National Society, Sons of the American Revolution

Americanism Elementary School Poster Contest Instructions
Including Chapter and State Society Guidelines

Deadline for Entry Form Submission: June 1st

This Document has four parts:

1. Rules and Guidelines to Teachers, Scout Leaders, Parents, Students, Etc. on entering the Americanism Elementary School Poster Contest.
2. Chapter Instructions.
3. State Society Instructions.
4. Instructions on using PDF Files.

RULES AND GUIDELINES – ELEMENTARY SCHOOL POSTER CONTEST

The National Society SAR developed the Americanism Elementary School Poster Contest to help stimulate interest in and aid the study of American History in the 3rd, 4th or 5th Grade Curriculum (depending on the grade the subject is taught). This Contest also includes; Cub Scouts, Brownies, Children of the American Revolution and other youth organizations recognized by the NSSAR Americanism Committee in addition to public, private, parochial, or home schools.

Participants from organizations other than schools must be of equivalent age for 3rd, 4th or 5th grade, whichever year that they teach American History in the specific school district. If they teach American History in lower grades at selected schools, an entry may be accepted for the competition at the discretion of the NSSAR Americanism Committee. Judging of ALL entries will be on an equal basis regardless of point of origin.

The theme for the Poster Contest rotates annually based on whether the school year ends in an even number or an odd number.

For academic years ending in even numbers:
The theme shall be "Revolutionary War Event or Events". (E.g. 2017-18)

For academic years ending in odd numbers:
The theme shall be "Revolutionary War Person or Persons". (E.g. 2018-19)

The National Americanism Committee highly suggests that each state society chose a specific topic within the confines of each above stated topic for ease of judging on the chapter and state levels.

RULES AND GUIDELINES: *(we use the word "student" to describe the person entering the contest)*
- All posters must be two-dimensional. We will not accept or allow any three-dimensional entries.
- Submitted posters shall be on either traditional poster board or thicker display board. The size of the poster board shall be 22 inches by 28 inches.
- The students name cannot be on the front of the poster.
- Computer aided graphics designed material may be used on the posters. However, this material must be of original design and is limited to no more than fifty percent of the poster. We will not allow commercially produced or printed material such as clip art. Use of trademarked or copyrighted material will be grounds for disqualification.
- Each local school winner will compete at the chapter level. Each chapter winner will compete on the state society level. Each state society winner will compete on the national level.
- The National Committee will only accept one (1) entry from each State Society.
- Each state society must email a completed entry form to the NSSAR Americanism Committee Chairman with a copy to the NSSAR Education Director no later than June 1st.

- **Each State Society must deliver their winning poster to the Headquarters Office at the Annual Congress <u>no later than 9:00 am</u> on the Sunday prior to the Youth Awards Luncheon.** Delivery may be by mailing the entry to the National Headquarters no later than two (2) weeks prior to the Annual Congress, by mailing the Annual Congress Hotel no later than one (1) week prior to the Annual Congress with the phrase "Attn: NSSAR Education Director" or by hand delivery at the Annual Congress.
- All posters will have a copy of the entry form affixed to the back of the poster. The Committee will not consider the attached form as the official entry form. We will use the attached form to identify the poster for judging and retrieval purposes. The state society must redact the student's address on the affixed copy of the entry form.
- The NSSAR Americanism Committee members will conduct judging of the posters at the Committee meeting held during the annual Congress.
- **All posters will be judged by the following criteria:**
    - **Does the poster express the annual theme?**
    - **Does the poster show originality by the student?**
    - **Does the poster show evidence of research?**
    - **Does the poster show artistic merit and creativity?**
    - **Does the poster accurately reflect the historical event?**
    - **Is the poster neat and visually pleasing?**
- Chapters and State Societies may present cash and other awards on their respective levels. The NSSAR **will not** reimburse a local chapter or state society for any expenses incurred in awarding prizes or conducting a contest.
- The National Committee will announce the contest winners at the annual Youth Awards Luncheon during Congress. The Committee will present the awards to a representative of the sponsoring State Society for later presentation to the winning student.
- The Committee will display all posters at the National Congress following the judging. The Committee will display the top three (3) posters at the NSSAR National Headquarters for one (1) year following the Annual Congress. A State Society representative must pick up all other posters before the conclusion of the Annual Congress. The Committee will return the three winning posters to the respective State Societies at the conclusion of the year.

National Americanism Poster Contest Prizes

Winner:	First Place Blue Rosette Ribbon Cash Prize to be determined, Certificate
1st Runner-up:	Second Place Red Rosette Ribbon Cash Prize to be determined, Certificate
2nd Runner-up:	Third Place White Rosette Ribbon Cash Prize to be determined, Certificate

* The Committee will present a Corresponding Certificate to the Chapter's Americanism Chairman for his outstanding efforts. The Committee will present the Certificate at the Youth Awards Luncheon.
* Each participating State Society will receive a streamer in recognition of providing an entry.

Please provide all required contact information for the teacher/leader, chapter, and state Americanism Committee Chair. If needed, the Committee will use this contact information to get details on the winning student in order to make an appropriate announcement at the Youth Awards Luncheon.

Poster Contest Judging Procedure:
- School/Organization Level   Chapter Americanism Committee
- Chapter Level   Chapter Americanism Committee or Chapter members
- State Level   State Americanism Committee or State Society members
- National Level   NSSAR Americanism Committee Members

CHAPTER INSTRUCTIONS:

PDF fillable forms **require** that you *have the latest version* of Adobe Reader. These are free downloads from http://get.adobe.com/reader/. Use caution in choosing the correct operating system for your computer. In addition, make sure you check for updates by going to the Adobe website or by opening up Reader, clicking on HELP and then click on "Check for Updates".

BEFORE starting on your Americanism Poster Contest Entry Form, please follow the instructions provided below. Listed above are the Rules and Guidelines for the Americanism Elementary School Poster Contest.

Use the "*Click to Save to Your PC*" button found at the bottom of the "Form". Add your Chapter Name to the front of the Saved file Name.

For example, "MyChapter Americanism Poster Contest Form for 20xx-20xx.PDF".

The folder you save the document in is your choice. Just remember where you saved it.

Once saved, call up the entry form and complete the "Chapter Information", "Student Information" and "Organization Information" sections of the form.

Once the Entry Form has been completed and saved using the "*Click to Save to Your PC*" button, Email a copy of the entry form to the State Americanism Chairman. Please request a "Read Receipt" to confirm that the file was received.

STATE SOCIETY INSTRUCTIONS:

PDF fillable forms **require** that you *have the latest version* of Adobe Reader. These are free downloads from http://get.adobe.com/reader/. Use caution in choosing the correct operating system for your computer. In addition, make sure you check for updates by going to the Adobe website or by opening up Reader, clicking on HELP and then click on "Check for Updates".

BEFORE starting on your Americanism Poster Contest Entry Form, please follow the instructions provided below. Listed above are the Rules and Guidelines for the Americanism Elementary School Poster Contest.

AFTER the State Society has chosen its Americanism Poster Contest Winner, use the "*Click to Save to Your PC*" button found at the bottom of the "Form" to begin a new entry form following the process outlined in "Chapter Instructions". Be sure to add your State Society Name to the Saved file Name. For example, "MySociety Americanism Poster Contest Form for 20xx-20xx.PDF".

The winning State Society poster must have a new entry form completed *in duplicate* for the winning student. One (1) copy must be emailed to the NSSAR Americanism Committee Chairman and one (1) copy must be emailed to the NSSAR Education Director.

The deadline for submission is **June 1st** prior to the Annual Congress where final judging will take place. Use the "*Click to Email*" button to email the "renamed" form as an Attachment. By clicking on the Email button on the **Form**, this document will be sent to **both** the NSSAR Education Director, (cwilson@sar.org), and the National Americanism Committee Chairman (Americanism@sar.org)

USING PDF FILES

On the website of the National Society Sons of the American Revolution, State Society Websites, and Chapter websites, you will find that almost EVERY "Document" and "Form" will REQUIRE that you have and use the latest version of the "FREE" Adobe Reader. This is also true for the Daughters of the American Revolution (DAR) website. These are "FREE" downloads from http://get.adobe.com/reader/. Please make sure you download the Version that is correct for your systems operating software. There are different versions for different Windows Operating Systems and different versions for different MAC Operating Systems, and for the Android Operating System. In addition, make sure you check for updates by going to the Adobe website or by opening up Reader, clicking on HELP and then click on "Check for Updates".

Special Notice regarding a Failure to Complete an SAR PDF Form Successfully. The most frequent complaint that is received centers on the inability to fill-in forms successfully and save the completed form. Such a problem usually occurs because (1) Instructions are not followed. (2) The computer you are using does not have an authentic copy of **Adobe Reader** installed on it. (3) The computer you are using has not been programmed to associate PDF files with your authentic **Adobe Reader** software. And/or (4) the user does not realize that Microsoft Windows 10 uses Edge as the default internet browser.

To correct the inability to fill-in any Form correctly, we advises you to take the following steps, knowing that the first two steps will solve most problems. Steps to follow: (1) Open the form you want to use. (2) Immediately, save the PDF file to your computer with a file name such as **MY Form.pdf**. Make sure you remember what you named the file and where you saved the PDF file on your computer. (3) Open your newly named file and fill it out, following the instructions. (4) Once you have completed and saved the Form, you can attached the file to an email. It is important that you use authentic copy **Adobe Reader**, preferably version XI or later as your default PDF reader.

Please be aware that some computer software manufactures install alternative software instead of the **"FREE" Adobe Reader**. While these PDF viewers will open and let you read almost all PDF files / forms, they will NOT allow you to complete or fill in a PDF fillable Form. Again, let me say it is crucial that one's computer has an authentic copy of **Adobe Reader**, preferably Adobe Reader XI or later. Notice we stated **"Authentic" Adobe Reader**. We did not say PDF Pro 10, which is not an authentic Adobe PDF reader—it is a cheap imitation reader bundle with some computers just so you think your system can do all things. Other PDF Readers that are not an **"Authentic" Adobe Reader** include Sumatra PDF, Nitro Reader, Foxit Reader, PDF-XChange, and PDF Preview for Microsoft. By now we trust you have gotten the point that you must have an **"Authentic" Adobe Reader**, preferably version XI or later, to complete or fill in a PDF Form.

Please ensure that **Adobe Reader** is the default PDF reader by verifying that it has been "associated" properly by following these instructions (Using Windows 10 as the Example): On the left end of the taskbar, Right click on the "Start Icon". Left click on "Search" and then at the very bottom type in "Default Programs". Then select "Choose a Default App for each type of file". This will give you a screen that on the left gives you the file name like ".docx" for Microsoft Word. Scroll down until you find ".pdf" – Adobe Acrobat Document. The associated file type on the right should say **"Adobe Acrobat Reader DC"** – if you have the latest FREE version. If it does not say Adobe Reader but says Microsoft Edge or some other program, then Left Click on the file name and choose **Adobe Acrobat Reader DC**. If you are using the recent free Windows 10 software, know that your browser is EDGE and not Explore. The Edge and Explore icons look alike but on close examination it is not so. Edge does not work currently with certain PDF files, especially Adobe created files. The cure is to download Mozilla Firefox or Google Chrome or reinstall Explorer. Windows 10 does not tell you that Explorer is in the Windows 10 bundle, but it is there. Many feel that it is simpler to download Mozilla Firefox or Google Chrome than to uncover where Explore is hidden. The Bottom line – the Edge Browser will not work with PDF fillable forms. So download Mozilla Firefox or Google Chrome and use it.

If the default software used by your computer to read Acrobat (PDF) files is something other than Adobe's Reader, you can choose to open them with Adobe Reader anyway - this allows you to take advantage of fillable forms, hyperlinks, buttons and other features that Acrobat (PDF) documents often contain. To ensure that you are opening an Acrobat file (PDF) in **Adobe Reader**, first find the file in your computer. Instead of double clicking to open the file, you should right-click on the file instead. This will open a small action menu. Look down the list of options for a selection named "open with". If you hover over that selection, it will expand to show a list of options for opening the PDF. You should left click on **Adobe Reader** in the list. Your PDF will now open the the program it was intended to be used in. NOTE: This will not change the defaults of your computer. It will only use **Adobe Reader** this one time.

Mac users have also informed us that Apple has its own program to open Adobe Reader files. One problem in using OS X Preview to fill in form fields is that the filled in forms will probably not be viewable on a Windows system. They tell me the solution is to change the "Open With" default application to **"Adobe Reader"**. You might also want to do an internet search on your favorite search engine like "Google" using the phrase **"adobe reader for pdf files on a mac"** to give you more information. You might also want to do an internet search for the phrase **"how to configure Mac OS X to open PDF files with Adobe Reader"**. It has been suggested that to configure Mac OS X to open PDFs with Reader or Acrobat, do the following, but there may be other options:

1. Click the PDF file's icon in the Finder to select it.
2. Choose File > Get Info.
3. Click the triangle next to Open With.
4. Choose "**Adobe Reader**" from the Open With menu (if it's not on the list, choose "Other" to select it).
5. Click Change All.

<mark>If you have followed the above instructions and still have a problem with PDF files and fillable forms, please contact the National Americanism Committee Chairman at Americanism@sar.org.</mark>

To **"Print"** a copy of these Instructions, please click on the "Click to Print" button below.