

CBCA QUEENSLAND



REGIONAL COORDINATOR'S GUIDE FOR 2017

WELCOME, GENERAL INFORMATION, MESSAGE TO PASS ON TO REGIONAL TEAMS	2
General information	2
Message to pass on to Regional teams	2
OUR ROLE AS THE ORGANISING COMMITTEE	3
YOUR ROLE AS REGIONAL COORDINATOR	3
ORGANISING HINTS	4
SAMPLE TEMPLATE TO GATHER QUESTIONS	4
TIMELINE	5
FINANCES	6
ALLOCATION	6
WHAT TO SPEND IT ON.....	6
ACCOUNTABILITY.....	6
PREVIOUS WINNERS	7
2016 REGIONAL WINNERS	8
ONE FORMAT FOR A REGIONAL READERS CUP COMPETITION AND JUDGING GUIDELINES	9
INFORMATION TO PROVIDE TO WINNING TEAMS	11
FORMS	12
CHECKLIST FOR ORGANISING A REGIONAL READERS CUP COMPETITION	17

Welcome

Hi to our coordinators from last year and welcome to our new ones. Thanks for offering to be a Regional Coordinator this year. Those of you who were involved last year will know what a thrill it is and just how much the kids gain from being involved.

Your first point of contact for this year is Jenny Stubbs. Jenny manages the website and all registrations. She will be in touch with you throughout the project to pass on information and to answer any questions. Jenny is also contact for Year 5-6 State Finals.
Tina Cavanough is contact for Year 7-8 State Finals.

Contact details are:

Jenny Stubbs jenny@stubbsfamily.com.au Phone 0409 266 786

Tina Cavanough Tina.Cavanough@moretonbay.qld.gov.au

To help you and to answer any queries you may have, the CBCA Readers Cup administration group have put together this kit.

General Information

The registration fee is \$35 per team; however corporate members may enter teams for free.

Some regions allow more than one team to enter. Please notify us if you intend to allow more than one team per school.

Teams are comprised of four readers and one reserve. They should fall within the year level in which they enter but it is at the discretion of the school to enter a student from a lower year level if the school finds it difficult to form a team.

Message to pass on to your regional team contacts to encourage students to work together to prepare for the competition and not have adult tutoring:

The motivation for the Readers Cup is to get kids reading and to let the readers in our schools have an opportunity to shine. To be the winner is a wonderful achievement BUT every kid will be a winner if they have enjoyed the experience and have read titles they may not have encountered before.

We cannot emphasize enough that this must be an enjoyable experience for the children in their reading and the sharing of the books with each other. We encourage you to allow the teams to prepare themselves rather than having adult coaches. This will empower the teams to motivate and organise themselves which we believe is part of the Readers Cup experience. We hope you will respect this decision and have adults encourage from the sidelines rather than lead from the front.

Our role as the organising committee

Our responsibilities to Regional Coordinators are to

- ❖ Manage registration of schools and teams
- ❖ Provide lists of teams to regional coordinators
- ❖ Enable web access to the management portal
- ❖ Keep an accurate record of all money collected and expended
- ❖ Provide suggested titles for regional finals where possible
- ❖ Assist in sharing questions between regions
- ❖ Provide each region with a budget to help run the regional competition
- ❖ Provide certificates for each team member who participates in a regional event
- ❖ Provide a perpetual trophy for each region
- ❖ Be available to support and advise the regions or individual teams and to answer any queries that anyone has
- ❖ Promote and publicise the Readers Cup Competition

Our responsibilities to Regional winners are to

- ❖ Organise and run the Readers Cup State Final Competitions
- ❖ Provide a set of books for each team competing in the State Finals
- ❖ Provide medallions to the team members including 1 reserve at the State Final
- ❖ Provide individual trophies for members of the winning team and runners-up at the State Final and a trophy for the winning team
- ❖ Provide monetary prizes when sponsors can be found

Your role as Regional Coordinator

Your main responsibilities include:

- ❖ Organise and run your region's Readers Cup with the help of a committee – venues, dates, books, judges, prizes, quizmaster, collecting regional trophy from previous winners.
- ❖ Hand over the set of books to the winning team (or notice of titles) announcing sponsorship of publishers of those books.
- ❖ Ensure that details of the winning team are sent to Jenny Stubbs as soon after the regional competition as possible and that the winning team knows the date and venue for state finals.
- ❖ Ensure the winning team understands the level of sponsorship provided by CBCA Qld to assist regional teams to attend state finals and how to claim that funding support.
- ❖ Assist with fundraising where possible to help regional teams to attend state finals.
- ❖ Keep an accurate record of your finances and send paid invoices to the CBCA (Qld Branch) Treasurer to account for the money allocated to you to be spent. Your diligence in this is most appreciated.

Organising Hints

- ❖ Ask the team contacts to each read one book and submit 6 -10 questions for the book by a set time. Rate the questions as easy, middle or hard. They must provide page references and answers. The regional coordinators or committee or judge of that book selects questions from those submitted.
- ❖ Questions not used for the competition or kept for tie breakers could be sent to schools to use as practice questions. Some of these questions could also come from preface or authors notes.
- ❖ Share questions with other regions who are doing the same books.
- ❖ Look on the website for sample questions.

Sample Template to gather questions

<i>Blabber Mouth by Morris Gleitzman</i>				
Question	Answer	Ref. 1992 ed	Points	
1.	After Ro's eventful first day at school her dad came to give her a bedtime hug. Ro notes: <i>I switched on the lamp so he could hear me.</i> [p. 12] What did she mean by this?	<i>They communicated by sign language so they needed the light to see.</i>	p. 12	sign language 1 light to see 1
2.	How did Amanda surprise Ro when she met her at the school gate the morning after sports day?	<i>She was able to use sign language when she communicated with Ro (but not very well!).</i>	p. 34	Ability with sign language 1 used this for communication 1
3.	When Amelia introduced Ro to people at the Community Service evening, how did she initially describe Ro's muteness?	<i>As vocally disadvantaged.</i>	p. 62	vocally 1 disadvantaged 1
4.	'That poor kid's got two afflictions and I don't know which one is worse.' [p. 71] Who said this about Ro and what two afflictions were being referred to?	<i>Mrs Cosgrove about Ro's muteness and her father.</i> NOTE: Even if the speaker is incorrectly named, the two afflictions can still be correct.	p. 71	Mrs Cosgrove (OR Amanda's mum) 1 Ro's muteness $\frac{1}{2}$ Ro's father $\frac{1}{2}$

Timeline

Term 1

- ❖ February - CBCA Qld Branch will send out electronic notices to all schools who took part in the 2015 competition, email various listservs, put information on the website and send out information via CBCA newsletter.
- ❖ Regional Coordinators and their committees will select titles to be read in their region and notify CBCA Coordinator by the 19th February.
- ❖ Regional Coordinators and their committees will select a date and venue for their competition and notify CBCA Coordinator by 19th February.
- ❖ **Registrations open 1 March** at <http://readerscup.org.au>
- ❖ Teams will be emailed invoices/registration confirmation at the time of registration. Receipts will be sent after payment.
- ❖ **March 31st - Registrations close** for Regional Finals.
- ❖ State Finals Committee will keep a central register of all teams confirming with Regional Coordinators the teams registered.
- ❖ Schools **may** choose to conduct their own in-school Readers Cup to give children practice but **must not use regional titles**. A school based competition is optional.
- ❖ Teams start reading books as directed by their Regional Coordinators, usually prior to or just after the autumn break.
- ❖ State Finals Committee will choose titles to be read by teams for the State Final.

Term 2

- ❖ State Finals Committee will organise the State Finals in Brisbane and post the information on the website.
- ❖ April-May – Regions select questions and prepare PowerPoint, answer sheets, team lists, notes for MC, prizes, tasks list and other items required for competition.
- ❖ Regional coordinators advise CBCA of the address they would like the certificates and set of State Finals books sent to, ready for their regional competition.
- ❖ Registered teams will read titles for their regional finals.
- ❖ Regional finals held by end of term 2.
- ❖ Regional coordinators and their committees may assist the winning team to raise funds where necessary to attend the State Finals in Brisbane.

Term 3

- ❖ Regional teams prepare for the State Finals
- ❖ State Finals to be held on **Wed 6th Sept.** in Brisbane during Brisbane Writers Festival **for Year 7/8** and in Ipswich during the StoryArts Festival for **Year 5/6**

Finances

We ask each team for a registration fee of \$35 except for corporate members. **If regions need to raise funds to send a team to the state finals it is suggested that they start fundraising as soon as possible.** You could approach your local community groups for sponsorship even if you don't know which team will be representing your region.

Allocation

A maximum of \$300 per competition per region as discretionary funds will be allocated. If you run both 5-6 and 7-8, then you can claim \$600. You will be reimbursed for money spent up to your allocated amount. We will keep accurate records of what you spend and will not pay any invoices once your \$300/600 limit has been reached. Any funds not spent by regions will be allocated to regional groups who require assistance with travel and accommodation.

What to spend it on

Your money can be spent on anything that you need to host your Regional Competition. If you are not sure please check with us before spending it, but the guidelines are very broad.

Suggestions for spending your money

- ❖ Venue hire
- ❖ Guest author/speaker
- ❖ Prizes, cups, medallions - remember that CBCA Qld Branch pays for medallions that are given to each regional team member who competes at the state final and also for the certificates that are given to each team member including one reserve at the regional events. There is also a perpetual cup to be handed on each year.
- ❖ Programmes

Accountability

As we are accountable for all monies collected from the teams, we need your assistance in maintaining accurate records. **Your diligence in keeping account of what you spend and sending it to us promptly will be most appreciated** as we can then calculate early what remains to be distributed to assist remote areas.

When you have paid for something please forward the paid invoice/receipt with expenses claim form to the address below. We will accept invoices also but make sure it is marked with your region and has been verified by you for payment.

Send invoices/receipts to:

The Treasurer
CBCA Qld Branch
PO Box 828
Spring Hill 4004 or email: qld@cbca.org.au

GST

If you have any queries about the Goods and Services Tax let them know that it does not apply in this case as the CBCA Qld Branch is a small organization and is currently not registered for GST.

Previous State Finals Winners

2004 State Final Winner

- ❖ Year 6/7/8: Brisbane South – MacGregor State School

2005 State Final Winner

- ❖ Year 6/7/8: Sunshine Coast - Stella Maris

2006 State Final Winners

- ❖ Year 6/7: Brisbane Bayside – Redlands College
- ❖ Year 8/9: Brisbane South - Somerville House

2007 State Final Winners

- ❖ Year 6/7 Sunshine Coast - St Joseph's Primary School, Nambour
- ❖ Year 8/9 Darling Downs - Fairholme College

2008 State Final Winners

- ❖ Year 6/7 Tie – North Qld - Southern Cross Primary School and Capricornia - St Francis Primary School, Tannum Sands.
- ❖ Year 8/9 Brisbane Bayside - Redlands College

2009 State Final Winners

- ❖ Year 6/7 Brisbane West – Graceville State School
- ❖ Year 8/9 Brisbane Bayside – Moreton Bay College

2010 State Final Winners

- ❖ Year 6/7 Far North Qld – St Thomas of Villanova
- ❖ Year 8/9 Brisbane Bayside – Ormiston College

2011 State Final Winners

- ❖ Year 6/7 Sunshine Coast – Chevallum State School
- ❖ Year 8/9 Brisbane Bayside – Wynnum State High School

2012 State Final Winners

- ❖ Year 6/7 Brisbane South – Norman Park State School
- ❖ Year 8/9 Far North Qd – Mareeba State High School

2013 State Final Winners

- ❖ Year 6/7 Brisbane Central – Bardon State School
- ❖ Year 8/9 Brisbane South – Somerville House

2014 State Final Winners

- ❖ Year 6/7 Sunshine Coast – Pacific Paradise State School
- ❖ Year 8/9 Sunshine Coast – Mountain Creek State High School

2015 State Final Winners

- ❖ Year 5/6 Brisbane North – Dayboro State School
- ❖ Year 7/8 Brisbane North – The Gap State High School

2016 State Final Winners

- ❖ Year 5/6 Brisbane West – Graceville State School
- ❖ Year 7/8 Brisbane West – St Augustine's College, Springfield

2015 Regional Teams



Brisbane Bayside

- ❖ Year 5-6: BayView State School
- ❖ Year 7-8: Moreton Bay Boys' College

Brisbane Central

- ❖ Year 5-6: Team Enigma

Brisbane North

- ❖ Year 5-6: Dayboro State School
- ❖ Year 7-8: Murrumba State Secondary College

Brisbane South

- ❖ Year 5-6: MacGregor Primary School
- ❖ Year 7-8: Mansfield State High School

Brisbane West

- ❖ Year 5-6: Graceville State School
- ❖ Year 7-8: St Augustine's College

Capricornia

- ❖ Year 5-6: Taranganba State school
- ❖ Year 7-8: Blackwater State High School

Central Highlands

- ❖ Year 5-6: St Patrick's

Darling Downs

- ❖ Year 5-6: Glendale State School
- ❖ Year 7-8: Pittsworth State High School

Far North Qld (Cairns, Tablelands)

- ❖ Year 5-6: St Andrew's Catholic College, Redlynch
- ❖ Year 7-8: St Andrew's Catholic College, Redlynch

Gold Coast

- ❖ Year 5-6: Oxenford State School
- ❖ Year 7-8: St Andrew's Lutheran College

Ipswich

- ❖ Year 5-6: Peak Crossing State School

Mackay

- ❖ Year 5-6: Whitsunday Anglican College
- ❖ Year 7-8: Holy Spirit College

North Qld (Townsville, Bowen, Charters Towers, Ingham, Burdekin)

- ❖ Year 5-6: The Willows State School
- ❖ Year 7-8: Southern Cross Catholic College

Roma

- ❖ Year 5-6: Dunkeld State School

Somerset/Lockyer

- ❖ Year 5-6: Fernvale State School
- ❖ Year 7-8: Toogoolawah State High School

South Burnett

- ❖ Year 5-6: Blackbutt State School

Sunshine Coast

- ❖ Year 5-6: Chevallum State School
- ❖ Year 7-8: Maroochydore State High School

Wide Bay

- ❖ Year 5-6: Xavier Catholic College
- ❖ Year 7-8: St Luke's Anglican School

One Format for a Regional Readers Cup Competition

This is one way of running a Readers Cup – each region has its own variations due to the CBCA Qld Branch linking in with existing competitions.

Welcome, rules of the competition, introduction of Quizmaster/s, introduction of the teams
Teams may substitute team members at the end of any round based on a team of 4 plus 1 reserve.
6 Rounds of questions, Scores tallied, Tiebreakers if needed
Talk by guest author/quizmaster, Final scores
Presentation of Medallions and Trophies, Books for sale and author signings

1. Teams of four sit around one table or just on chairs with clipboards.
2. Students may confer to write the answer to the question on a prepared answer sheet.
3. Students are normally given 30 seconds to complete their answer. The competition allows more time for some questions that require more writing.
4. Answers can be collected at the end of each round. They are given points for their correctness.
(It is best to make all questions have equal scores with 2 points for a correct answer and part points for an incomplete answer.)
5. The scorer keeps a tally of the scores.
6. Progressive scores may be announced throughout the event.
7. Team with the highest score goes to the state final.

***Please Note: In some regions each round covers one title.
In state finals and most regional finals the rounds comprise a set of questions covering all titles.***

Running a regional competition with concurrent Year 5/6 and 7/8 Program

In the past North Qld have run their Readers Cup a little bit differently from a strictly primary or secondary competition. They select 3 titles for primary only, 3 for primary and secondary and 3 for secondary only. They then have the one competition on the same night - which saves a lot of administrative organization and time.

They also fundraise on the night to send their teams down to Brisbane. It has worked really well for them, so they can highly recommend that way of conducting a joint competition. Somerset-Lockyer also organizes a joint competition for their region during school hours and uses 5 books with two common titles.

Judging Guidelines

Depending on the number of teams, it is wise to have at least three judges. Allocate each judge one set of questions to mark, e.g. Judge 1 marks all answers for books/questions 1 and 2, Judge 2 marks all answers for books/questions 3 and 4 and Judge 3 marks all answers for books/questions 5 and 6 in every round. As long as each judge marks consistently, then there should be no variations in marking the same questions. Where possible you can have one judge per book/question. State finals had 5 books and 5 judges in 2016.

If during the competition any team has any issues with answers or scores that are announced progressively, the coordinator should be made aware of the issues and they should be dealt with as soon as it is feasible to do so.

At the end of the event, once the winners have been announced, there should be no challenges made to scoring, and no re-marking done.

How to involve reserves

Reserves have usually put as much effort into the preparation of the team as the others. One way is to invite them to form a mixed team and compete, but they can't win. One region involves them in collecting the questions to hand to judges. Another option is to allow teams to substitute their reserve for another team member at one point in the competition, but the order of books is not advertised, nor the point at which the substitution will take place, so they can't specialise in one book.

At state finals teams are allowed to swap members in and out at the end of each round, but mixed questions in rounds prevent specialisation.

Prize-giving

Many regions offer book prizes to the top scoring teams or all teams, depending on the number of teams in the competition and how far the budget can be stretched. These books could be sourced from donations from local booksellers or publishers. The Book Warehouse in Albion, Brisbane is a strong supporter of Readers Cup <http://www.bookwarehouse.com.au/> Sales at Scholastic Warehouse are another option <http://scholastic.com.au/corporate/salesevents/QLDSales.asp> They are usually held in February, June and November. Identify yourself when you go in to say what you are looking for to see if they can help out. You may need to go a few times to build up stock.

Instead of leaving book presentations to the end, you can do it between rounds. They could be given to the top team in each round, but a team may only win books once, so if they are top a second time, it goes to the next highest scoring team that has not won books.

Small cups for the winners plus medallions for runners-up normally adds up to around \$100. A couple of place to order medallions and cups are Trophy Stop (used by Ipswich, Somerset, Brisbane West and State) - Damian and Sue Weibler weibler@bigpond.com (medallions around \$6 and cups \$8 which can include CBCA logo and includes engraving and ribbons on trophies) and Oz Sports Trophies, Underwood (medallions around \$4.50 and cups \$10). Winning teams will be given participation medallions when they go to state finals.

Quizmasters

Some local authors are willing to act as quizmaster for free but if your budget can pay a small fee, it is good to offer. The quizmaster can talk to the teams towards the end while final scores are being tallied. Allow about 20 minutes for this. Invite a local bookshop to sell books by your guest author, or other books by the authors of the books in your competition. If the bookshop offers 10% commission, ask if they can provide gift vouchers as prizes to the winning team/s.

Feedback

We love feedback and photos from the regions to go in CBCA newsletters and on the website. It's a good idea to ask teams how much they enjoyed the books. You could handout a form listing the titles asking them to rate the books. e.g.

How much did you enjoy reading these books? Rate each book from 1 to 6, with 1 being not very enjoyable and 6 being most fantastic. Tick in the relevant box beside each title.
Do not rate books not read.

Title	1	2	3	4	5	6
Grimsdon						
A Single Shard						
Dragon Keeper						
The Ghost at the Point						
Horrible Harriet's Inheritance						
Five Times Dizzy/Dancing in the ANZAC Deli						

Name:

School:

Information to provide to the winning team

The winning team will be invited to take part in the State Final in Brisbane representing their region. If the winning team is not able to attend, the team that came second would be invited instead.

The winning team is provided with one set of books for the State Finals, provided by the publishers of the books.

The winning team needs to send the names of their team members to the State Finals Coordinator. Provide them with the registration form, media form and claim form if required.

State Finals will be held during Brisbane Writers Festival on Wed 6th Sept. for Year 7/8 at The Edge, State Library of Qld and during the StoryArts Festival Ipswich on Wed 6th Sept. for Year 5/6 at The Metro Hotel Ipswich International.

Winning teams from the following regions will be given assistance by CBCA Qld Branch of up to \$1000 per team to come to Brisbane. The winning school needs to send an invoice to Qld@cbca.org.au for that amount of money to cover costs of attending Readers Cup Finals.

Capricornia 5/6
Capricornia 7/8
Central Highlands 5/6
Far North Qld Cairns 5/6
Far North Qld Cairns 7/8
Mackay 5/6
Mackay 7/8
North Qld Townsville 5/6
North Qld Townsville 7/8

Winning teams from the following regions will be given assistance by CBCA Qld Branch of up to \$550 per team to come to Brisbane. The winning school needs to send an invoice to Qld@cbca.org.au for that amount of money to cover costs of attending Readers Cup Finals.

Roma 5/6
South Burnett 5/6
Wide Bay 5/6
Wide Bay 7/8

These regions will also receive 5 tickets per year 7/8 team to attend sessions at the BWF Wordplay program the day following the competition. These tickets are supplied by Brisbane Writers Festival. If more than 5 tickets are required, teams need to purchase additional tickets. <http://uplit.com.au/festival/word-play/program/> Tickets go on sale in May so it is wise to buy extra tickets as soon as possible as they do sell out. StoryArts Festival Ipswich will provide free tickets to sessions for the Year 5/6 teams the day following the competition. Limited spaces Wednesday.

The members of each team competing at State Finals will receive a medallion. Winners and runners-up receive small cups. The winning team will receive a cup and a financial prize when sponsorship is available. There is a separate prize for the best digital response/booktrailer.

Accommodation in Brisbane can be found in the West End area such as Hillcrest Apartments in Vulture Street. Some have stayed at the YHA. In Ipswich we suggest the Metro Hotel.

Forms

State Registration Form – Information from this form should be sent via email by the team contact to readerscup@cbca.org.au as soon as possible after the regional competition has been held. It does not have to be on the actual form but the email needs to contain that information. This information will then be placed on the program and used to create medallions for the state final.

Permission to use photographs and video footage – to be handed in on night of competition. Please point out if anyone is not allowed to be photographed.

Expenses Claim Form

For Regional Coordinators to submit claims for regional expenses

Please make sure your region is identified on the form and if it is the 5/6 or 7/8 level.

This form together with receipts or invoices must be sent to:

The Treasurer, CBCA Qld Inc., PO Box 828, Spring Hill 4004. Email qld@cbca.org.au

If the amount of invoices comes to more than the amount allocated, only write in the amount you are allowed to claim.



Registration for the 2017 CBCA Queensland Readers Cup State Final

Please send the following details **via email to jenny@stubbsfamily.com.au** as soon as possible after your Regional Readers Cup Final. The team then needs to bring *Permission to use photographs and video footage* forms to the state finals.

Region:

Category: Year 5/6 or Year 7/8

School/Library Name:

Team members:

- 1.
- 2.
- 3.
- 4.
5. (Reserve) -

Teams choosing to have more than one reserve cannot be catered for at the state finals.

Team Contact's Name:

Email:

Postal Address:

Please remember to honor the spirit of the competition where team members take control of their own preparation for the 2017 Readers Cup State Final.

Team Contacts are there for support, advice and to pass on information about the 2017 Readers Cup State Final.

Permission to use photographs and video footage



The Children's Book Council of Australia (Queensland Branch) Inc.

PO Box 828, Spring Hill 4004
E-mail qld@cbca.org.au

Dear Parents,

The CBCA (Qld Branch) State Readers Cup has been a huge success with nearly 600 teams taking part throughout Queensland last year. Your child has been a part of this successful event. As a part of this event includes taking photographs and video recording, we need your permission to use any photographs/video footage taken on the day. The original video footage and digital photographs will be archived and extracts from it will be used for a number of purposes such as

- sending to schools who want to see how the CBCA (Qld Branch) State Readers Cup is run
- included in applications for future sponsorship and funding
- promotion and publicity of the CBCA (Qld Branch) Readers Cup to schools, libraries, other CBCA state branches and interested organizations

For the extracts to be used by the CBCA (Qld Branch), we need your permission allowing us to use the sections where your child appears. **Could you please fill in the permission slip allowing us to use images of your child in the CBCA (Qld Branch) State Readers Cup and hand back to your team's organizer.**

Thank you
CBCA (Qld Branch) State Readers Cup Organizing Committee

As parent/s/guardians of

representingRegion

I/We give my/our permission for the CBCA (Qld Branch) State Readers Cup Organising Committee to use video footage/photographs of my/our child in the CBCA (Qld Branch) State Readers Cup 2016 for the following purposes

- sending to schools who want to see how the CBCA (Qld Branch) State Readers Cup is run
- including in applications for future sponsorship and funding
- promotion and publicity of the CBCA (Qld Branch) Readers Cup to schools, libraries, other CBCA state branches and interested organizations

Signed by Parent/s/Guardians



**The Children's Book Council of Aust (Qld Branch) Inc
Reimbursement of Expenses for Readers Cup**

Email: *qld@cbca.org.au* subject: *Attn Treasurer*

OR Post to: *The Treasurer, CBCA QLD Branch, PO Box 828, Spring Hill 4004*

Region	
Section	5/6 or 7/8 or 9/10
Payee Name	
Email	
EFT details	BSB: Account No.:
	Account Name:
Postal address	
Claimant details	Name:
(as above if applies)	Address:
Email	

List costs incurred

Date	Description	Amount
Total		

Date_____

Signed_____

(personal email will suffice)

Please attach your receipts. Include **original** receipts or **copies** of docketts.
(These may be scanned if claim is being emailed.)

Please do not send original docketts as they fade and can become separated and misplaced.

Checklist for organising a Regional Readers Cup Competition

- Invite neighbouring libraries/schools librarians/T-Ls to a meeting to organise the Regional Readers Cup
- Decide which books will be used in the regional competition and notify Jenny Stubbs readerscup@cbsa.org.au so they can be listed on the website. If you choose titles that other regions do, then there will be more opportunity to share questions. Try to select a range of genre and reading levels as some smaller schools have fewer students from which to select a team. **Ensure books are in print before publishing your list.**
- Organise who'll prepare questions for each of the books using a question template. Send copies of questions to Jenny Stubbs. **NOTE:** Those writing questions and with knowledge of the questions should not be closely involved with their own school's team.
- Organise the date of the Regional Readers Cup Competition and the venue – Will a local school/library host the competition or do you need a hall?
- Notify the State Committee of your dates and venue by 19th February.
- Contact schools as they register and ensure that they know what books need to be read and when and where the finals will be held. If necessary, create a brochure to send to the schools. (See website for examples)**
- Organise a Quiz Master for the occasion. This can be an author if available.
- Organise additional prizes as required. It's sometimes fun to ask extra audience questions on any literary topic in between rounds to give judges time to mark. One source of extra quiz questions could be from the Kids Lit Quiz site www.kidslitquiz.com/sample-questions
- Invite an author or other special guest to present the prizes if possible.
- Organise judges, timekeeper, scorer, Data-Projector, answer and scoring sheets, pencils, chairs, small tables or clipboards for teams.
- Prepare questions for judge to read out.
- Prepare questions with answers and notes on scoring for judges.
- Decide if there is to be supper/morning tea.
- Publicize the event in each school/library and the wider community.
- Commence fundraising if travel and accommodation costs are needed.
- Check that teams have paid prior to the competition.
- Send results (and photos if possible) to the State Committee with a report and provide winning team with relevant information for attending state finals.