

DESIGN DRAFTING COMPETITION

**NAWIC CHAPTER
ADMINISTRATOR**

**SUPPLEMENTAL SUPPORT
MATERIALS & FORMS**

1800 Pembroke Drive, Suite 300
Orlando, FL 32810
Telephone: 407.667.3417
E-mail: nawicedu@gmail.com
Website: www.nef-edu.org

Table of Contents – Section 3A

NAWIC Chapter Local Level Sponsor Checklist & Info	DD3A – 3
Sample – Intro Letter to Schools.....	DD3A – 4
Sample – High School Division Application.....	DD3A – 5
Sample – College Division Application.....	DD3A – 6
Sample – Press Release	DD3A – 7
Sample – Request for Financial Sponsors	DD3A – 8
Sample – Acknowledgement Letter to Contestants.....	DD3A – 9
School Mid-Year Participation Form	DD3A – 10
School Annual Participation Recap Form.....	DD3A – 11
High School Participation Statistical Data Recap Form.....	DD3A – 12
College Participation Statistical Data Recap Form.....	DD3A – 13
Sponsor Competition Critique Form..... (submit to National Administrator)	DD3A – 14

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.

NAWIC Chapter Sponsor Checklist & Contact Info

YEAR: _____

Due Date	To Do Item	Date Done
	Get problem from NEF Website. Using Quick Reference Guide & Time Line set deadlines and prizes	
	Send Intro Letter to area high schools & colleges, letters to potential sponsors and Press Releases to local media	
	Send Reminder to schools/contestants 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	
January 10	Chapter participation report due to Regional Administrator	
	Find judges <i>(minimum of 3 per guidelines)</i> & set judging date	
	Date to Receive submissions <i>(No later than February 15)</i>	
	Judging Date	
	Local Winner due to Regional Administrator <i>(11:00 PM ET – Third Monday in March)</i>	
	Notify division winners and send participant acknowledgements to contestants	
	Return remaining projects back to instructors/contestants with judging forms	
	Regional Winner announced <i>(no later than First Monday in April)</i>	
	National Winner announced <i>(no later than First Monday in May)</i>	

NAWIC Chapter Administrator: _____

Chapter Name & No: _____

Contact Info: Address: _____

City/State/Zip: _____

Email: _____ Phone: _____

Prizes:	Division	First Place	Second Place
	High School	_____	_____
	College	_____	_____

(Add info to Chapter website with link to National & Regional websites)

SAMPLE INTRODUCTORY LETTER TO SCHOOLS (USE YOUR LETTERHEAD)

Date

Instructors Name

School

Address

City/ST/Zip

RE: NEF Design Drafting Competition

The *(insert NAWIC Chapter 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 go on to compete in the Regional Competition and the Regional winner will be submitted to compete in NEF's National Competition.

The members of *(insert NAWIC Chapter name)* 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 Rep

(Contact information)

HIGH SCHOOL DIVISION APPLICATION FORM (HD)

Participant Code:

Assigned by Sponsor

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: _____

NAWC Chapter: _____ (Name & No.) Region: _____

Design Drafting Administrator: _____

COLLEGE DIVISION APPLICATION FORM (CD)

Participant Code:

Assigned by Sponsor

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: _____

NAWC Chapter: _____ (Name & No.) 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 / NAWIC Chapter & address

NEF Design Drafting Competition

(Insert City, State) – (*insert NAWIC Chapter 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 NAWIC Chapter 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 NAWIC Chapter 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 NAWIC Chapter 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 NAWIC Chapter name) are anxious to see your accomplishments. Good Luck!!

Administrator's Name
Design Drafting Administrator
Sponsor Name
Sponsor Address
City, State, Zip Code

NAWIC CHAPTER SCHOOL PARTICIPATION Mid-Year RECAP FORM

YEAR: _____

NAWIC Chapter Sponsor – Obtain following information from each High School and/or College's that are participating – assign participant code and forward to NAWIC Regional Administrator by **January 10**.

NEF NAWIC Regional Administrator: **Region:** _____

Name: _____

Address: _____

Email: _____ *Phone #:* _____

NAWIC Chapter Name/Number: _____

Chapter Administrator: _____

Email: _____ Phone: _____

Participants

Name	Code <small>(as specified on Page DD2-6 of Guidelines)</small>	High School	College
Total Participants:			

NAWIC CHAPTER - 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: _____

Enter the # of participants in each category noted:

# 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 (<i>Caucasian</i>)
	_____	Asian	_____	Native Hawaiian or other Pacific Island

NAWIC Chapter Name: _____

Chapter Number: _____ Region: _____

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)

(Regional Administrator submit this form to the National Administrator)

NAWIC CHAPTER – COLLEGE (CD) **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: _____

Enter the # of participants in each category noted:

# of Colleges	_____	2-Year	_____	4-Year	_____				
Grade Level	Freshman	_____	Sophomore	_____	Junior	_____	Senior	_____	
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 (<i>Caucasian</i>)	_____				
	_____	Asian	_____	Native Hawaiian or other Pacific Island	_____				

NAWIC Chapter Name: _____

Chapter Number: _____ Region: _____

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)

(Regional Administrator submit this form to the National Administrator)

**NAWIC CHAPTER ADMINISTRATOR
COMPETITION CRITIQUE FORM FOR**

YEAR: _____ **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.

NAWIC Chapter: _____ Region: _____
(Name & No.)

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.