**Helen Farnsworth Mears Memorial Art Contest**

**Timeline with Details for 2022-2024**

1st Level - Local Club Art Contest

2nd Level - District Art Contest

3rd Level - GFWC-WI State Art Contest

**SEPTEMBER – OCTOBER – NOVEMBER**

This checklist may serve as an aid to organize from Fall through the Spring.

1. Compile Art Contest Information
2. Distribute to schools (art teachers, 7th/8th grade teachers, principal), email information, present during an art teachers’ monthly meeting, postal delivery.
3. Art Contest Information is available at [**https://www.gfwc-wi.org/csp-arts-culture**](https://www.gfwc-wi.org/csp-arts-culture)– Community Service Programs/ Arts/Helen Farnsworth Mears Art Contest
4. Information Packets can include:
* **Introductory Letter** to teachers (Edit the Sample)
* Contest **Rules and Guidelines**
* **Entry Form** (can be duplicated)
* **Permission & Contact Form** - State place-winners (can be duplicated)
* **Student Art Inventory** (can be duplicated)
* **Biography** of Helen Farnsworth Mears
1. Art Contest information should be made available to **all schools** in the area; **students in 7th & 8th grade** in **public, private, and home schools** are eligible to participate.
2. If your Club plans to exhibit the artwork, locations can include public library, bank, art gallery, city or town hall, any place that has security. Check for potential display areas, wall space, mounting opportunities, display cases. The exhibit can last a weekend, a week, several weeks, Youth Art Month, or in conjunction with a Gallery Walk. Be creative.
3. Some of the details for an art exhibit will include:
* arrange for the exhibit area,
* set a date for delivery of artworks, ensuring time for creating labels
* set date for putting up the exhibit,
* establish length of time the artwork will be on exhibit,
* set dates for delivery or collection of the artwork,
* create an inventory of the artwork,
* secure the safety of the artwork

**JANUARY – FEBRUARY**

* The Art Contest is ideally scheduled during March to coincide with Youth Art Month. If there are no plans for an exhibit, scheduling the judging as late as possible will allow art teachers & students to complete as many projects as possible. In some schools, art is studied for only one semester. Students taking art in only the 2nd semester will have a very limited amount of time to complete one or two projects for possible submission.
* Contact the judges (two is preferable) to view and judge the artwork. Try to use different judges each year, choosing those who either have a degree in art or art education or are an artist. If there is an exhibit, judge the artwork before the exhibit opens to the public to allow time to put up the ribbons, and have a completed list of winners for the teachers and media sources.
* Purchase ribbons for 1st, 2nd, 3rd place and Honorable Mention awards.
* Assemble materials for exhibiting the artwork – display cabinets, easels, signs, pins, ladder, labels, Class A and B signs. Make sure that whatever is used does no damage to the artwork or the display area.
* Contact the media, newspapers, local access cable TV, & free weekly newspapers. Submit a written article with photos 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 parents, businesses, and volunteers for arts education in the community.
* 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.
* Make a poster to advertise the contest event.
* Notify teachers when to have the artwork ready for pick up or where it can be delivered.
* Check with art teachers for any questions, have club members volunteer to help them, and confirm that they will save the student artwork as entries for the contest/exhibit.
* Club members may plan to host a reception for opening the art exhibit and an awards presentation event.
* Check on examples of club websites and Facebook pages highlighting the Helen Farnsworth Mears Art Contest.

**MARCH**

* Create labels for the exhibit with name, grade, school, title of artwork, category, and media.
* For an exhibit, 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 “Criteria for Judging” and any items to facilitate the process. If there is time, 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 that can be typed in the four “embedded” areas (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 their artwork can be acknowledged. Most media prefer an article with all the pertinent information and photos.
* Thank you notes to the art teachers can include a listing of the winners, the date for the awards presentation, and details for the exhibit opening or an awards reception. (This allows great flexibility for each club to determine the extent of their participation in the Helen Farnsworth Mears Art Contest).
* Send an announcement 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 if this is in the budget. 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 art teachers and school administration. Be a positive ambassador for GFWC-WI and your club’s support for Art in Our Schools and for all 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.
* The District Mears Art 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 1st, 2nd, & 3rd place winners, for both Class A and B, and in **two categories: 2-D and 3-D.** Honorable Mention can be awarded but it is not a place winner.
* Each club will appoint person/s who will be responsible for bringing the place-winning artwork to the District judging and returning non-winning entries with Participation Certificates to the schools.
* Winning artwork from the District judging, 1st, 2nd, & 3rd place, proceeds to the third level of judging at the GFWC-WI State Convention in May.
* The District Mears Art Contest Chairman presents a thank you note and honorarium (**a token payment in recognition to an individual for services they perform**, for which payment is not required) to the judge/s.

**MAY**

* Arrange for the 1st, 2nd, & 3rd place winners’ artwork in each Category and Class to be taken in May to the GFWC-WI State Convention, the third and final level of judging. (**Each District has potentially 12 winners for Class A & B**).
* 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 1st, 2nd & 3rd Place state winners’ artwork will be exhibited at the Oshkosh Public Museum. At the end of the summer exhibit, the Museum Curator will pack and post the artwork to the winners’ home based on information on the **Permission and Contact Form**.
* The artwork that does not win at the state contest will be returned to the schools with Honorable Mention and Participation Certificates. The winners will receive ribbons, Award Certificates, and prize money. Good job. Relax now.

*There is flexibility in the way GFWC-WI Clubs participate in the Helen Farnsworth Mears Art Contest. Some clubs have participated every year since 1927! Most 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, local, district, & state, 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 to 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 (1872 – 1916).*