

ALL INDIA ESSAY WRITING EVENT : 2012

GUIDELINES FOR VOLUNTEERS

While visiting schools

1. Refocus on **Quality** and not so much on quantity. **Only willing** schools and students to participate. Volunteers must ensure that participation of schools and students should **purely be based on willingness**.
2. Volunteers must equip themselves by **reading** all the information and details to **effectively communicate** to the Principal/teachers of the schools they visit.
3. It is very important to correctly name the event and its organizers. "**The All India Essay Writing Event-2012** is presented by **Shri Ram Chandra Mission** in collaboration with the **United Nations Information Centre for India and Bhutan.**" **SRCM** is an associate **NGO** of **UNDPI**. It is very important to stress on using this exact language.
4. The **letter of Introduction must** be carried when visiting schools. Only a color printout of the letter neatly enclosed in an envelope addressed to the Principal/Head of the institution should be handed over.
5. Volunteers must make it a point to **clearly present all the details of the event** to the school representatives and provide them all the material as Introduction letter, brochure, poster, Hindi flyer, bio-data sheet, evaluation criteria and list of total participant's sheet. Take contact number of the teacher and an appointment for a comfortable time to talk with and leave your **contact number** with them also. Be in touch with the teachers coordinating the event, and continually **follow up** until the essays are received.

Appeal to principals/teachers and students

1. Volunteers must request school authorities to **announce the details of the event** during the school assembly. Brochures, posters and flyers can be put on **notice-board**. **Teachers should be requested to discuss the topic with students** with the help of points given under 'something to think about' to develop their thought process about the topic.
2. Teachers should be requested to encourage students to discuss the topic with their parents, siblings, and friends. Students should be informed that they are allowed to make extensive research about the topic from books and internet. However, they must carefully comprehend the subject and retain their **originality**. Due acknowledgement and **credit must be given** to all ideas originating from outside sources.
3. It is important to stress that the **students must be informed timely** and **discussions on topic** by **teachers must be done well in advance**. Students should be allowed to write at home. Students' expressions must be based on his/her original thoughts and deep understanding of the topic and his/her personal experiences & real life observations.
4. Schools must **permit all willing students** to submit their essays to the school authorities. **Only the top five entries in each language** will be required to be selected (on the basis of our evaluation criteria) and submitted to the **SRCM** volunteers. In screening the top five essays (in each language), our evaluation criteria can be treated only as guidelines by the schools. The essays are to be graded primarily on originality and content. The schools must not put scores on the essay sheet.
5. Two colored **brochures** will be given per school/college. We will need to conserve the brochures as this represents a significant printing cost for the Mission. Soft copies/print-outs of the brochures can be used if more are required.
6. Soft copy of a **poster** will be provided which highlights the link to Essay Event related guidelines on our website. Volunteers must ensure that one or more colour printouts of this poster is put up on the notice boards in an institution. This will provide easy access to information related to the Essay Event to prospective participants. It will also create an opportunity for participants and their associates to get introduced to our website.

During collection of essays from schools

A template of bio-data slips is provided. At the time of collecting essays shortlisted by the institution (five essays per language) volunteers must ensure that a properly filled bio-data sheet is attached with each essay submitted. Volunteers should collect a complete list of participants with class and signatures of the students and teacher on it on the format provided. **This year kindly ensure that institutions provide us the list language wise. Separate sheets should be used for each language.**

Check list when visiting schools

- I. **SRCM ID Card** : Volunteers must carry his/her card positively.
- II. **Letter of introduction** : Enclosed in an envelope addressed to the Principal / Head of Institution.
- III. **Brochures**: Two printed brochures are to be given to each institution and give soft copies/print outs if they require more.
- IV. **Poster** : One or more printouts to be put up on the notice board.
- V. **Bio-data Slips**: Should be correctly filled and attached with each essay, while Institutions submit their essays.
- VI. **Evaluation criteria**: Guidelines for the teachers to screen best five entries per language.
- VII. **List of Participants** : With students names, class and signatures of students & teacher.