



Listed below are the three steps we take for judging the proposals. There are additional opportunities listed on the second page, if you are interested in those too. We're always in need of mentors!

## JUDGING PROPOSALS

The 3 steps and dates:

- **Step A** - Pre-Sort: Initial Evaluation of Proposals - March 17-18  
Requirement: 8 people
  - **We will meet online at 9am on March 17th** to walk through the process of evaluating all the entries
  - Each entry will be evaluated to determine if the basic criteria is present. General feedback will be required for each proposal that does not move to Step B.
  - The top papers from this step will move forward to Step B for evaluation using the rubric
  - You will be able to go through your batch of proposals on your own time
  
- **Step B** - Written Judging: Evaluation using the written rubric - March 19-21  
Requirement: 8 people
  - **We will meet online at 1pm on March 19th** to walk through the process of using the rubric
  - The top papers from Step A will be read and scored a minimum of two times using the CFW Content Judging Guide
  - Judges will receive around 20 proposals to be read and scored using a rubric
  - Proposals will in a folder for each judge on Google Drive
  - Scores and comments are entered **into an online spreadsheet.**
  - The papers will be sorted according to the rubric score.
  - **We will meet at 1pm on March 21st** to go over scores and decide which proposals will move to finals. This is your opportunity to make a case for any proposals that stuck out to you.
  - 10 projects will advance to the final round of the contest.
  
- **Step C** - Final Competition: In-person judging of the top 10 projects - May 9  
Requirement: 7-9 People
  - Judges will meet at the venue at 1:00 pm to walk through the judging rubric for student presentations
  - Judges will introduce themselves to the students immediately prior to student presentations
  - Scores and comments on presentations will be written manually and tallied by BRWA staff
  - After presentations, judges will deliberate, determine project rankings, and fill out award certificates

***More opportunities listed on the next page...***



### **Other Opportunities**

We will remind you of these opportunities the same week for reading the proposals, but we welcome early sign up!

- **Mentor** - Each team implementing their project is assigned a mentor. Mentors are responsible for consulting students on their watershed projects, if needed, and periodically reporting the status of the project to the Program Coordinator or Ambassador. Students usually take over the project on their own, but it's been super helpful to have someone that can check in on them so we can identify any concerns before the finals. The Program Coordinator and Ambassador will be available to guide and assist mentors. A mentor packet will also be available.
- **Finals-** Will be hosted in-person at a central venue. There are several roles available for the day of the finals. This includes (but not limited to): a greeter that greets guests, signs them in, and hands them their gift bag and their dinner card; IT person to manage all electronics and student presentations; someone responsible for timing the student presentations and warning them of their time; someone responsible for having the students sign thank you cards; parking lot guide; caterer guide to fulfill their requests when they arrive; and photographer.
- **Other-** If you have a special skill or know of any contacts that would be of great contribution for the finals or program, please let us know! Especially if you know of anyone that can help us with any of the roles above. We're in search of: more volunteers we can reach out to, sponsors, venue decorators, teachers, etc.

**Email [education@battleriverwatershed.ca](mailto:education@battleriverwatershed.ca) if you are interested.**