

GUIDELINES FOR DAR GOOD CITIZENS ESSAY CONTEST ADMINISTRATION DUE TO THE COVID-19 CRISIS

High schools across the nation will be reopening with varied schedules due to the Covid-19 crisis. There are 3 scheduling situations that will occur. DAR chapters will be required to adjust the traditional method for administering the essay portion of the DAR Good Citizens scholarship contest. The first 2 scenarios for school schedules are

- 1. High schools are able to begin school in the traditional way and remain open.**
- 2. High schools have a mix of in person classes and virtual classes.**

Situations 1 and 2 would allow for our current procedure of requiring the high school DARGC winner to complete the essay portion in a timed, one time sitting with faculty or DAR supervision.

The most difficult scenario for our chapters will be **high schools reopening virtually with no in person student attendance**. Following are 2 suggested procedures to enable the chapter and the student to complete the timed, supervised essay:

Procedure A. The student would meet physically with the chapter chair at a designated meeting place such as a church, library, town hall or community center that is open and would have a room for use. The essay writing would be handled in the traditional manner outlined in the committee guidelines.

Procedure B. Step 1: A virtual meeting would be set up between the student and the proctor of the essay. The virtual meeting could be arranged using either Zoom or Google Meet. If Zoom is used, an account would need be purchased if the school does not have a license. (Free Zoom accounts have a 40 minute time limit.) The proctor would monitor the student via the screen and should have a clear view of the table and the screen of the student's computer. The proctor could be a high school staff member or a DAR chapter member.

Step 2: Revealing the essay question to student-Various techniques could be used for providing the focus question to the student when the student is ready to beginning writing the essay.

- 1) The focus question could be emailed to the student at the beginning of the virtual session.
- 2) The focus question could be shared on a slide and revealed at the appropriate time.

Step 3: Sending essay to the proctor:

- 1) Student would email the completed essay to the school or chapter proctor upon completion. The proctor would then send a receipt confirmation email to the student.
- 2) Should there be an issue with receiving the essay via email, please contact the National Chair for an alternate plan.

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