions of prize-winning artwork will be provided to their respective creators. **We will no longer accept color copies—all entries must be original work.**
6. Art entries must be done on paper that will allow for duplication, display or framing. Please, no notebook or typing paper, and **do not mat, mount, laminate, frame or fold artwork.** Entries must be mailed flat or rolled in a tube — no folding, please!
7. Submissions become property of ROW. Through submission of poetry or artwork, contestants and their legal guardians grant non-exclusive reproduction and publication rights to the works submitted which will not be returned.
8. **NEW DEADLINE: All U.S. entries must be postmarked by December 1. International entries must be received by February 1.** We are not responsible for entries that are late or lost in the mail. Entries received after the deadline will be automatically entered in next year's contest.
9. Winners will be announced in April of each year.\* Winners must sign an acceptance form. For a list of winners, please include a self-addressed, stamped (58 cent) envelope when sending in your entry.
10. Grand prize: round trip transportation from the winner's nearest major airport to Washington, D.C. (or the city where the ceremony is being held) for the winner and one parent or guardian. \*\*Prize is not redeemable for cash. Accommodations and some meals will also be provided. Taxes and all other expenses are the responsibility of the winner. Winners must be available for travel sometime in April, May or June.\*\*\*

\**River of Words reserves the right to not award a Grand Prize winner in any given category if no entry merits such designation.*

\*\**River of Words reserves the right to offer a substitute prize that does not involve travel, as funding permits.*

\*\*\**International winners may be acknowledged at the Awards Ceremony for the following year's contest.*

### FOR FURTHER INFORMATION OR TO REQUEST RIVER OF WORDS INSTRUCTIONAL MATERIALS, CONTACT:

River of Words, PO Box 4000-J, Berkeley, CA 94704 USA  
Tel: 510-548-POEM (7636) • Fax: 510-548-2095 • Email: [info@riverofwords.org](mailto:info@riverofwords.org) • Website: [www.riverofwords.org](http://www.riverofwords.org)