

# DESIGN DRAFTING COMPETITION

## OVERVIEW

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	A – NAWIC Chapter Administrator
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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.

## SPONSOR/MENTOR QUICK REFERENCE GUIDE

**Upon receipt of this package and using the “TIME LINE OF ACTIVITIES”, determine the following:**

1. Set the date that contestant applications are due and where they are to be sent (*it is recommended that the due date be before the end of December*).
2. Determine when and where the completed drawings will be delivered.
3. Set the judging date. (*Selection of judges can be made later.*)  
Set date local awards are to be presented. (*June is usually a very busy month and should be avoided, but awards should be made before the end of the school year.*)
4. After the above has been determined, complete the blanks in the application forms, prepare your letter to the High School/College Drafting Instructors as well as the Principal/Dean, other local Youth Programs and mail.
5. Send press releases to local newspapers before your mail packages. This should create interest in the project if parents and educators see it.
6. When contestant applications are returned, make sure all information is correct and complete. Make sure forms are signed, and then send an acknowledgment letter to the contestant with their assigned coded contestant numbers.
7. If possible, schedule a class period where you can meet and answer questions from the contestants and instructors.
8. After drawings are completed and have been submitted, using the “Required Information Check List” confirm that each submittal is complete and ready for judging..
9. Start judging. NAWIC Chapter first-place projects for each division (High School/Youth Programs and College) goes to the Regional Sponsorship Administrator for the Regional Competition.
10. The Regional & Individual Sponsorship winning projects for each division will be sent to the National Administrator for judging in the National Competition.

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## TIME LINE OF ACTIVITIES

DATE	ACTIVITY
JUNE/JULY/AUG	Contact schools/instructors with next year's design problem. Get the design problem to them as early as possible so they can incorporate it into their curriculum for the upcoming school year
SEPTEMBER	Contact the instructors to possibly meet with them to discuss the competition. Gain their support. Schedule a visit to the class or a workshop if more than one school participates
DECEMBER	Set the deadline prior to winter vacation for student applications to be received. Check applications for compliance. Assign code numbers for anonymity and send letters of acknowledgement and encouragement
JANUARY 15	Send Regional / Individual Applicant Submittal Form to National Administrator Send school/contestants letters of encouragement and remind them of deadlines
FEBRUARY 15	Recommended date submittals are due for Chapter judging Select Chapter winner
MARCH – 3 <sup>RD</sup> MONDAY	NAWIC Chapter Sponsorship entries are due to Regional Administrator for Regional Competition Select Regional winner – if timing applies, announce winner at Regional Forum
APRIL – 1 <sup>ST</sup> MONDAY	Regional/Individual Sponsor winning entries due to NEF National Design Drafting Administrator. This deadline is absolute!!
MAY – 1 <sup>ST</sup> MONDAY	National Winners announced.
APRIL/MAY/JUNE	Invite students and instructors to a "recognition" night, awards ceremony or chapter meeting. Invite a career-oriented or industry speaker to your meeting. This is an excellent time to make award presentations.
June 1 <sup>ST</sup>	Next year's problem is available online.

These are recommended guidelines to help the competition gain the most exposure. Sponsors can get started with as little as one school in your area. Site visits to the school(s) are only a suggestion; questions can be answered over the phone or via email.

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## National Competition Information (insert year)

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

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

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

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

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

### Due Date(s):

January 15 NAWIC Chapter Participation Report from Regional Administrator

April \_\_\_\_ (1<sup>st</sup> Monday) Regional Sponsor Report with winning submission

May \_\_\_\_ (1<sup>st</sup> Monday) National Winners Announced

<b>Prizes:</b>	<b>Division</b>	<b>First Place</b>	<b>Second Place</b>
	High School	\$1,500	\$1,000
	College	\$1,500	\$1,000

*(Add info to National Website with links to regions)*

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