



Camarillo Academic Olympics

Site Coordinator Handbook

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INTRODUCTION

Welcome to the Camarillo Academic Olympics, often referred to as CAO.

Thank you for volunteering for CAO. We know that while there is a significant amount of work associated with coordinating this program at your school, there are many rewards throughout the program making it a very worthwhile endeavor.

This handbook has been prepared to provide complete directions and procedures for conducting all aspects of the CAO at your school. Please let us know if you have any questions.

REGISTRATION

The first step for CAO is to distribute an information letter to each student in grades 4-8 at your school. This letter explains CAO, describes the various levels and subjects, lists the timing of the various events, and provides information for students and parents to register online.

Participation in CAO is entirely voluntary on the part of the students. It should be viewed as a fun way to participate in a community activity. There are no grades, no reports to the teachers or parents, nothing in their school records; it's just for fun. Therefore, while we would like every student to participate in at least one subject area, it is not necessary.

ONLINE STUDENT REGISTRATION

Students and Parents will need to register for CAO online at www.camarilloacademicolympics.org. Each student may participate in a maximum of 3 subjects. Parents will also need to sign the photo/media release as part of the online registration form. Once the online registration period has ended, each school site coordinator will receive a spreadsheet showing the students' names, grades, and subjects they registered for.

SPEECH PARTICIPANTS

Those students wishing to participate in speech will be given a special student instruction sheet with the contest rules. Each division has its own set of rules so if you have both divisions within your school, be sure that you give Division I sheets to your sixth, seventh and eighth graders, and Division II sheets to your fourth and fifth graders.

QUESTIONS AND ANSWERS

There are always a number of questions that will come up during registration. Here are some commonly asked questions that we hope will cover those that may arise during registration. If others arise that are not covered here, please call the CAO Program Coordinator for guidance.

1. Are late registrations allowed for any reason?

Generally NO. Students and parents will need to register online during the Registration Dates. If for some reason a student cannot register online, they may turn in a paper registration form prior to the registration deadline and the information can be manually entered.

2. Can a student change the subjects they want to take?

Basically NO. Students should discuss the subject options with their parents. Once they complete the online registration form, they will be unable to change their subjects. The only exception is if on the day of testing, a student decides not to participate in a subject.

3. What happens if the student is not at school when the tests are administered?

Round I tests will not be administered outside the scheduled period. There are concerns with maintaining the integrity of the test materials and minimizing workload on the site coordinator. Students who cannot attend the dates set for the City Preliminary or the City Final Rounds, will not be able to participate in those rounds.

PARTICIPATION CERTIFICATES

Each student who registers for CAO and who participates in at least one subject area will receive a participation certificate. The student names can be entered on each form by typing them on a computer or with calligraphy. We suggest that since this will be the only token of CAO involvement for most students, that care be taken in filling them out.

CAO FLAGS

In order to stimulate interest among the students for participating in CAO, the CAO Organizing Committee has flags that can be flown on the school's flagpole during the entire CAO Program from registration to Award Ceremony. If you would like to display a CAO flag, request one from the CAO Program Director. Please be sure to return the flag to the CAO Organizing Committee at the Awards Ceremony or the following week so that we can store it for the next CAO.

CAO PROMOTION

In addition to the flags, other activities and displays that might increase student and parent interest are:

- Displaying the award ribbons and medals that the students can win along with participation certificates.
- Displaying articles or pictures of previous winners from your school.
- Having students who have participated in past CAOs, talk to the students about their experiences.
- Encouraging principals and teachers to talk up CAO participation as a community event.

BRIEF OUTLINE OF CAO FOR ASSEMBLY/CLASSROOM PRESENTATION

1. Welcome back to a new school year. Because 2018 is an even-numbered year, it means it's time for the bi-annual Camarillo Academic Olympics. This year will mark the 19th time this event will be held. The CAO is cosponsored by the Camarillo Boys and Girls Club, Pleasant Valley School District and the City of Camarillo. The purpose of the CAO is twofold: To interest our youth in a fun, educational community program and to recognize some of our young scholars for developing their academic abilities and talents.

CAO is open to all students from the 4th through 8th grades in public and private schools in the Camarillo and Somis areas.

2. The CAO should be considered a fun way to participate in a city-wide community activity.

3. There are no grades, no reports to teachers or parents, nothing in the school records. It is a fun academic activity.

4. We would like for every child to participate in at least one subject. Students can compete in a maximum of three subject areas.

5. There is no cost to the students to participate in the CAO.

6. Grades 4 and 5 will compete in Division II and grades, 6, 7, and 8 compete in Division I.

7. Each student will get a certificate of participation. Ribbons are awarded for the top **three** scorers in each subject for Division II and the top **four** scorers from each subject in Division I at each school. Those students will represent their school at the City Preliminaries. The top six scorers in each event at the City Preliminaries will advance to compete in the City Finals in an oral competition staged at City Hall in mid-February. This phase will be broadcast on local television.

8. Events include Art, Creative Writing, Current Events, English Grammar, Geography, Mathematics, Science, Speech, U.S. History, World History (grades 6, 7 and 8 only) and California History (grades 4 and 5 only).

10. Pick your subjects carefully because you will not be able to change them after you submit the online registration form.

11. Registration forms must be submitted online by November 17.

REMEMBER, HAVE FUN PARTICIPATING IN THIS YEAR'S CAO!



Camarillo Academic Olympics

Information Letter

November 1, 2017

Dear Parents & Students:

Welcome to the 19th Camarillo Academic Olympics (CAO), co-sponsored by the Boys and Girls Club of Camarillo, Pleasant Valley School District and the City of Camarillo. CAO is a bi-annual community educational program designed to recognize our student scholars for their academic abilities and talents.

CAO is open to all students from 4th through 8th grade in public and private schools in Camarillo and Somis. Students in grades 6-8 compete in Division I, and those in grades 4-5 are in Division II. Students may compete in up to three subject events.

The subject areas are:

ART

CREATIVE WRITING

ENGLISH GRAMMAR

MATHEMATICS

U. S. HISTORY

CALIFORNIA HISTORY (4th & 5th grades only)

WORLD HISTORY (6th, 7th & 8th grades only)

CURRENT EVENTS

GEOGRAPHY

SCIENCE

SPEECH

Students are encouraged to sign up for their desired subject areas (maximum of three) using the online registration form at www.camarilloacademicolympics.org. Once the form is submitted, selections may not be changed, so please review carefully. We hope that every student will enter at least one subject.

All students competing in Round I competition will receive a certificate of participation. The top students in each division at the school will receive ribbons for first, second, and third place for each subject. These students will then be eligible to participate in the City Preliminaries. From the City Preliminary tests, the six highest-scoring students will be selected to compete in the City Finals in an oral competition staged at City Hall in February. This phase will be broadcast on local television.

The Creative Writing competition involves the writing of an original story based upon story leads provided at the beginning of the competition. Art requires that the students draw a picture of objects provided by CAO at the beginning of the competition. Students must provide their own pencils. Paper will be provided by CAO. All art and creative writing entries become the property of CAO. Every effort will be made to return them to the students at the end of the competition.

Students in the Speech competition must present a speech that they have prepared themselves. Division I (grades 6/7/8) will prepare an Expository (informational or "how to") Speech, and Division II (grades 4/5) will prepare a Storytelling Speech. Both divisions must speak for three minutes (+/- 30 seconds). The same speech must be used throughout all levels of the competition. To help prepare for this competition, optional workshops are being offered by Ms. Pat Craig, a retired Pleasant Valley School District speech teacher. Students registering for speech will receive an instruction sheet providing the times, dates, and location of these workshops.

Competition in the other subject areas will be based upon a multiple-choice test for the Round I school level. City Preliminary and City Final test questions will be in short answer or fill in the blank format. Questions are drawn from a variety of sources including textbooks, student and teacher input, and classroom tests. The questions are all based upon materials for the grade levels involved.

The following calendar of events for 2017-2018 is provided for easy reference.

Online Registration	November 6-17
Round 1 - school level	January 29 - February 2
City Preliminaries	February 13-16 (at Boys & Girls Club)
City Finals	February 26 - March 2 (at City Council)
Awards Ceremony	March 15 at Monte Vista School Gymnasium

Remember that CAO is for fun and enjoyment. It's far more important that the students participate in a community event than how well they do, so please encourage your child to participate.

Thank you!

Sincerely,

Hannah Foote & Mandy McCarthy, CAO Coordinators

PARENT VOLUNTEERS

Parents will have the opportunity to volunteer to help with CAO as part of the online registration form. You may also need to recruit additional volunteers for your school.

_____ Certificates - type or use calligraphy to add student names to participation certificates.

_____ Ribbons - Neatly printing student's name and test subject on backs of ribbons.

_____ Test Administrators - Supervise children while taking tests

- January 29, 2018 - Art/Creative Writing
- January 30, 2018 - Written Tests
- February 1, 2018 - Speech

_____ Art Judges: Judges should possess sufficient knowledge of art to judge arrangement, feeling, shading, texture, fine quality and overall impression of drawing.

_____ Creative Writing Judges: Judges should possess a good knowledge of English grammar. Teaching experience would be helpful.

_____ Speech Judges: Previous experience in speech competitions desired but not mandatory.

_____ Photographers for Round I testing. It is requested that at least 10 digital photographs (taken of different students participating in different subject test) be submitted to CAO from each school. Please include student names, grade, and subject.

SPEECH COMPETITION CONTEST RULES

DIVISION I (Grades 6, 7 and 8) - EXPOSITORY SPEECH

Students are required to deliver an Expository speech of approximately three minutes duration (\pm 30 seconds) on a subject of their own choosing. The primary purpose of the speech is to inform the audience on the subject of the speaker's choice or to demonstrate how to do something. The speech must be original, i.e., written by the student. No more than 150 words may be in direct quotation from reference materials. The speaker must have a copy of the speech at the contest. The judges may wish to review it. Depending upon the number of students competing at each school, it may be necessary to present the speech up to three times before different judges and with different groups of students. The use of props or visual aids is encouraged. Costumes or special makeup is allowed if it is inherent to the speech. Live animals may not be used. People in the audience may not be called upon to participate.

Examples: The following are examples of typical Expository Speech topics.

- a. How to change a tire.
- b. My favorite hero or heroine.
- c. The home of the future.
- d. How to use chopsticks.
- e. The vacation of my dreams.
- f. How to deal with a little brother.

DIVISION II (Grades 4 and 5) CONTEST RULES - STORYTELLING SPEECH

Students are required to deliver a Storytelling Speech of approximately three minutes duration (\pm 30 seconds) on a subject of their own choosing. The primary purpose of the speech is to tell the audience your favorite story. It may be your own or you may use a published story. When you are choosing your story, consider stories with dialogue, so that you may present with more than one voice or stories with animal sounds or sounds of engines, etc. When making your selection, consider the length of the story and ask your teacher for assistance if you need to cut out unnecessary parts. You may also write or tell a story that is written in the first person. Consider a favorite bedtime story that your parent used to read. No props or costumes are allowed. The speaker must have a copy of the speech at the contest. The judges may wish to review it. Depending upon the number of students competing at each individual school, it may be necessary to present the speech up to three times before different judges and with different groups of students.

Examples: The following are examples of typical Storytelling Speeches.

- a. The Littlest Angel.
- b. There's a Nightmare in my Closet.
- c. Tacky the Penguin.
- d. Teddy Bears Go Shopping.

Judging. Each speaker will be judged on the following: effective delivery, expression, clarity of voice, time management (there is a one point penalty for speeches outside the time limits), poise and posture, content of speech, and originality.

Procedures. Speakers are randomly grouped into sets for each heat. Students will be judged relative to other speakers in their set and heat. The "best" speaker of the heat receives a "1"; the second, a "2"; and so on. Judges cannot award tie placements. Heats are organized with different groups of students, different judges, and different speaking orders. After all of the heats have been conducted from one to three heats, depending on the total number of speakers entered - student scores from each heat will be totaled. The speaker with the lowest total score wins. Ties are broken by the speaker with the greatest number of lower votes.

Workshop. Ms. Pat Craig, a retired Speech teacher from the Pleasant Valley School District, will conduct optional workshops for all students (both divisions) on November 15, 29, 30 and December 4, 2017 at 6:00 p.m. at the Boys and Girls Club located on the corner of Ponderosa and Temple Avenue. Students only need to attend one workshop.

NOTE: Due to space restrictions at the schools and Boys & Girls Club, visitors will not be permitted in the rooms during Round I and City Preliminary competition. Visitors are encouraged to attend the Finals competition at City Hall.

CONDUCTING ROUND I TESTING

You will need to pick up your Round I School Test Packages, including Art Supplies, Creative Writing Prompts, and final instructions the week prior to round one testing. You may come to the Camarillo Boys and Girls Club on either January 23 between 10:00 am and 12:00 noon or January 24 between 6:00 pm and 8:00 pm to pick up the supplies.

On the first day of testing, make sure the art supplies are ready by 7:30 am. Meet with your test administrators at a central location at your school at 8:15 am to give instructions.

TAKING THE TESTS

For Round 1 Art instructions see pages 13 and 14. For Round 1 Creative Writing instructions see page 15. For Round 1 Speech instructions see the Speech Handbook for Site Coordinators.

For the online subject tests, the students will have 30 minutes to take each of their tests. If they finish early, they may move on to their next subject test. If a student is struggling with a test, they may move along to another subject rather than be frustrated with that test. Most importantly we hope the students will have fun!

It is very important that test scores be kept confidential so that the students do not feel any pressure. It is understandable that people will be curious-particularly the parents or teacher of a given child, but it is most important that students not feel any pressure from this program. These tests are merely 25 questions selected from various sources and do not reflect any valid test format or structure from which any inferences can be made on a student's capabilities or intelligence. CAO is for FUN. Test scores should not be shared with anyone except school Site Coordinator and Test Administrators to determine the overall school winners.

Therefore, the test administrator should not have their own children in the class or group where they administer or score the tests. In this regard it may be advisable to find people from the community, vs school parents, to serve as test administrators. In addition, please do not rely on any teachers to perform test administration duties. This places the students in a situation where their teacher will know how well they performed and may be uncomfortable for both the student and the teacher.

AWARDING SCHOOL RIBBONS

After all of the tests for a given subject have been scored, the awards for that subject can be determined. Top test scores from all students within the subject and division are compared and the highest scores are awarded first, second, and third in Division II and first, second, third and fourth in Division I. Ties are permissible, but should a tie for first occur, then no second place is awarded; a tie for second precludes a third place award. There are no tie-breaking procedures.

Once all of the rankings for all subjects have been determined, the school ribbons can be awarded. This is usually a very exciting time for the students so we encourage that the test administrator present the awards themselves as the reward for their own hard work.

RETURNING TEST ADMINISTRATOR PACKETS

After completing the awards, test administrators should return all of the materials they were issued in their packet to you. Please make sure that all test materials including answer sheets are returned to you by the test administrator. We do not want any materials borrowed, taken or copied as they may be used again at a later date.

ROUND I ART

ART OVERVIEW

The Round I Art competition is usually based upon having the students draw a picture based upon visual props provided by the contest coordinator, such as a picture, a shoe, a hand, etc.

ART MATERIALS

Each student will be provided with the drawing paper for his/her entry. Have sufficient paper on hand to allow for some students to start over, if they choose to. Please return unused art paper.

The students are expected to come to the competition with a sharpened pencil (with eraser). No pens or crayons are allowed. The art paper is distributed to each student. Then the students will be provided with an Art - Round I Instruction Sheet.

CONDUCTING ART

On the day scheduled for the art competition, begin arranging for the competition about 30 minutes before it is scheduled. If it is to be conducted in the classroom, meet with the test administrators or teachers, if they are willing, to distribute the materials for each classroom.

Once in the classroom, the test administrator should distribute the art paper to each student. Have the student write his / her name, grade, teacher, and school on the back of the drawing paper before instructing them further.

To provide the subject for their drawing, the students will use a visual prop or props identified at the time of the competition. Examples of such items include their own shoe, hand, or book, a photograph or picture provided by CAO, or some other item(s) in the room. They may arrange these items as they choose, but they should pay attention to the helpful drawing hints before making their final arrangement.

The test administrator may want to write the following words on a blackboard to remind the students of these hints:

ARRANGEMENT or COMPOSITION

ITEM PLACEMENT

FEELING

SHADING

TEXTURE

LINE QUALITY

OVERALL IMPRESSION

Each student will have about one hour and 15 minutes to complete his or her drawing. Advise the students about five to ten minutes before the end of their one-hour and 15 minute period.

ART - ROUND I STUDENT INSTRUCTION SHEET

1. In this competition you are required to draw a picture based upon the visual props identified by the contest coordinator.
2. Once you have received your drawing paper, write your name, grade, teacher's name, and the name of your school on the back of the drawing paper before proceeding. You may get a new sheet of drawing paper, but be sure to write this information on the new sheet before starting your drawing.
3. Following the instruction of the contest coordinator, visualize the layout of your drawing. You may arrange the items as you choose, but pay attention to the drawing hints provided below in making your final arrangement
4. You will have about one hour and 15 minutes to complete your drawing. (Latecomers will not be given additional time.) The contest coordinator will tell you when you have about ten minutes left to complete your artwork.
5. Some hints to remember while creating your artwork are:
 - Remember to use the visual props identified by the contest coordinator and refer to them often as you create your drawing. Do not draw the table/desk that the props are sitting on.
 - Arrange your items in a well-balanced and pleasing manner.
 - When you start your drawing, consider where you will be drawing all of the objects on the paper and make sure that you use the space of your paper wisely. You will not want all of the objects in one corner or large portions of the object to be off of the paper.
 - Very lightly sketch or block out each of the items I shapes before you start "drawing" any of the individual items.
 - Try to capture the "feeling" of each object. It should be recognizable as the item you are drawing.
 - Consider the shadings -- the darks and lights of the objects. There should be variation from dark to light.
 - Give the objects texture.
 - Make sure that your line quality is clear. Avoid too many erasures, particularly if they are deep within the paper. Also avoid smudging your work. If you require another piece of paper, one will be provided, but be sure to write your name, grade, teacher, and school on the back of it You may only get three chances if you need them.
6. Stay calm and collected. This is for fun. Good Luck.

ROUND 1 CREATIVE WRITING

CREATIVE WRITING MATERIALS

Each student will be provided with the writing paper for his/her entry. Each student should receive two sheets of paper in addition to their instruction sheet. Have sufficient paper on hand to allow for some students to start over, if they choose to. Please return unused paper.

Students are responsible to bring a pen or pencil for the competition.

Special education students may use a computer for their Creative Writing entry, but they must provide their own computer.

CONDUCTING CREATIVE WRITING

On the day scheduled for the Creative Writing competition, begin arranging for the competition about one half-hour before it is scheduled. If it is to be conducted in the classroom, meet with the test administrators (or teachers, if they are willing) to distribute the materials for each classroom.

Students will receive a Creative Writing Instruction Sheet from which they will select one of three story leads for their composition. Students should bring a pen or pencil. Writing paper is provided by CAO. Students will have one hour and fifteen minutes to complete their composition. Advise the students about five to ten minutes before the end of their one hour and 15 minute period

CREATIVE WRITING - ROUND 1 INSTRUCTION SHEET

1. Students are required to write up to four pages (200 to 400 words) on one of the three story leads listed below. Be sure to identify the story lead that you are writing about.
2. Each entry will be judged based upon organization, sentence structure, mechanics, including spelling, grammar, and handwriting, originality, and creativity. Your entry must relate to one of the three subjects provided to be considered valid.
3. You will be given three sheets of paper. You may request up to three additional sheets for an outline or first draft, but do not submit more than four sheets for your final entry.
4. Be sure that your name, school, and home phone are at the top of each sheet of paper of your final entry.
5. You have one hour and fifteen minutes to complete your creative-writing piece. You should be present, in your seat, at the beginning of the session. Late arrivals will not be given additional time to complete their work. We will alert you about five minutes before the end of the time limit to let you finish up your story.
6. Pick one of the following three leads for your story:
 - a. Story lead #1
 - b. Story lead #2
 - c. Story lead #3
7. Remember to stay calm. This is for fun! Good luck and thanks for participating.

CITY PRELIMINARY ROUND

This section describes the City Preliminary Round to be conducted at the Boys and Girls Club of Camarillo at the corner of Temple and Ponderosa.

PURPOSE

The purpose of the City Preliminary Round is to narrow the field of students in each subject and each division to about six. This applies to all subjects except art and creative writing where this round is actually the final round.

Students are brought to the Boys and Girls Club of Camarillo in groups, according to each subject, over a three-day period. It is important that all students take their subject tests together at the same time to ensure fairness to all competitors. The schedule of testing is provided to each site coordinator in their information packet.

There is also a student letter that you can issue to the top scorers from each School after the Round I testing which notifies the students of their win and the date, time, and location of the City Preliminary competition. In addition, you might want to prepare a letter to the teachers which states the names of those students and the times these students will be leaving their classrooms to participate in this round of competition.

The most important aspects of this Round are arranging for the drivers and, where required, getting permission slips from parents for the students to participate in the Round. Most schools consider this a field trip and must have a permission slip from parent or guardian to allow the student to leave campus and attend the event. Your school might consider the original CAO registration slip for such permission, but, although the letter states that City preliminary and final rounds involve testing at the Boys and Girls Club and City Hall, respectively, there is no explicit indication on the registration slip that the student will be away from the school campus or that transportation will be required. Be sure to check with the principal at your school to understand his or her requirements.

Upon arrival at the Boys and Girls Club, students will proceed to the testing areas - see the map or follow the signs and arrows provided at the Club-where each student will be checked in according to their respective division. During check-in, the students will receive their City Preliminary Participation Certificate. Students receive one certificate for each subject they participate in. Thus, those students participating in two or three subject areas will receive two or three certificates, each one prior to each subject area test.

Quite often, students are involved in two tests that will be conducted back-to-back. Students will want to wait in the Boys and Girls Club area. **IT IS THE RESPONSIBILITY OF THE STUDENT'S PARENT / SCHOOL TO SEE THAT THE STUDENT IS CHAPERONED DURING THE PERIOD BETWEEN TESTS AS WELL AS DURING LUNCH BREAKS. CAO CANNOT ASSUME ANY RESPONSIBILITY OR LIABILITY FOR THESE STUDENTS.**

WRITTEN TESTS

For the seven subject areas for which written tests are given, each student is given a test in the fill-in-the-blank format. Students must provide the answers to 25 questions. Students are provided with 30 minutes for each test- except for mathematics where 45 minutes is allowed. This is ample time to complete the test.

After each test, the papers are collected and scored. Tests are reviewed at least twice to ensure correct and consistent scoring. As with the School Round I, no scores will be released or discussed. The top six winners will be posted in alphabetical order the following day at the Boys and Girls Club. We also try to provide each school with a list of City finalists, but this usually takes a week to compile.

ART AND CREATIVE WRITING

For these subject areas, this round is the final round.

For Art, as with the school round, students will be asked to draw a still life from materials provided by CAO. This drawing is more complex-and requires more skill. Students should bring at least two pencils. An Art Instruction Sheet and all other materials will be provided by CAO. Students will have one hour and fifteen minutes to complete their drawing.

For Creative Writing, students will receive a Creative Writing Instruction Sheet from which they will select one of three story leads for their composition. Students should bring a pen or pencil. Writing paper is provided by CAO. Students will have one hour and fifteen minutes to complete their composition.

ART AND CREATIVE WRITING WINNERS

The winners in these subject areas will be notified within a week after participating in this Round (by phone and/or email) and they will be invited to attend the Awards Ceremony. In addition the drawings by the top 6 final winners in Art and the compositions by the top 6 final winners in Creative Writing for each division will be on display during the City Finals at City Hall and at the Awards Ceremony.

SPEECH

The City Preliminary Round for Speech is also conducted at Boys and Girls Club of Camarillo for both divisions. Refer to the City Preliminary schedule for date and time.

Students should check in to receive their number and instructions. They will be required to present their speech three times before three different sets of judges and in three different groupings of students. Scoring of this competition is completed about one hour after the last speaking period. We also try to provide the judging sheets from this round for student review.

We are sorry that parents, other family, and friends will not be able to observe their students during this competition due to limited space availability in some areas that are being used.

ART WINNERS NOTIFICATION LETTER

February 21, 2018

Dear _____ .

Your Art entry in the Camarillo Academic Olympics has won ____ place overall. Congratulations! You did an outstanding job and now we want to award you for your efforts.

Our Awards Ceremony will be on Thursday night, March 15, 2018, at the Monte Vista School Gymnasium (at the corner of Lantana St. and Ponderosa) beginning at 6:30 p.m. We want you, your family, and friends all to come to this exciting event where city and school officials along with hundreds of Camarillo and Somis citizens honor all of our award winners.

Again, congratulations, hope to see you on March 15th.

Sincerely,

Hannah Foote & Mandy McCarthy, CAO Coordinators

CREATIVE WRITING WINNERS NOTIFICATION LETTER

February 21, 2018

Dear _____ .

Your Creative Writing entry in the Camarillo Academic Olympics has won ____ place overall. Congratulations! You did an outstanding job and now we want to award you for your efforts.

Our Awards Ceremony will be on Thursday night, March 15, 2012, at the Monte Vista School Gymnasium (at the corner of Lantana St. and Ponderosa) beginning at 6:30 p.m. We want you, your family, and friends all to come to this exciting event where city and school officials along with hundreds of Camarillo and Somis citizens honor all of our award winners.

Again, congratulations, hope to see you on March 15th.

Sincerely,

Hannah Foote & Mandy McCarthy, CAO Coordinators

CITY FINAL ROUND

This section describes the City Final Round and the activities conducted during that portion.

All finals are conducted at the Camarillo City Hall, 601 Carmen Drive. They are conducted in the City Council Chambers - the right entrance doors as you approach the main entry to City Hall. Each student will receive an email notifying him/her of their participation in the finals and also providing the date and time of the competition. In addition, you might want to prepare a letter to the teachers which states the names of those students and the times those students will be leaving their classrooms to participate in this final round of competition.

Transportation for this Round is usually left to the parent, although the Site Coordinator may be asked to arrange for assistance when a parent or guardian is unable to provide it.

Upon arrival at City Hall, the students are checked in. Please advise the students to be on time so as to avoid delays. Students not participating in that round of questioning will be escorted to a room away from the testing to avoid any overhearing of test questions. The questions are presented to each division separately, thus the division that is not being questioned first must be isolated from the test area during the questioning of the other group. The finals are an exciting time. The students are seated at the Chamber dais - where the City Council members sit - where they will write their answers and present them for judging. The basic format for this phase of the competition is that the sponsor (Quiz Master) of the subject event will meet the students, have them introduce themselves and then begin questioning.

There will be 25 questions asked in sets of five according to degree of difficulty. The questions will be read twice. In some cases such as mathematics and English grammar, the questions/problems are also projected on a screen visible to the students and the audience. After the second reading, the students will have a specified time to answer the questions by writing their answers on sheets of paper provided.

At the call of "time" by the timer, each student will display their answer for the judges and the audience. There are three judges, usually from the sponsoring organization, to ensure accurate tracking of each contestant's score. The judges will record results on the Scoring Sheet. The contest proceeds through the 25 questions, with brief pauses between each five-question set to compare scores among the judges. No actual scores will be displayed or presented. At the end of the quizzing and scoring, the winners are announced in reverse order, i.e., sixth place, fifth place, etc., up to the first-place gold winner. Ties do occur. For the top three places, a tie will result in a skipping of the next place. For example, tie for first will mean that the next award will be a third. A letter will be given to each winner congratulating them and inviting them to the Awards Ceremony on Thursday night, March 15, 2018, at 6:30 P.M. at Monte Vista School Gymnasium.

For the Speech Finals, the students will present their speech once before the audience. The judges are located around the auditorium.

We encourage family and friends to come to City hall and watch their champion in action. In addition, the events are usually televised over the local cable network.

GENERAL INSTRUCTIONS TO SPONSOR QUIZMASTERS

OVERVIEW: The final component of CAO takes place in the City Council Chambers at City Hall. The top six students in each subject in each division (Division I = 6th, 7th, 8th grades; Division II = 4th and 5th grades) compete for first through sixth places. The final placements result from the highest scores achieved on the answers to the questions.

Each sponsor will first meet the students and then begin the questions and scoring. The sponsor acts as the Quiz Master and may provide additional support with up to three scorers. The timer is provided by CAO. After each question, the students respond in writing using felt pens and large paper. At the call of "Time", students hold their answers up for scoring. The scores are recorded with three scorekeepers.

After each phase of five questions, the scores are reconciled between the scorekeepers. At the end of the 25 questions, totals are determined and the winners announced from sixth to first place. No actual scores are given out. In the case of ties in the top three places, the next place is skipped.

QUIZ MASTER:

You will be introduced by the Master of Ceremonies. First introduce the members from your company who are assisting you. Then ask each student to stand and introduce themselves giving their name, grade, and school. (During the breaks between phases for scoring reconciliation and final tallying you will want to ask the kids about other facts like their hobbies, special interests, etc.) Remind the students and the audience that these students are the top in the City and they should feel very proud of that fact regardless of how the place during this final competition. Relax and stay cool. Then explain the rules of the competition as follows:

There are 25 questions in this competition. These are divided into five sections or phases of five questions each. The value for correct answers to the questions in each phase increases as the competition progresses. I will introduce each phase by telling you the value of each question and the time you will have to answer. I will then read each question twice. After the second reading, the time will begin. At the call of "time", you must stop writing your answer and hold it up high for the judges to see for scoring your answer. Please write clearly. Wrong answers or misspellings do not count against your score. Do you have any questions about the procedures? Good luck!

EVENT WINNERS NOTIFICATION LETTER

March 2, 2018

Dear _____

You have won ___ place overall in the _____ event of the Camarillo Academic Olympics. Congratulations! You did an outstanding job and now we want to award you for your efforts.

Our Awards Ceremony will be on Thursday night, March 15, 2018, at the Monte Vista School Gymnasium (at the corner of Lantana St. and Ponderosa) beginning at 6:30 p.m. We want you, your family, and friends to all come to this exciting event, where city and school officials, along with Camarillo and Somis citizens, honor all of our award winners.

Again, congratulations, hope to see you on March 15.

Sincerely,

Hannah Foote & Mandy McCarthy, CAO Coordinators

SUPERQUIZ (next held in 2019)

This section describes the SuperQuiz procedures. It is strongly recommended that you recruit a person to be coach for the SuperQuiz team. A SuperQuiz workshop for coaches will be scheduled.

OVERVIEW

The SuperQuiz provides an opportunity for the schools to compete against one another as teams. The teams, each consisting of a maximum of five students, are formed by the schools, one team per division. The selection of the team members is left entirely up to the schools. There can be no alternates or substitutes once the team has been officially designated and the team member names have been submitted to the CAO Organizing Committee. If a team member is not able to compete, the team will compete with fewer members.

The SuperQuiz begins with the Preliminary Round, where teams will answer a predetermined number of questions. Scores, which are never revealed, are not carried over from the Preliminary Round to the Finals. The six highest scoring teams (plus ties) from the preliminaries advance to the two-stage Finals the day/evening of the Awards Ceremony. Teams will answer the bulk of the questions for the Finals in Stage I and answer the final five questions at the Awards Ceremony.

TESTING FORMAT

The school teams will sit in five-person clusters with a team judge seated next to the team. A team captain, designated prior to the event, is the only spokesperson for the team: Questions are asked by the Quizmaster. Teams will confer on their answers and write them down on a pad provided to the captain. When "Time" is called, the team captain stands and shows the judge the team's answer. The judge will either enter points for the correct answer on an answer sheet provided to them or enter either "0" or the answer of the team for partial credit consideration by the CAO chief judge.

AWARDS

All teams competing on the night of the SuperQuiz finals are automatically winners and will be presented with their awards immediately after the scoring of the SuperQuiz. In addition, the winning teams in each division are presented with the Richard C. Smith Trophy, with the right to display this trophy for the next two years. A modest check (approximately \$100) is also presented to the winning schools from the CAO Organizing Committee.

PRINTED SOUVENIR PROGRAM

OVERVIEW

The Souvenir Program provides each participant and school with a lasting reminder of their participation in CAO. It contains a variety of information including the Awards Ceremony program, names of students who placed in the City Preliminary and Final rounds, school booster ads, information and pictures about CAO, acknowledgments for the volunteers and other individuals and organizations that make CAO possible, etc. It is funded primarily through advertising sold to sponsors and other businesses and organizations in the community that support CAO.

Each school has four basic areas of input to this Program: photos from Round I testing, listing of the school winners, the listing of volunteers that supported CAO at the school, and a booster ad (optional).

SCHOOL WINNERS

After completing the testing in Round I, school level winners are determined. For Division I schools, four individuals per subject area will move to the next round. For Division II, only three students per subject area will move to the next round. (The reason for this difference is simply that there are many more Division II schools than Division I and we can only accommodate about 50 students each in the City preliminary test area.)

SCHOOL VOLUNTEERS

Throughout the planning and conducting of CAO, there are usually numerous people involved. We want to be able to recognize each for their valuable contributions to supporting CAO and therefore want each school to keep track of these individuals and provide us with their names so that they can be acknowledged in the Program. Remember to include helpful school staff and teachers as well and parents and community members who assist as test administrators, judges, SuperQuiz team coaches, etc. It is important that the students and community realize the scope of effort for CAO and the number of people willing to devote time and energy to conducting it.

The Volunteer form should be provided to the CAO Organizing Committee by the deadline established, usually within a week after conducting Round I.

BOOSTER ADS

Several pages in the Printed Program are provided for school organizations to place a small booster ad. For a nominal fee (\$100), schools can place a booster ad. The print-ready ad must be provided by the deadline established by CAO. CAO reserves the right to modify booster ads prior to placing them in the program.

By the completion of Round I, each school should indicate their intention to place a Booster ad in the Program by submitting a reservation form along with a check for the ad fee.

PHOTO COVERAGE

The Program will also include photographs from the various schools participating in CAO. It is requested that at least 10 digital photographs (taken of different students participating in different subject test) be submitted to CAO from each school. Please include student names, grade, and subject. CAO will provide a photographer for City Preliminary and Finals testing.

AWARDS CEREMONY

GENERAL

The Awards Ceremony is perhaps the most exciting aspect of CAO. Community leaders, even county and state officials, sponsors, parents and friends, students, etc. all come to recognize the winners in each subject and division. It is a very festive occasion, with lots of cheering and applause. The ceremony is conducted at Monte Vista School Gymnasium which is very large and can accommodate a large crowd. It is held in the evening so that family and friends can attend.

SCHOOL FLAGS & BANNERS

On the day prior to the ceremony, each school is requested to bring a school flag, banner or some other sign from the school (some schools have their students paint a large mural) to Monte Vista School Gymnasium so that it can be displayed on the walls of the gymnasium during the Awards Ceremony. The CAO Organizing Committee will attempt to take care of these banners, but it cannot be held liable for their condition. This banner should be picked up by a school representative immediately following the Awards Ceremony or alternative arrangements should be made with one of our Program Coordinators prior to the Awards night.

AWARDS CEREMONY FORMAT

The Awards Ceremony is about two hours in length. After presentation of the Flags and introductions, the winning students from each school will be asked to go to a room where they will be organized to march in for their individual awards.

Then the subject winners are presented with their medallions and medals. The winners in each subject area and division are marched into the gymnasium, escorted by CAO officials, and placed on an award stand in the Awards area. Here the winners are announced and presented with their awards by sponsor and community leaders also on the Awards stand. Awards are presented in reverse order, i.e., sixth place, fifth place, etc., with the "Gold" medallion going to the first place winner.

For those students not able to attend the Awards Ceremony, it is the responsibility of the School Site Coordinator to arrange to pick up the medallions or medals for those students.

PROGRAM EVALUATION

This section is your opportunity to provide valuable feedback on the planning and conducting of CAO as you experienced it. Please complete the enclosed Evaluation Form and return it along with this book to the Program Coordinator.

Every time CAO is conducted, particularly during the planning phases, we review the comments from these evaluation forms for ideas, suggestions, and comments regarding any problems you may have encountered. Thus, we rely on your valuable evaluation comments and suggestions to incorporate and improve our program each time it is conducted.

We certainly appreciate all of your work and hope that you have enjoyed the entire program!

CAO SITE COORDINATOR'S EVALUATION FORM

Please complete this Evaluation Form and return it at the final CAO Site Coordinator's meeting. Your feedback and comments are valuable in planning future CAO's. Where appropriate, please circle your rating with 5 = outstanding, 4 = good, 3 = satisfactory, 2 = fair, 1 = poor, N/A = unable to evaluate. Use the other side of this form for additional comments, if needed.

SITE COORDINATOR MATERIALS AND TRAINING

Handbook	5	4	3	2	1	N/A
Workshops	5	4	3	2	1	N/A
Program Coordinators	5	4	3	2	1	N/A

Comments: _____

PROGRAM PHASES

Registration			5	4	3	2	1	N/A
School Test Packet Preparation			5	4	3	2	1	N/A
School Level (Round 1) Testing			5	4	3	2	1	N/A
City Preliminary Testing			5	4	3	2	1	N/A
City Finals			5	4	3	2	1	N/A
Awards Ceremony			5	4	3	2	1	N/A

Comments: _____

PROGRAM ASPECTS

Written Tests				5	4	3	2	1	N/A
Art				5	4	3	2	1	N/A
Creative Writing				5	4	3	2	1	N/A
Speech				5	4	3	2	1	N/A
Communication between CAO and you				5	4	3	2	1	N/A

Communication between CAO & school staff	5	4	3	2	1	N/A
Publicity	5	4	3	2	1	N/A
Other (please specify)	5	4	3	2	1	N/A

Comments: _____

Would you be willing to be a Site Coordinator in 2020. Yes _ No _

CAO Organizing Committee member? Yes _ No _

Suggested future SuperQuiz Topics _____

School: _____ Site Coordinator: _____