



**NCD A** | National Career Development Association

**HEADQUARTERS**

305 North Beech Circle  
Broken Arrow, OK 74012  
Toll-Free: 866-FOR-NCD A (367-6232)

[www.ncda.org](http://www.ncda.org)

National Career Development Week  
**November 14-18, 2016**

National Career Development Day  
**November 16, 2016**

This week and day is designed to highlight the importance of life-long career development and the personal empowerment of all people. Events and activities should be planned to help examine lives, careers, and the alternatives available to increase everyone's personal success and happiness.



*Official Entry Form*

*Each entry must have a completed entry form.*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

School Coordinator: \_\_\_\_\_  
 School Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

County/District: \_\_\_\_\_  
 County Coordinator: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

State Coordinator: \_\_\_\_\_  
 State Division: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

*If individual entry submitted, you must state the school the individual attends per eligibility guidelines unless the entry is submitted under Open Adult.*

- Individual Submission     School Submission  
 Poetry     Poster C1     Poster C2

I, \_\_\_\_\_, state that the attached Poster/Poetry entry is the original, which I myself created and completed.

Signature: \_\_\_\_\_

**Thank you for ensuring a fun-filled contest by submitting your original work!**

Note: All national entries become the property of the National Career Development Association and will not be returned. The association reserves the right to use the poems and posters to focus attention on activities and promote Career Development Month goals.

## Eligibility

Every adult and student enrolled in public, private, and parochial schools in states with participating NCDA state divisions are eligible. A complete list of participating state divisions will be available September 2016 on the NCDA website at [www.ncda.org](http://www.ncda.org). Contest division areas include:

<b>Primary</b>	<b>Grades K - 2</b>
<b>Intermediate</b>	<b>Grades 3 - 5</b>
<b>Middle</b>	<b>Grades 6 - 8</b>
<b>Senior</b>	<b>Grades 9 - 12</b>
<b>Adult Student</b>	<b>18 and older enrolled in school</b>
<b>Open Adult</b>	<b>18 and older not enrolled in school</b> (student teachers, parents, and professionals...)

*Each entry should celebrate and inspire career development with a positive tone while emphasizing the national theme.*

## Requirements for Poems

**Poetic Form:** Use of any acceptable poetic form (e.g. cinquain, free verse, diamante, haiku, limerick, metered, rhyming, blank verse).

**Size:** *Submit each poem on a single sheet of paper 8.5" x 11" in 12 point font.*

## Requirements for Posters

**Lettering:** Simple bold lettering is preferred. Captions are to be used to convey the theme, attract attention, and to achieve goals of clarity, vigor and originality. All lettering will be considered part of the design.

### Media

**Category 1 (C1):** Standard use of ink, pencil, poster paints, magic marker, acrylics, and oils.

**Category 2 (C2):** Use of photos, clipart, graphic art software, collage, cut and pasted paper, and mixed media.

**Size:** *Each poster must be created in 8.5" x 11" format, including matte, to be eligible.*

## Contest for Deadlines

**Building/School Contest Completed and Postmarked to County by November 14, 2016**

First, second, and third place winners in the Building/School Contest should be sent to the County/District Contest.

**County/District Contest Completed and Postmarked by December 5, 2016**

First, second, and third place winners in the County/District Contest should be sent to the State Contest.

**If your state does not have a sponsored State Contest, please send entries to NCDA Headquarters.**

First, second, and third place winners in the State Contest should be sent to the National Contest. **To obtain participating state**

**coordinator contact information please visit [www.ncda.org](http://www.ncda.org) or contact NCDA Headquarters at (918) 663-7060. If there is not a state coordinator, email [ncdacontest@ncda.org](mailto:ncdacontest@ncda.org) for entry instructions.**

**National Results will be posted on the NCDA Website in April, 2017.**

## Send State Winners to:

**Leann M. Morgan, Ph.D.**

College of Education

Department of Counseling & Human Services

University of Colorado Colorado Springs

Colorado Springs, CO 80918

(719) 255-3112 • E-mail: [lmorgan7@uccs.edu](mailto:lmorgan7@uccs.edu)

## Judging Process

**Teams:** Each judging team will consist of educators, including a member of the language arts and/or arts department, parents, and a representative from business/industry in the community. Selection of judges is left to the discretion of the contest coordinators.

**Criteria:** Judging will be based on originality, creativity, and **development of the national theme**. Poems will be evaluated on appropriate form, execution, spelling, and grammar. Poster evaluation will focus on the appropriate use of media, lettering, and basic principals of art. Please adhere to the size requirements for each entry as many entries are received.

## State Awards

The state chair is responsible to have their winning entries delivered to the National Chair by January 16, 2017. State coordinators are responsible for coordinating prizes, certificates, and celebration for their state winners. **ALL entries MUST go through the State Contest.**

County/District and building awards are made at the discretion of the local coordinators.

## National Awards

The National Chair in coordination with the NCDA Headquarter Office will prepare the national awards. National awards will be given to the first, second, and third place winners in the six divisions in both the Poetry and Poster Contests.

National winners will be recognized with the winning entries placed on the NCDA website, [www.ncda.org](http://www.ncda.org), in April of 2017. The winning entries will also be on display at the Annual Global Conference to be held in Orlando, FL, June 30-July 2, 2017. In addition, National winners will receive from the National Career Development Association, a certificate and a special congratulations gift.