

## 2017 Illinois Young Author's Conference Timeline

**September/October** – Create a committee of teachers that will be in charge of YAC at your school. This could be 2 teachers or more.

**November 1<sup>st</sup>** – Download the YAC guidelines from:

<http://www.illinoisreadingcouncil.org/yac.html>

**November** – Meet as a committee and decide how you would like to organize the conference. Some things to think about...

- Will you focus on all grade levels or just one?
- How many students will your school/district send? (\$50 per student; 1 volunteer for every 3 students)
- Will you have a theme that students must write about or can it be a free write?
- Will students work on this in class or is it the students' responsibility outside of school?
- What will be your process for determining a winner?
  - Rubric or checklist?
  - Will the criteria be the same for each grade level?
  - Classroom teachers select and then it goes to committee OR
  - All of the entries go straight to the committee to decide

**December** – Have a meeting explaining the Young Author's process to teachers and their responsibilities.

**January** – Teachers send home a letter explaining the Young Author's Conference. They also explain the process to students.

**End of February** – Teachers collect manuscripts and choose one classroom winner. Teachers give this to YAC Committee.

**March 7-14:** Committee decides on the school winner.

**March 15:** Download student congratulatory packet from here:

<http://www.illinoisreadingcouncil.org/yac.html> Send home with students to be returned no later than March 28<sup>th</sup>. Also included should be paperwork from the guidelines including: student registration form and medical waiver. Send [link](#) to volunteer form with parents/teachers who will be volunteering to be filled out by March 28<sup>th</sup>.

**March 30: Mail the following paperwork to Sue Anderson**

- Completed District Registration Form, page 5 (only one per district will be accepted),
- Completed Student Registration Form for each student selected to attend the Conference, page 6
- A signed Emergency Medical Treatment and Parental Waiver Form for each student registered, page 7
- Registration fee of \$50 per student (checks only) made payable to Illinois Language and Literacy Council

**March 30: Make sure your volunteer(s) has filled out the online volunteer form.**

- Mandatory Volunteer Form(s) (at least one volunteer per three students).  
<https://docs.google.com/forms/d/e/1FAIpQLSckM8DRkV31O2MwQ2-2iOP42xDtgOpDumiEa2eF8yOM7IOkcQ/viewform>
- Volunteer packets will be mailed to volunteers in May by ILLC.

**May 20: Students will represent their school at the 2017 Illinois Young Author's Conference at Illinois State University in Bloomington-Normal, Illinois.**

**Keep in mind:**

1. The work must be the child's own.
2. Dictated books may be typed or handwritten by an adult, but must be in the student's own language.
3. Parents may assist in editing and spelling.
4. Illustrations are optional. Photos taken by the student may be used.
5. Two children at the same grade level may work to co-author, or author-illustrate one manuscript.

6. Stories must have a cover with pages that are securely attached.