

# DESIGN DRAFTING COMPETITION

**INDIVIDUAL SPONSOR  
ADMINISTRATOR**

**SUPPLEMENTAL SUPPORT  
MATERIALS & FORMS**

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**NOTE:** Drawings may be created utilizing any computer aided design (CAD) program available to the contestants, drawn by hand, or may consist of a combination of computer aided or hand drawn drawings.

## Individual Sponsor Checklist & Contact Info

**YEAR:** \_\_\_\_\_

<i>Due Date</i>	<i>To Do Item</i>	<i>Date Done</i>
	Get problem from NEF Website. Using Quick Reference Guide & Time Line set deadlines and prizes	
	Send Intro Letter to area schools, letters to potential sponsors and Press Releases to local media	
	Send Reminder to schools about Application due date	
	Application due date	
	Code <i>(as specified on Page DD2-6 of DD Guidelines)</i> & Send Acknowledgement letters to instructors/contestants	
	Find judges <i>(minimum of 3 per guidelines)</i> & set judging date	
	Date to Receive projects <b><i>(No later than February 15)</i></b>	
	Judging Date	
	Local Winner due to National Administrator <i>(11:00 PM ET – First Monday in April)</i>	
	Notify winner and present participant acknowledgements to contestants	
	Return remaining projects back to contestants with judging forms	
	National Winner announced <i>(no later than First Monday in May)</i>	

Sponsor Administrator: \_\_\_\_\_

Contact Info: Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Prizes:</b>	<b><i>Division</i></b>	<b><i>First Place</i></b>	<b><i>Second Place</i></b>
	High School	_____	_____
	College	_____	_____

## SAMPLE INTRODUCTORY LETTER TO SCHOOLS (USE YOUR LETTERHEAD)

*Date*

*Instructors Name*

*School*

*Address*

*City/ST/Zip*

RE: NEF Design Drafting Competition

The **(insert sponsor name)** is sponsoring the NAWIC Education Foundation's Design Drafting Competition for the *(insert school year)* school year, and we wish to encourage you and your students to participate.

The contest provides recognition to contestants for their creative design, successful problem solving skills and craftsmanship in preparing architectural drawings and renderings. The drawings may be created utilizing any computer aided design (CAD) program available to the contestants, drawn by hand, or may consist of a combination of computer aided and hand drawn drawings. The winner of the local competition will be submitted to compete in NEF's National Competition.

*(Insert Sponsor)* and the NAWIC Education Foundation believe the challenge of meeting future workforce demands requires immediate attention to the importance of educating, training, and preparing our youth for careers in the construction industry.

We hope you will encourage your students to enter this competition and look forward to hearing from you and from them.

*Competition Administrator  
(Contact information)*

**Participant Code:**

Assigned by Sponsor

## HIGH SCHOOL DIVISION APPLICATION FORM (HD)

***I wish to enter the NAWIC Education Foundation Design Drafting Competition. I have read and agree to be governed by all rules and specifications of the competition.***

Date: \_\_\_\_\_

Participant Name: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Grade: \_\_\_\_\_ Age: \_\_\_\_\_ **\*\*\* Gender:** \_\_\_\_\_ Female \_\_\_\_\_ Male

Years Participated: \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4

**\*\*\* NEF is a non-profit Foundation and relies on grants to supplement our funding. Grant applications require we supply the race and gender of students who participate in our projects.**

Parent/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
*(required for award winners)*

***Please specify the type of drawing:*** \_\_\_\_\_ CAD \_\_\_\_\_ Hand \_\_\_\_\_ Combo of Both

**Release:** I hereby consent to the use of my child's name or photograph in promoting or publicizing the Foundation, or this specific event, now or in the future. On behalf of my child, I understand that his/her entry becomes the property of NEF for its exclusive use. I further represent that this entry is the entrant's original work and does not infringe on any patent, copyright or other right of another. On the entrant's behalf, I agree to indemnify NEF against any claim of infringement or violation of the rights of another in the design entered.

Participant's signature: \_\_\_\_\_

Teacher (print): \_\_\_\_\_

Teacher's signature: \_\_\_\_\_

Parent/Guardian (print): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Region: \_\_\_\_\_

Design Drafting Administrator: \_\_\_\_\_

**Participant Code:**

Assigned by Sponsor

## COLLEGE DIVISION APPLICATION FORM (CD)

***I wish to enter the NAWIC Education Foundation Design Drafting Competition. I have read and agree to be governed by all rules and specifications of the competition.***

Date: \_\_\_\_\_

Participant Name: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Grade: \_\_\_\_\_ Age: \_\_\_\_\_ \*\*\* Gender: \_\_\_\_\_ Female \_\_\_\_\_ Male

Years Participated: \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4

**\*\*\* Ethnicity** (Please select one)

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native
- White (Caucasian)
- Asian
- Native Hawaiian or other Pacific Islander

**\*\*\* NEF is a non-profit Foundation and relies on grants to supplement our funding. Grant applications require we supply the race and gender of students who participate in our projects.**

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
*(required for award winners)*

***Please specify the type of drawing:*** \_\_\_\_\_ CAD \_\_\_\_\_ Hand \_\_\_\_\_ Combo of Both

**Release:** I hereby consent to the use of my child's name or photograph in promoting or publicizing the Foundation, or this specific event, now or in the future. On behalf of my child, I understand that his/her entry becomes the property of NEF for its exclusive use. I further represent that this entry is the entrant's original work and does not infringe on any patent, copyright or other right of another. On the entrant's behalf, I agree to indemnify NEF against any claim of infringement or violation of the rights of another in the design entered.

Participant's Name (print): \_\_\_\_\_

Participant's signature: \_\_\_\_\_

Teacher's Name (print): \_\_\_\_\_

Teacher's signature: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Region: \_\_\_\_\_

Design Drafting Administrator: \_\_\_\_\_

**SAMPLE PRESS RELEASE**  
(USE YOUR LETTERHEAD)

Date to be Released - **FOR IMMEDIATE RELEASE**

Media Contact: Name, Phone # & Email

*Insert Sponsor Name & address*

**NEF Design Drafting Competition**

(Insert City, State) – **(Insert sponsor name)** is sponsoring the NAWIC Education Foundation (NEF) Design Drafting Competition for (insert division – High School or College) students in the (insert school district or college/ city). This competition is administered by the NAWIC Education Foundation to create an awareness of job opportunities in the construction industry.

The NAWIC Education Foundation is a non-profit IRS 501(c)3 corporation operating to provide and promote educational opportunities and programs to benefit the construction industry throughout the United States.

The competition provides recognition to contestants for creative design, successful problem solving and craftsmanship in preparing architectural drawings and renderings. **The drawings may be created utilizing any computer aided design (CAD) program available to the contestants, drawn by hand, or may consist of a combination of computer aided and hand drawn drawings.**

Entries will be evaluated for detail, accuracy and originality of work. Contestants will be judged at the local level with the local winning entry in each division being submitted for Regional and National Competition.

Contestants will be furnished with an architectural problem developed by a design professional, a site description and plan, and a list of required drawings and information. Judging will be performed by construction industry professionals.

**(Insert sponsor name)** believe the challenge of meeting future workforce demands requires immediate attention to the importance of education, training, and preparing our youth for careers in construction.

###

Insert basic information about the Sponsor

Insert where to find more info about Sponsor

## SAMPLE REQUEST FOR FINANCIAL SPONSORS (USE YOUR LETTERHEAD)

*Date*

*Company Representative*  
*Company Name*  
*Address*  
*City/ST/Zip*

Dear: *(insert rep name)*

Thank you for the opportunity to tell you about the NAWIC Education Foundation's Design Drafting Competition. The competition was designed to introduce your students to the construction industry in a positive and challenging manner, to foster a self-worth, to build confidence in the participants, and to encourage mentoring programs between students, educators and the industry.

This year ***(Insert sponsor name)*** is proud to sponsor the Design Drafting Competition for students from *(insert names of school, district or university)*

***(Insert sponsor name)*** is seeking financial sponsors for the cash awards and other expenses of the competition. We hope to raise ***(insert amount needed)*** in prize money and would like each participant to leave the contest with gift certificates and merchandise. In addition, we would like to give our judges gifts for offering their time and expertise to the competition.

The judging for the competition will be held *(date)* at *(location)* and the prizes will be awarded no later than ***(date)***. ***(Insert sponsor name)*** truly appreciates your support of education in our community and your support of the construction industry.

Sincerely,

*Competition Administrator*  
*(Contact information)*



## SAMPLE ACKNOWLEDGEMENT LETTER TO CONTESTANTS

(USE YOUR LETTERHEAD)

Date

Contestant name  
School name  
School address  
City, State, Zip Code

Dear **Contestant Name:**

Your application to enter the (**insert Division**) Design Drafting Competition, for the (insert year) school year has been received. We are delighted that you have accepted the challenge.

Following is your code number to include in your title block in place of your name on your drawings:

**Code No. (insert assigned code #)**  
*(as specified on Page DD2-7 of DD Guidelines)*

Your completed presentation is to be submitted for judging to the following address no later than (**Insert due date**)

**Contact Name**  
**Company Name**  
**Street Address**  
**City, State, Zip Code**

You may submit your entry in the form of original drawings (on 24" x 36" paper) or in the form of one or multiple portable document format files (pdf's) that have been formatted to print on 24" x 36" paper. Your entry must include the design narrative, your signed application form, the five (5) required drawings. You may also include two (2) bonus drawings. The design narrative and signed application shall be provided on 8 ½" x 11" paper and attached to Sheet A-1 Site Plan or in pdf format to that same size.

If you have any questions, please feel free to call me at (insert phone #) or email me at (insert email address)

The members of the (insert sponsor name) are anxious to see your accomplishments. Good Luck!!

**Chair Name**  
Design Drafting Administrator  
Sponsor Name  
Sponsor Address  
City, State, Zip Code





## INDIVIDUAL SPONSOR - HIGH SCHOOL (HD)

### PARTICIPATION STATISTICAL DATA RECAP FORM

*The NAWIC Education Foundation uses the following data in obtaining grants and other financial contributions to maintain and create our quality educational programs. At no time are these results used to discriminate or exclude people based on race, gender, religion or creed.*

Participation Stats for year: \_\_\_\_\_

# of	High Schools	_____	Youth Programs	_____				
Grade Level	9	_____	10	_____	11	_____	12	_____
Years of Participation	1	_____	2	_____	3	_____	4	_____
Forms of Drawings	Hand	_____	CAD	_____	Combo of Both	_____		
# of	Female	_____	Male	_____				
Ethnicity:	_____	Black or African American	_____	Hispanic or Latino				
	_____	American Indian or Alaska Native	_____	White (Caucasian)				
	_____	Asian	_____	Native Hawaiian or other Pacific Island				

Sponsor Name: \_\_\_\_\_

Region: \_\_\_\_\_ (Per Map in Guidelines)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Design Drafting Administrator: \_\_\_\_\_

Winning Entry: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

**Required Information Check List:** (put all loose papers together in one envelope to avoid loss in transport to the next judging level):

- \_\_\_\_\_ Signed Application form
- \_\_\_\_\_ All Required Drawings (see guidelines)
- \_\_\_\_\_ Design Narrative/Concept (attached to drawings)
- \_\_\_\_\_ Judging Forms (Chapter & Regional)
- \_\_\_\_\_ Oral Interview (Optional)

**(Individual Administrator submit this form to the National Administrator)**



**INDIVIDUAL SPONSOR ADMINISTRATOR  
COMPETITION CRITIQUE FORM FOR**

**DIVISION:**  HIGH SCHOOL  COLLEGE  BOTH

***Please critique this program.*** Your response will help improve this program to better enable the NAWIC Education Foundation (NEF) to meet its goals.

Sponsor: \_\_\_\_\_

Region: \_\_\_\_\_ (Per Map in Guidelines)

Administrator: \_\_\_\_\_

1. Where the materials provided adequate? \_\_\_ Yes \_\_\_ No

If no, why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Did you find the program difficult to administer? \_\_\_ Yes \_\_\_ No

3. Did you have an adequate budget for the program? \_\_\_ Yes \_\_\_ No

4. Were the instructors receptive to working on the competition? \_\_\_ Yes \_\_\_ No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How can we improve the program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Please use additional space as needed and submit  
these comments to the National Administrator.***