

## Helen Farnsworth Mears Memorial Art Contest Suggested Timeline for 2014 - 2016

Club Art Contest – 1<sup>st</sup> level  
District Art Contest – 2<sup>nd</sup> level  
GFWC-WI State Art Contest – 3<sup>rd</sup> level

### **SEPTEMBER - OCTOBER** (early Fall of school year):

- Compile an information packet, distribute this to schools (art teachers, 7<sup>th</sup>/8<sup>th</sup> grade teachers, principal) or present during an art teachers' monthly meeting. All of this is available at [www.gfwc-wi.org](http://www.gfwc-wi.org). Packet should include:
  - Sample - Introductory Letter
  - Contest Rules and Guidelines
  - Entry Form
  - Permission Slip
  - Student Art Inventory
  - Biography of Helen Farnsworth Mears
- If you do not have access to a computer, contact the State Arts Chairman. Information can also be emailed to the teachers so they can print this at their leisure, readily finding information when needed.
- Distribute packets to all schools in the area: public, private, and home school students are eligible to participate in this contest. All the information is available at [www.gfwc-wi.org](http://www.gfwc-wi.org), under: 1) Community Service Programs, 2) Arts, 3) Helen Farnsworth Mears Art Contest.
- If your club plans on exhibiting the contest artwork, arrange for dates and times of the exhibit. Locations can include: public library, bank, art gallery, city or town hall, any place with security. Check for the amount of wall space and other potential exhibit areas. The artwork exhibit could ideally last at least a week, over several weekends, for Youth Art Month, or in conjunction with a Gallery Walk.

### **JANUARY - FEBRUARY:**

- The Club's contest/exhibit is ideally scheduled in March to coincide with *Youth Art Month*. If there is no exhibit, schedule the judging as late as possible to allow art teachers time to complete as many projects as possible. (The *place-winning* artwork, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place awards, will be entered in the Spring District Art Contest for the second level of judging.)
- Contact the judges (two is preferable to allow discussion on the merits of the artwork) to view and judge the artwork before the exhibit is open to the public. Try to use different judges each year; at least alternate years when possible.
- Purchase ribbons for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place and Honorable mention awards.
- Assemble materials for exhibiting the artwork – display cabinets, easels, signs, pins, Velcro dots, ladder, labels, mat boards, Class A and B signs. Make sure that whatever is used does no damage to the artwork.
- To encourage community support, Club members may contact businesses and arts clubs to donate prizes and gift certificates and be designated as patrons or supporters of the Helen Farnsworth Mears Art Contest.
- Contact the media, newspapers, local access cable TV, and free weekly newspapers, with a written article or be prepared to appear on a local affairs Cable TV program describing the club's

participation in the GFWC-WI state art contest. Include details about the contest, how winners proceed to District and State judging, the wonderful art programs in our schools, and the support of businesses and volunteers for arts education in the community.

- Make posters to advertise the contest event.
- Notify teachers when to have the artwork ready for pick up or where it may be delivered.
- Check with teachers for any questions, volunteer to help them, and confirm that they will save the students' artwork as entries for the contest/exhibit.
- Club members may plan to host a reception for opening the exhibit or an awards presentation event.
- Check examples of Club websites highlighting the Helen Farnsworth Mears Art Contest: [www.helenmears.info](http://www.helenmears.info) (Kewaskum Jr.) [www.hartfordwomensclub.org/Helen Mears](http://www.hartfordwomensclub.org/Helen_Mears)

## **MARCH:**

- Create labels for an exhibit with name, grade, school, title of artwork, and media.
- Inventory all artwork to facilitate and secure the artwork.
- Judging the artwork will take place after the artwork is hung for an exhibit or set up for easy viewing by the judges. Assist the judges with instructions and provide any items to facilitate the process. Ask the judges to sign the Awards Certificates. Present the judges with a thank you note and a check or token of appreciation recognizing their expertise and time.
- Locate the **Award** and **Participation Certificate** samples on [www.gfwc-wi.org](http://www.gfwc-wi.org) that can be edited (winner's name, club, date, judges, club president, contest chairman, etc) and printed on a variety of paper and decorative borders. Get appropriate signatures on the Award Certificates.
- Contact the media so the winners and artwork can be acknowledged. Most media prefer an article with all pertinent information and photos.
- Thank you notes to the teachers should include a listing of the winners, the dates for pictures and awards presentation, and details for the opening reception. (This allows great flexibility for each club to determine the extent of participation in the Mears Art Contest).
- Send a letter to the principal with the list of winners acknowledging the artists and art teacher and possibly secure a notice in the school newsletter, public announcement or award presentation at a school assembly.
- Contact the club treasurer for award prizes. Members may assemble gift bags for the winners. (This varies according to each club's plan).
- Carefully take down the artwork at the end of the exhibit, check each item with the Inventory, return the artwork to each school, give positive feedback to the school administration, and be a positive ambassador for GFWC-WI and your club's support for the Arts.

## **APRIL:**

- The second level of judging for the Mears Art Contest occurs in April and appears on the agenda at the Spring District Meeting.
- District Mears Contest Chairman arranges with the hostess club for judges, a space sufficient for the artwork to be displayed and viewed, ribbons, **Award Certificates**, and any prizes determined by the District budget.
- Each club submits the artwork for *place-winners*, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place, for both Class A and B, and in both categories, 2-D and 3-D. Honorable Mention is not a place winner.
- Each club will appoint person/s who will be responsible for bringing the artwork to the District judging and returning non-winning entries with **Participation Certificates** to the schools.
- Winning artwork from the District judging, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place, proceeds to the third level of judging at the GFWC-WI State Convention.
- District Mears Contest Chairman presents thank you note/honorarium to the judge/s.

## **MAY:**

- Arrange for the artwork of **place winners**, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place, in each **Category and Class** to be taken in May to the GFWC-WI State Convention, the third and final level of judging.
- Each Club/District completes the **Student Art Inventory** in duplicate to be presented with the artwork for the state judging and exhibit. The first copy is presented at the Registration Desk and the second copy is to help identify the artwork at the end of the Conference that will be returned to the schools. (The first copy stays with the State Chairman for her records).
- Notify teachers that the final state place winners' artwork, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place, will be exhibited at the Oshkosh Public Museum for the summer exhibit and will be packed and posted to the winners' home by the Museum's curator.
- The artwork that does not place at state contest will be returned to the schools with the **Participation Certificates**. The winners will receive ribbons, **Award Certificates**, and prize money.

*There is great diversity in the way GFWC-WI Clubs participate in the Helen Farnsworth Mears Art Contest. Some clubs have participated every year since 1927! Some clubs participate when members realize the importance of supporting the Arts in Education and in the community. The uninterrupted history of the contest and the three levels of judging have given the Helen Farnsworth Mears Art Contest a solid reputation and prestige valued by winners and teachers many years later. It is GFWC-WI's responsibility to encourage the highest standards for judging student artwork and support the efforts and achievement of student artists and their dedicated teachers. May GFWC-WI continue to recognize the artistic creations of Wisconsin student artists and honor one of Wisconsin's greatest women artists, sculptor, Helen Farnsworth Mears (1871 – 1916).*