



North Carolina Poetry Out Loud Teacher Timeline 2017-2018 DETAILED

This document is intended to assist teachers, lead teachers, and district coordinators, especially those who are new to the Poetry Out Loud program, in planning their classroom and school competitions.

MONTH	WHO?	TASKS & EVENTS
SEPTEMBER	ALL TEACHERS	<ul style="list-style-type: none"> Register for Poetry Out Loud & review Teacher Toolkit Review 2017-2018 Poetry Out Loud anthology Begin incorporating poetry lessons into curriculum Start scheduling process for classroom competition
	SCHOOL LEAD TEACHERS	<ul style="list-style-type: none"> Register for Poetry Out Loud and request Teacher Toolkits for campus Recruit colleagues to participate in Poetry Out Loud Start scheduling process for school competition (October-December)
	DISTRICT COORDINATORS	<ul style="list-style-type: none"> Recruit colleagues (throughout district) to participate in Poetry Out Loud Start scheduling process for district competition if possible
OCTOBER	ALL TEACHERS	<ul style="list-style-type: none"> <u>Registration continues</u> Continue incorporating poetry lessons into curriculum Confirm classroom competition date Recruit and prepare judges for classroom competition Classroom & school competitions begin Submit name of classroom winner to school Lead Teacher Confirm date for school competition with Lead Teacher for your school Support classroom winners as they prepare for school competition
	SCHOOL LEAD TEACHERS	<ul style="list-style-type: none"> Confirm date for school competition Begin recruiting & preparing judges for school competition Work with district coordinator to determine district competition
	DISTRICT COORDINATORS	<ul style="list-style-type: none"> Schedule district competition if possible Begin recruiting & preparing judges for district competition

NOVEMBER	ALL TEACHERS	<ul style="list-style-type: none"> • Registration continues • Classroom competitions continue <ul style="list-style-type: none"> ○ Submit name of classroom winner to school Lead Teacher • School competitions continue • Support classroom winners as they prepare for school competition • Support school winners as they prepare for district competition
	SCHOOL LEAD TEACHERS	<ul style="list-style-type: none"> • School competitions continue: confirm and prepare judges for school competitions. • Submit school competition winners to district coordinator (when available).
	DISTRICT COORDINATORS	<ul style="list-style-type: none"> • Schedule district competition • Continue recruiting and preparing judges for district competition
DECEMBER	DEADLINES	December 1st: Schools MUST be registered by this date in order to participate in the 2017-2018 program.
	ALL TEACHERS	<ul style="list-style-type: none"> • Hold classroom competition (if not done previously) <ul style="list-style-type: none"> ○ Submit classroom winner to school Lead Teacher ○ Support classroom winner as they prepare for school competition. • School competitions continue <ul style="list-style-type: none"> ○ Support school winner as they prepare for district competition
	SCHOOL LEAD TEACHERS	<ul style="list-style-type: none"> • Collect classroom winners from participating teachers. • School competitions continue. • Submit school winners to district coordinator.
	DISTRICT COORDINATORS	<ul style="list-style-type: none"> • Continue recruiting and preparing judges for district competition. • Collect school winners from school Lead Teachers.
JANUARY	DEADLINES	<p>Friday, January 5th: Classroom teachers must submit classroom winner information to Lead Teacher</p> <p>Friday, January 12th: Lead Teachers must submit school winner information to District Coordinator</p> <p>Friday, January 26th: District Coordinators must submit district winner information to NC State Coordinator</p>

JANUARY cont.	ALL TEACHERS	<ul style="list-style-type: none"> • Continue to support school winner as they prepare for district competition • District competitions continue • Continue to support district winner as they prepare for state competition
	SCHOOL LEAD TEACHERS	<ul style="list-style-type: none"> • Submit school winner information to District Coordinator
	DISTRICT COORDINATORS	<ul style="list-style-type: none"> • Submit district winner information to NC State Coordinator
FEBRUARY	ALL TEACHERS	<ul style="list-style-type: none"> • Continue to support district winner as they prepare for state competition
MARCH*	Saturday, March 3rd: State Competition in Greensboro	
	ALL TEACHERS	<ul style="list-style-type: none"> • Fill out program evaluation form.
APRIL	Monday, April 23rd – Wednesday, April 25th: National Finals in Washington, D.C.	

*If a student in your classroom, school, or district advances to the national competition, the state coordinator will be in touch with you about information regarding travel arrangements for the student to Washington, D.C., as well as necessary ongoing preparation for the student as they prepare to compete at the national level.

If you have any questions or concerns, please contact Lauren Smith at lauren@triadstage.org or 336.274.0067, ext 222.