Official Handbook

The Braille Challenge is a national competition for school-age children who read and write braille.
# TABLE OF CONTENTS

## The Braille Challenge
- Overview of the Program 3

## Host Agency Partnership
- About This Packet 4
- The Braille Challenge Agreement 5
- Planning Timeline 9
- Braille Institute Challenge Contacts 13

## Marketing Samples
- Sample Registration Postcard 14
- Sample Press Release 15
- Sample Regional Permission Form 18

## Planning and Procedures
- Contest Packets 21
- Electronic Registration Log and Scoring Grid 22
- To Return Contests 24
- Contest Return Checklist 25
- Regional Event Sample Overview 26
- Rules & Guidelines 27
- Instructions for Contest Face Sheets 29
- Sample Contest Face Sheet 31
- Volunteer Assignments 33
- Sample Volunteer Proctor Assignment Worksheet 35
- Scoring Materials 36
- Transcriber Assignment Worksheet 37
- Scoring Grid Instructions 39
- Packets, Prizes & Giveaways 40
- Sample Solicitation Letter 42

## Follow-up
- Preliminary Contest Regional Event Summary Sheet 43
OVERVIEW OF THE PROGRAM

The Braille Challenge® is a two-part contest for school-aged children who read braille. It is designed to encourage and reward students to fine-tune their braille skills. It is Braille Institute’s belief that The Braille Challenge publicly highlights the importance of braille reading and writing, plus offers the kind of positive motivation that helps teachers and families counteract declining literacy rates.

This trademarked program was developed by Braille Institute of America, Inc. in 2000. Based on its appeal and overwhelming success we decided to extend it to all who agree to abide by The Braille Challenge Agreement, in order to promote braille literacy on a national scale.

This planning handbook is available free of charge to all nonprofit agencies or schools serving children who are blind or visually impaired that are interested in hosting a regional preliminary Braille Challenge of their own. Local winners who score among the top 50 nationally will then be eligible to take part in the finals in Los Angeles each June.

The enclosed samples are based on accommodating 75 participants, 15 in each age category. The preliminary Challenge is designed to be a full-day competition, with five 25-minute contests. The day typically includes a pre-competition Opening Ceremony, lunch following the contests and an Awards Ceremony. It can be customized to include parent workshops, special guests and programs for siblings.
ABOUT THIS PACKET

Our goal is to ensure that all The Braille Challenge regional contests held throughout the nation are consistent so that all finalists will have demonstrated a parallel level of mastery in their age group. Braille Institute has developed the enclosed package for all participating host agencies. It includes information on everything you need to create your own working documents, signage and marketing materials:

- The Braille Challenge Agreement
- Timeline for planning your competition
- Examples of templates Braille Institute can customize to produce your own marketing materials and permission forms
- A sample overview for the day of the event
- Sample documents to organize scoring, registration, etc.
- Contest guidelines
- Staffing suggestions
THE BRAILLE CHALLENGE AGREEMENT

As the undersigned host agency (“you” or “your”), you are joining Braille Institute of America, Inc. (“BIA”) as a partner in the effort to reverse the declining literacy rate among blind children. As partners, we agree to fulfill the following roles and responsibilities regarding The Braille Challenge (“Challenge” or “The Challenge”):

BIA Roles and Responsibilities:

BIA Agrees:
• To assist you in developing your own regional Challenge event. BIA’s Challenge Director and Coordinator will be available to answer questions and provide online and phone support during your planning process. BIA’s Publications Director will provide Challenge artwork customized for your event, and BIA’s lead transcriber will be available to answer scoring questions both before and on the day of your event.

• To grant a non-exclusive, non-transferable license permitting your use of BIA’s registered trademarks (“The Braille Challenge” and Braille “B” logo 🅱️) and Challenge logo on your locally produced materials and merchandise for purposes of your one-day regional event.

• To review all contests submitted for accurate scoring, and work with your team to correct any scoring errors.

• To develop and provide to you contest material for the five defined age groups and five contest categories that make up The Challenge, including an uncontracted version at the Apprentice level, and to produce and distribute enough brailled copies and recorded passages of the contests in time for your regional event.
• To provide electronic/web-based templates for support materials needed to run The Challenge, including electronic scoring sheets, instructional materials and permission forms.
• To provide limited quantities of customized marketing postcards, plus electronic artwork for you to produce your own Challenge signage, marketing materials and T-shirts, subject to availability.

• To braille marketing postcards, free of charge, if they are provided within the enclosed timeline for production, subject to availability.

• To provide prizes from national sponsors that you may distribute to your local winners to encourage regional participation, subject to availability.

Your Roles and Responsibilities:

You agree:
• That the term of this Agreement shall continue for succeeding years and that either party may terminate this Agreement upon written notice to the other. However, nothing in this Agreement shall obligate BIA to hold a Challenge finals competition or otherwise produce Challenge contest materials.

• Not to infringe, misappropriate or otherwise use BIA’s registered trademarks and/or Challenge logo, identified above, in any manner except as specifically permitted in this Agreement.

• Except as otherwise provided herein, not to copy, reproduce or distribute The Braille Challenge Official Handbook (“Handbook”) or any other support, marketing, contest or other written materials provided by BIA relating to The Challenge without the express written consent of BIA.

• To maintain an image for The Challenge consistent with specific graphic standards developed by Braille Institute to keep the brand integrity of The Braille Challenge intact.
• That although basic Challenge artwork may be altered for your region’s theme, all artwork for postcards, forms, T-shirts, etc. which has been designed locally must be approved by BIA before production.

• That the Challenge logo CANNOT be altered in any way, and must be present on ALL print and electronic materials, including organizational websites.

• That any reference to your regional event on any printed or electronic material, including posters, flyers, press releases, emails, event programs and website pages, will identify it as a regional event of “The Braille Challenge, ‘a national program of Braille Institute.’”

• To follow contest timelines, rules and procedures as defined in the Handbook so as to maintain the integrity of The Challenge.

• To maintain the strictest confidentiality of all Challenge contest materials until The Challenge finals have concluded as specified in the Handbook.

• That in the event of willful misconduct, BIA may take appropriate action such as refusing to provide contest material to you or electing not to seat a finalist from your regional event at the Challenge finals in Los Angeles.

• To use only BIA-created Challenge contest materials for your regional event and strictly follow the guidelines for proctoring the contest. Regionally created contests are considered supplemental, and are not eligible for Challenge Finals consideration. Answer documents may be duplicated, but not altered, including creating sim-braille versions. You may design your own contest to meet the needs of students locally, and may award prizes for local contests, but those students shall not be eligible to participate as Challenge finalists.

• To staff your regional event, coordinate with your own local teachers and transcribers, provide your own equipment and facility and submit all contests including those only partially completed along with contestant contact information to BIA.

• To ensure that proctors and scorers have reviewed the contest rules, guidelines and procedures provided by BIA.
• That as a host agency, you are responsible for related costs associated with your event, including meals, T-shirts and printing. BIA does not accept contributions
made in support of your regional event and will not provide tax-deductible receipts for such contributions.

• To name all Challenge program sponsors and national prize sponsors in all print & electronic materials you create if you choose to accept donated prizes garnered through BIA for your regional event.

• To recognize participants with age-appropriate prizes/recognition on the day of your event, to the best of your ability.

• That to be eligible for BIA-sponsored prizes, your regional event must have a minimum of 10 contestants and you must allow students from throughout your region to participate.

• To encourage and support in whatever way you can your Braille Challenge finalists to participate in the Braille Challenge finals, to be held in the third week of June in Los Angeles, California.

• That BIA has the exclusive right to sponsor and present The Challenge final competitions.

• To provide feedback to BIA regarding your own Challenge and to participate in future discussions to plan next year’s Challenge. This includes returning the Event Summary Form and any applicable photos, videos, printed materials, online postings, web links or news clips.

X _____________________________
(to be signed by Host Agency Representative)
Host Agency Name and Address:

X _____________________________
Sergio Oliva, M.P.A
Associate Vice President, National and Youth Programs
Braille Institute of America, Inc.
THE BRAILLE CHALLENGE
PLANNING TIMELINE

ALL LOCAL CHALLENGES MUST BE HELD BETWEEN JANUARY 1ST, 2021 AND MARCH 14TH, 2021.

Recommended Planning Schedule

Four months prior to event date:

• Set your date and report it to Braille Institute.
• Participate in the Fall Regional Coordinator Phone Conference.
• If you are a first-time host agency or have a new Coordinator, turn in a signed Braille Challenge Agreement.
• If you have hosted a regional event in a prior year, BIA will e-mail to you an Excel file listing your past participants. This is to be edited, added to and returned after your event to serve as your contestant registration log.
• Using the registration log as your starting point, compile a mailing list to market your event. Include school districts, VI teachers and families in your state or region.
• To request a limited quantity of customized, printed and brailed marketing postcards free of charge (sample on page 15), contact Rachel Antoine at rantoine@brailleinstitute.org. Postcards are based on Braille Institute’s Challenge template. Allow 20 working days for production and return shipping. If you need more than 150 postcards, we will forward customized artwork to you to print your own postcard.
• To receive your customized permission forms, contact Rachel Antoine at rantoine@brailleinstitute.org (sample on page 19).
• Confirm if you will be accepting prizes donated by Challenge regional event sponsors. Please identify Challenge sponsors on all print & electronic materials and correspondence.
Three months prior:

- Define extracurricular events for your Challenge (parent workshops, etc.) and finalize details for your agenda.
- Direct parents and teachers to www.brailleinstitute.org for more information on sample contests, rules, dates, etc.
- YOU WILL RECEIVE A SEPARATE SCORING PACKET. Assign a scoring Room Administrator. Review scoring guidelines, equipment, scorekeeper and volunteer needs. You also will be sent an Excel file to serve as your electronic scoring grid (sample on page 23).
- Mail postcards to your target list.

Two months prior:

- Customize all working documents to organize your day.
- Begin recruiting volunteers: teachers to proctor contests, transcribers to score on-site, and staff/volunteers to serve as sighted guides, help with registration, etc.
- Mail solicitation letters for local prizes (sample on page 43).
- Order goodie bag contents and giveaways.
- Complete the online Contest Request Form to order contest materials and instructions. YOU WILL NOT NEED TO IDENTIFY YOUR CONTESTANTS BY NAME AT THIS POINT, AS WE UNDERSTAND YOU WILL GET MANY LATE REGISTRANTS. Please try to order only what you need, with one or two extras for any last minute registrations. Contest materials are shipped UPS ground, so it is better to order as early as possible. Please submit your order only once. You will receive an automated response confirming your order. Any questions that arise regarding your contest materials order, please contact Rachel Antoine at rantoine@brailleinstitute.org

One month prior:

- Send confirmations to all registered contestants.
- Confirm receipt of Regional Prizes, if they were requested.
- Confirm receipt of the Scoring Booklets and video.
• Train all scoring room volunteers. Be sure all volunteers have reviewed the scoring videos found at www.braileinstitute.org.
• Finalize site plan and volunteer needs.
• Produce signage, t-shirts, programs, as needed.
• Confirm you have working braille writers and digital players for all registered students. Be sure to have back-up units available.
• Test run the electronic scoring grid.

Two weeks prior:
• Hang exterior signage promoting the upcoming event.
• Send press releases promoting event (sample on page 16).
• Check contest materials sent by Braille Institute to be sure you have enough for all anticipated students, and that you have contests for the correct age groups, etc.

OPEN ALL BOXES THE SAME DAY YOU RECEIVE THEM.
• The Contest Materials packet will include a master hardcopy of a Permission Form, along with contest instructions. Duplicate and send a hardcopy of the form as a reminder to any family who has not yet completed and returned a permission form to you. Please check all forms to be sure both the contest release box and the Photographic Release boxes are checked, the form has a signature, and that it has been completely and correctly filled out.

One week prior:
• Do a final check of contest materials to be sure you have what you need.
• Review INSTRUCTIONS with all VOLUNTEERS, PROCTORS AND SCORERS, so they have an opportunity to ask questions prior to testing day. Please remind Proctors that Freshmen will have the option of choosing to take their contests in UEB or EBAE. We suggest that Proctors double check that students receive the correct contests in the code they choose.
• Conduct a dry run of the day with all scorers, proctors and volunteers.
• Collate goodie bags and place event signage.
• Order lunches, etc.
• Confirm all needed equipment is in good working order.

Day before:
• Set up chairs, registration tables and contest materials needed in each room.

Post-Event:
• COMPILE CONTESTS AND RETURN TO BRAILLE INSTITUTE NO LATER THAN MARCH 14, 2021. However, all contest materials should be returned within one week of your event date. If you are unable to return your materials within a week of your event, please contact Rachel Antoine, at rantoine@brailleinstitute.org

• Follow the Contest Return Checklist and include it with your contests and all SD cards (practice and contest). All contest materials should be returned within one week of your event date. Be sure each contest has only one completed Contest Face Sheet attached and each student packet has a signed, attached permission form. Be sure you’ve returned the following:
  - Electronic Registration Log listing ONLY students who have taken the contest. If a student does not show up, please delete their name from the log. If they have made arrangements to take the contest within the next week, keep their name and make a notation.
  - Electronic scoring grid with all returning students identified by ID#s found on the Registration Log, and with all scores entered, including those below grade level. A student should be identified as below grade level (BGL) if any one or more contests taken are BGL.
  - If a student attempts The Challenge but does not complete any one or all of the contests, please keep them on your Registration Log. Indicate any points earned on the scoring grid, and put “0” for those contests not attempted. Return all contests taken with a Permission Form so that the student may receive a participation certificate.
• Within two weeks after your event, complete the Event Summary form & send all news clips, photos or video of your event (sample on page 44).
CONTACTS

Sergio Oliva, M.P.A  (323) 663-1111, Ext. 3137
Associate Vice President, National and Youth Programs
soliva@brailleinstitute.org

Rachel Antoine     (323) 663-1111, Ext. 3113
National Programs Coordinator
rantoine@brailleinstitute.org

Matthew Beckwith   (323) 663-1111, Ext. 1215
Youth Programs Manager
mjbeckwith@brailleinstitute.org
The following marketing examples can be customized to include regional information for your Braille Challenge event. The customized graphics can be also used for t-shirts, bags, signs, and event programs. Please contact Rachel Antoine at rantoine@brailleinstitute.org or at 323-663-1111 ext. 3113 to place an order.

Sample Registration Postcard:

(Sample postcard shows Southern California 2020 version — similar artwork will be customized with information for each regional agency.)

Front:

![Test Your Braille Skills! Southern California Regional](image)

Back:

![Braille Challenge Register today! BII - Riverside Center 6394 Brockton Ave, Ste 100 Riverside, CA 92506](image)
For Immediate Release

Local Contact: [Contact Person, Title, Phone Number]
National Contact: Jack Follman, Program Marketing Specialist, 323-210-2584

[Organization Name] Hosts 2021 Regional Braille Challenge on [Day, Month Date] For Students Who Are Blind & Visually Impaired in [city/county]

Students Join More Than 1,000 Others Across North America to Celebrate Braille Skills

[city] – [Month X, 2021] -- [name of organization] will host its [# i.e. 1st, 2nd] Regional Braille Challenge on [Day, Month x, 2021], from [X:XXAM – X:XXPM]. More than XX blind and visually impaired students (ages 6-19) from [area] will gather at the [location name] ([address]) to test their braille skills in five categories: reading comprehension, braille spelling, chart and graph reading,
proofreading and braille speed and accuracy. Students come from communities including: [community names]

“[insert quote from local organization about why you participate in the Braille Challenge and what it means to your students], said [insert name and title].

Highlights from the [name of regional] Regional Braille Challenge are a [insert theme] complete with [speakers/fun activities] for the students and their parents.

“[quote from a student], said [student’s name], 2021 [name of regional] Regional Braille Competitor.

The Braille Challenge® is sponsored by the Braille Institute. The Braille Challenge is the only national reading and writing contest in braille for students who are blind and visually impaired. Regionals are open to students of all abilities, giving even emerging braille readers a chance to reach a personal best score. It’s also a rare chance for students who are blind or visually impaired and attend mainstream schools (rather than schools for students who are blind and visually impaired) to make friends and share their hopes and challenges with peers. But for those top academics, the [insert name of regional] is the first step to the coveted national finals Braille Challenge competition held at the Los Angeles headquarters of the Braille Institute. At the finals, 50 students with the highest scores from around North America embark on another daylong competition to test their braille skills alongside their peers. Immediately following the competition, winners from each age group are announced at an awards ceremony unparalleled with excitement, pride and celebration.
Of all the literacy issues in America, braille literacy is the most underrated and overlooked. Advances in technology have not replaced the need for blind children to learn to read using this vital medium.

Peter Mindnich, president, Braille Institute adds, “Braille is a crucial tool for many blind and visually impaired students as it opens the doors of literacy and drives education advancement and future employment opportunities. With more than 1000 students expected to participate in the Braille Challenge this year alone, we continue to be more inspired each year by the passion and commitment of each contestant.”

About [insert your organization]
[insert basic information about your organization here]

About Braille Institute of America
Braille Institute of America is a nonprofit organization whose mission is to eliminate barriers to a fulfilling life caused by blindness and severe sight loss. It serves tens of thousands of people of all ages each year through an array of integrated educational, social and recreational programs and services designed to help people with vision loss lead enriched and fulfilling lives. Funded entirely by private donations, all services are completely free-of-charge.

Braille Institute's Los Angeles headquarters are located at 741 N Vermont Ave, Los Angeles. For additional information, please visit www.braillechallenge.org or www.brailleinstitute.org. Follow on Facebook at https://www.facebook.com/brailleinstitute and on twitter @BrailleInst
SAMPLE PERMISSION FORM

BRAILLE CHALLENGE
2020

PERMISSION FORM

Must be signed by parental/legal guardian and returned to the Teacher of the Visually Impaired or Regional Coordinator. Only contests submitted with a signed permission form attached will be eligible for the Braille Challenge Finals at Braille Institute.

Please print legal name clearly and fill out completely  * Required fields

* Last Name ___________________________________________  * First Name ___________________________________________

* Address ___________________________________________  Apt. No. __________

* City ___________________________________________  * State _____  * ZIP ______________

* Birthdate _______  * Age _____  * Grade _____  * Gender ☐ Male ☐ Female ☐ Decline to Answer

* E-mail ___________________________________________  * Telephone ________________________________

Have you ever used a refreshable braille display? ☐ Yes ☐ No

Do you have regular access to a refreshable braille display or braille notetaker? ☐ Yes ☐ No

If yes, what is the name of the device you use? ________________________________

Have you ever paired a refreshable braille display or notetaker to an iPad, iPhone, or Android device? ☐ Yes ☐ No

Student’s T-Shirt  Youth: ☐ X-Small  ☐ Small  ☐ Medium  ☐ Large

Size  Adult: ☐ Small  ☐ Medium  ☐ Large  ☐ XL  ☐ XXL  ☐ XXXL

Adult attending with student ________________________________  ☐ TVI  ☐ Parent  ☐ Para

CONTINUED ON NEXT PAGE

1-800-BRAILLE (272-4553)  •  BrailleChallenge.org
**TO BE COMPLETED BY TEACHER OF THE VISUALLY IMPAIRED** (Please fill out completely)

Name of Teacher of the Visually Impaired ____________________________________________

Teacher’s Email ___________________________ Teacher’s Phone ______________________

Regional Coordinator Name (if applicable) ____________________________________________

**Mark one. Note: all contests are in UEB format only.**

<table>
<thead>
<tr>
<th>Student Contest Level: (NOT Grade in School)</th>
<th>☐ App</th>
<th>☐ Fresh</th>
<th>☐ Soph</th>
<th>☐ JV</th>
<th>☐ Varsity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grades 1-2</td>
<td>Grades 3-4</td>
<td>Grades 5-6</td>
<td>Grades 7-9</td>
<td>Grades 10-12</td>
</tr>
</tbody>
</table>

☐ At Grade Level  Or  ☐ Below Grade Level (BGL) *(If Apprentice BGL  ☐ Contracted or  ☐ Uncontracted)*

*Students who take a contest below their academic grade level in school or who take the uncontracted Apprentice contest are not eligible to attend the Finals.*

**CONTENT RELEASE**

☐ I hereby give permission to Braille Institute of America, Inc. (“BIA”), for my child to participate in The Braille Challenge preliminary contest. I understand that if my child qualifies, he or she is eligible to attend The Braille Challenge final contest in Los Angeles on June 27, 2020.

**PHOTOGRAPHIC RELEASE**

☐ I hereby authorize BIA to photograph, videotape, or otherwise record by visual, audio, electronic or manual means, the visual likeness and/or voice or other sounds created by the above named contestant (collectively “Reproductions”). BIA may use or permit to be used the Reproductions in any CD, DVD, exhibition, display, publication, solicitation or promotional or educational material or on any website including without limitation BIA’s website or social media channels without compensation to the contestant, the contestant’s heirs, successors or assigns.

Parent’s Print Name __________________________________________ Signature __________________________

Download the iBraille Challenge App from the App Store today!

1. Practice braille skills  ➔  2. Receive feedback  ➔  3. Monitor your progress

1-800-BRAILLE (272-4553)  •  BrailleChallenge.org
Approximately three to four months prior to your event, coordinate with Braille Institute for the production of your customized permission form based on BIA’s generic form. Even if you may need additional release forms signed for your district/state, THIS BRAILLE CHALLENGE PERMISSION FORM MUST BE SIGNED BY A PARENT AND ATTACHED TO THE COMPLETED CONTEST FOR A CONTESTANT’S CONTEST SCORE TO BE ELIGIBLE FOR THE FINAL ROUND. Students over the age of 18 may sign their own form.

As an alternative, a generic Permission Form will be available online several months in advance in the “Regional Contest” section of the Braille Challenge Web site: www.braillechallenge.org.

SAMPLE T-SHIRT GRAPHICS

T-Shirt graphics are based on Braille Institute’s Challenge template but can be customized to include regional information.

Sample from 2020:
CONTEST PACKETS

Once your contests arrive, OPEN THE PACKAGE(S) RIGHT AWAY to confirm you have the quantity you ordered for each age group.

Packets To Include:
• Print out of electronic order you submitted.
• Contests in print and braille, bundled by category and grade level.
• SD cards for students taking Speed & Accuracy. There will be an additional instruction in the Proctor guidelines to announce the title of Passage 1 of the Speed & Accuracy contest so the contestants will immediately know whether or not they have the correct content.
• Proctor and Scoring Guidelines booklets and instructions.
• Full scoring instructions and tally sheets. All instructions are also available online.
• Maximum Score Sheet to ensure scores tallied for each contest are not more than the maximum number of points possible.
• Answer keys in print and braille
• General Eligibility and Event Information sheet about the Finals
• Master copy of generic permission form to duplicate if necessary
• Additional materials supplied by our regional event prize sponsors
• Contest Return Checklist
• Contest Face Sheet (to be duplicated and attached to contests)

BE SURE YOU REVIEW PROCTOR INSTRUCTIONS AND SCORING INSTRUCTIONS WITH YOUR VOLUNTEERS ONE WEEK BEFORE YOUR EVENT. Give them time to review and ask questions before the day of your event, and feel free to call staff at Braille Institute with questions or clarification. If you have not already done so, test run the scoring grid file to understand how final standard scores are calculated and be sure your scorekeepers are trained.

IMPORTANT: These contests must be kept CONFIDENTIAL up until the public contest period has concluded. No information regarding contest questions is to be shared with students or families of students for any reason. Doing so may disqualify a student from eligibility for the Finals.
ELECTRONIC REGISTRATION LOG AND SCORING GRID

Each Regional Coordinator will be sent two Excel files: a Registration Log listing Challenge participants from the previous year, and a Scoring Grid.

Students attending your event are to register directly with you. Update all contact information on the Log for returning contestants, add new contestants and delete those listed on the form who do not participate this year.

Unless a student moves or changes teachers, most information will likely remain the same each year. Only a few fields will need to be updated: a student’s current grade in school, their Challenge contest level for the current year and whether or not they took a Below Grade Level Contest.

The student ID numbers on the file provided are automatically generated by BIA’s system. Do not change these numbers or give a new student your own ID number. For new students, leave that field blank and a number will be assigned for the following year. The “Region” number on the file is also generated by BIA’s system. That’s your region’s Challenge number and will be the same for your region each year.

**DO NOT add columns or customize the Registration Log on the final form returned to BIA.** Also, use only the abbreviations included in the instructions. Any alterations to your Log’s structure or addition of custom copy in restricted field disables BIA’s ability to upload your information to our master database. Your form may be returned for correction.

On the day of your contest, copy and paste the Student ID#, first and last name of each contestant into the scoring grid, and fill in your scores. Return both an electronic and hardcopy Registration Log and Scoring Grid to Braille Institute, along with your completed & scored contests. A completed Registration Log must be returned with contests, as it helps BIA staff double
check to be sure we have all your contests, and provides us with confirmation of student information.

**SAMPLE REGISTRATION LOG**

Below is a segment of the electronic Registration Log of past participants. Each student will have a student ID# created by BIA.

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>Student First Name</th>
<th>Student Last Name</th>
<th>2021 Contestant (Y/N)</th>
<th>DOB</th>
<th>Address1</th>
<th>Address2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>1579</td>
<td>Sue</td>
<td>Smith</td>
<td>Y</td>
<td>11/07/1995</td>
<td>6203 Wood Ave</td>
<td></td>
<td>Monona</td>
<td>WI</td>
<td>53716</td>
</tr>
<tr>
<td>1067</td>
<td>Cindy</td>
<td>Brown</td>
<td>N</td>
<td>12/17/1999</td>
<td>256 Alpine Dr</td>
<td></td>
<td>Green Bay</td>
<td>WI</td>
<td>54302</td>
</tr>
<tr>
<td>515</td>
<td>John</td>
<td>Jones</td>
<td></td>
<td>06/18/1992</td>
<td>416 Dunford Drive</td>
<td></td>
<td>Burlington</td>
<td>WI</td>
<td>53105</td>
</tr>
<tr>
<td>New</td>
<td>Jose</td>
<td>Sanchez</td>
<td></td>
<td>07/01/2001</td>
<td>7135 Botts Ave.</td>
<td></td>
<td>Greenfield</td>
<td>WI</td>
<td>53220</td>
</tr>
</tbody>
</table>

Please copy and paste the ID# and names from your registration log into your electronic scoring grid, then add in your scores. Scores will be automatically tabulated.

**Apprentice**

2021 Braille Challenge Scoring Grid

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>Student First Name</th>
<th>Student Last Name</th>
<th>Braille Spelling Ratio 1</th>
<th>Reading Comp Ratio 2</th>
<th>Proof Reading Ratio 3</th>
<th>Total Ratio Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1579</td>
<td>Sue</td>
<td>Smith</td>
<td>30</td>
<td>31.25</td>
<td>75</td>
<td>90.36</td>
</tr>
<tr>
<td>1067</td>
<td>Cindy</td>
<td>Brown</td>
<td>96</td>
<td>100.00</td>
<td>83</td>
<td>100.00</td>
</tr>
<tr>
<td>515</td>
<td>John</td>
<td>Jones</td>
<td>27</td>
<td>28.13</td>
<td>52</td>
<td>62.65</td>
</tr>
<tr>
<td>New</td>
<td>Jose</td>
<td>Sanchez</td>
<td>18</td>
<td>18.75</td>
<td>69</td>
<td>83.13</td>
</tr>
</tbody>
</table>
TO RETURN CONTESTS

When packaging contests for return delivery to Braille Institute, refer to the Contest Return Checklist on page 25. Contests must be returned within one week after your event.

All contests for each contestant should be rubber banded together or put into an envelope. Each contest must have only one completed Contest Face Sheet attached. Each contestant bundle must include an attached signed and completely filled out Permission Form.

Be sure the Contest Face Sheet and Permission Form are marked to indicate if a contestant took a below grade level or uncontracted contest and that these items are the same on both forms.

**BE SURE YOUR PACKET INCLUDES A PRINT OUT OF YOUR REGISTRATION LOG, SCORING GRID and TALLY SHEET(S).** This helps us check if we’ve received all contests for all your registered contestants.

You may keep all brailled contest materials for future use as practice samples, however, all practice and actual contest SD cards must be returned to Braille Institute. For your convenience, return them in the baggies in which you receive them, together with the “count slip”.

Forward your electronic Scoring Grid, Registration Log and Event Summary to Rachel Antoine, rantoine@brailleinstitute.org

**DO NOT PUBLICLY DISTRIBUTE OR SHARE CONTEST INFORMATION UNTIL AFTER MARCH 14, 2021, THE DEADLINE FOR WHICH ALL ELIGIBLE CONTESTS NATIONALLY ARE TO BE RETURNED TO BRAILLE INSTITUTE.**
BRAILLE CHALLENGE CONTEST RETURN CHECKLIST

Please use and return this checklist with your contests to Braille Institute. Thank you.

☐ Contests grouped (rubber banded or in an envelope) by contestant

☐ One Contest Face Sheet for every contest per contestant (i.e. Charts and Graphs, Proofreading, etc.)

☐ Permission Form for every contestant

☐ SD Card(s) (if applicable)

☐ Tally Sheet(s)

☐ Copy of electronic Scoring Grid

☐ Copy of electronic Registration Log

☐ Copy of Event Summary Form

☐ Newspaper articles/DVD of event (if applicable)

☐ Other

Notes:

For BIA staff use only:
REGIONAL EVENT OVERVIEW

SAMPLE

Purpose
To generate interest in and promote braille skills among students who are blind and visually impaired.

Location
[Host agency name and address]

Date & Time
[Your date (between January 1st & March 14th) and time]

Participants
Visually impaired public/private school children, 1st through 12th grades. There are five groups, divided into the following levels:

- Apprentice: Grade 1 & 2 (contracted or uncontracted)
- Freshman: Grade 3 & 4
- Sophomore: Grade 5 & 6
- Junior Varsity: Grade 7–9
- Varsity: Grade 10–12

Sample Schedule
9:30 - 10:00 a.m. Registration
10:00 - 10:30 Introductory - Formation of Groups, Pep Rally/Opening Ceremony
10:30 - 11:15 Session 1*
11:15 - Noon Session 2*
Noon -1:15 p.m. Lunch - Entertainment
1:15 - 2:00 Session 3*
2:00 - 2:45 Session 4*
2:45 - 3:15 Snack Break/Entertainment/Activities
3:15 - 4:00 Award Presentations

*45 minute sessions (include practice time and passing to each room)
RULES & GUIDELINES

Five age-appropriate contests

The following are definitions and procedures for each of the five contests that make up The Braille Challenge. There are five contest groups:

<table>
<thead>
<tr>
<th>Contest Group</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprentice</td>
<td>1-2</td>
</tr>
<tr>
<td>Freshman</td>
<td>3-4</td>
</tr>
<tr>
<td>Sophomore</td>
<td>5-6</td>
</tr>
<tr>
<td>Junior Varsity</td>
<td>7-9</td>
</tr>
<tr>
<td>Varsity</td>
<td>10-12</td>
</tr>
</tbody>
</table>

All contests are designed to be held in 25-minute-long sessions. Each outline enclosed identifies the equipment needed, the number of proctors required (for Regional events) and the structure for the contest, based on a sample 15 contestants per session.

Each contest can be held in its own room, with groups moving from one room to the other throughout the day, or students may stay in one room with their age group for all contests. We recommend older students taking contests that are below their grade level be in their own “Rookie” room. The critical factor is to be sure students are in a quiet environment, free of all distractions. Do not put two or more groups in one contest room. Parents and other spectators ARE NOT allowed in the contest rooms during testing. If a student is disruptive, please remove them immediately and give them the opportunity to take their contest in a separate room, if possible. Students must remain quiet after completing their own contests and not allowed to disrupt others.

Please limit photographers/media allowed in the room. The best way for them to get the shots they need without disrupting an actual contest is to allow them in a room during the practice portion of Speed & Accuracy. If photography or videography is allowed, be sure a staff member is present. If a student is to be interviewed by the media, please do it during a lunch break or
after all their testing is complete, so they do not lose their focus. Please be sure their parent or teacher accompanying them knows beforehand that they are being interviewed.

Contest Categories by Age Group

<table>
<thead>
<tr>
<th></th>
<th>Apprentice</th>
<th>Freshmen</th>
<th>Sophomore</th>
<th>Junior Varsity</th>
<th>Varsity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Comp.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Proofreading</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Spelling</td>
<td>✔</td>
<td>✔</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Charts and Graphs</td>
<td>---</td>
<td>----</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Speed and Accuracy</td>
<td>---</td>
<td>---</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

Students may use ANY MANUAL brailer—this includes the Perkins Classic, the new APH/Perkins Light Touch, and the APH/Perkins Next Generation brailer. Answer sheets can be brailled using either 8 ½ x 11” or 11½ x 11” paper, depending on the brailer a student uses. The Speed & Accuracy contest is now formatted for 8 ½” x 11” paper to accommodate the Next Generation smaller paper size. Students using larger paper will braille shorter lines. If you use 11½ x 11” paper, the brailer margins MUST be set for a 28-cell line.
INSTRUCTIONS FOR CONTEST FACE SHEET

The Contest Face Sheet will help us quickly and accurately log individual scores and determine each contestant’s eligibility for the Final Round. Below are instructions on how to complete the Contest Face Sheet. Each contest must have its own filled-in Contest Face Sheet. Please use only one per contest regardless of the number of passages, etc., a contestant completed. The numbers below correspond to each section to be completed. See examples on page 31-33.

Instructions for Proctors
1. Name—Please make sure the contestant’s name is on a Contest Face Sheet for each contest, in case a contestant’s contests get separated.
2. Group—Please "X" out the letter for the contest level being taken.
   A = Apprentice
   F = Freshman
   S = Sophomore
   J = Junior Varsity
   V = Varsity
3. Contest Category—Please place an "X" after the appropriate contest, indicating first or second passage or problem, if applicable. For example, if the contestant completed the Speed & Accuracy contest, Passage 1, place an "X" after Pssg. 1. If the contestant gets to additional passages, place an "X" after Pssg. 2, and so on. This procedure applies to all the contests with multiple passages. (Please see examples that follow the CFS.) Mark “Did Not Take” ONLY if a student did not attempt the contest.
4. At or Below Grade Level—Please circle whichever applies to a contestant. Contestants taking any one of the contests below grade level are not eligible for the Finals.
**Contracted or Uncontracted**—Please circle whichever applies to a contestant. Contestants taking any one of the contests in uncontracted braille are not eligible for the Finals.

5. Number of Sheets—Fill in the total number of braille sheets submitted for the attached contest.

6. Comments—Include anything you feel is pertinent to a student and/or the test-taking process. For example, if their brailler broke down or there was an interruption during the test, you may note that in this section.

**Instructions for Scorers**

This section is to be completed by volunteer scorers only (individual transcribers contracted by Braille Institute, or scorers at Preliminary Regional events). Teachers who proctor the Braille Challenge for their own students cannot score their own students’ work.

7. Score—Fill in the total score for a completed contest.

8. Initials—To be completed by the person scoring the contest.

9. Notes—Used to explain anything pertaining to the scoring of the contest. It might include such things as "couldn't score lines 24 and 25 due to typeovers." Or ask questions you had that BIA staff can review when the contest is submitted.

Please be sure to write or print legibly.

**PLEASE USE ONLY ONE CONTEST FACE SHEET PER CONTEST REGARDLESS OF THE NUMBER OF PASSAGES, ETC., COMPLETED.**
CONTEST FACE SHEET

BRAILLE CHALLENGE 2021
CONTEST FACE SHEET

1. Student: ________________________

(Indicate group with an "X" over letter.)

Please note all contests are in UEB format.

2. Group:

A  F  S  J  V

(Please "X" appropriate category(s))

3. Spelling: ______ Did Not Take ______

Proofreading: ______ Did Not Take ______

Reading Comp:  Pssg. 1 ______  Pssg. 2 ______  Did Not Take ______

Charts & Graphs: No. 1 ______  No. 2 ______  Did Not Take ______

Speed & Accuracy: Pssg. 1 ______  Pssg. 2 ______  Did Not Take ______

4. At Grade Level  Below Grade Level  (Please circle one)

Contracted  Uncontracted  (Please circle one)

5. Number of Sheets: ______

6. Comments: ________________________

______________________________

______________________________

Please print legibly.

Nos. 1 – 6 For Proctors  Nos. 7 – 9 For Scorers

IMPORTANT NOTES

🔴 Use only ONE Contest Face Sheet per contest regardless of number of passages, etc. (See Example 1)

🟢 The score written in No. 7 should be the total for ALL passages, etc., not for the individual passages. For example, if a student completed two passages for Reading Comp, the score in No. 7 should be the total for the two passages, and there should be only one CFS for Reading Comp. There should be one CFS for each contest category.

🟡 If a student did not take a particular contest, please fill out Nos. 1, 2, 3, 5, 8, and place an “X” after “Did Not Take”. (See Example 2)
### Example

**BRAILLE CHALLENGE 2020**
**CONTEST FACE SHEET**

1. **Student:** Judy Challenger

   (Indicate group with an "X" over letter.)

   **Please note all contests are in UEB format.**

2. **Group:**
   - A
   - F
   - X
   - J
   - V

   (Please "X" appropriate category(s))

3. **Spelling:** ______ Did Not Take ______
   **Proofreading:** ______ Did Not Take ______
   **Reading Comp.:**
   - Pssg. 1  X
   - Pssg. 2  X
   - Did Not Take ______
   **Charts & Graphs:**
   - No. 1 ______
   - No. 2 ______
   - Did Not Take ______
   **Speed & Accuracy:**
   - Pssg. 1 ______
   - Pssg. 2 ______
   - Did Not Take ______

4. **At Grade Level**
   **Below Grade Level**
   (Please circle one)
   **Contracted**
   **Uncontracted**
   (Please circle one)

5. **Number of Sheets:** 2

6. **Comments:**
   __________________________________________
   __________________________________________
   __________________________________________

   Please print legibly.

   **Nos. 1 – 6 For Proctors**
   **Nos. 7 – 9 For Scorers**
VOLUNTEER ASSIGNMENTS

Volunteers fall into three categories:

• General Volunteers—who act as ambassadors to be sighted guide for teams, assist with registration, etc.

• Teachers—who serve as proctors during each contest
  Materials included in Handbook:
  • A matrix showing all sessions and identifying which volunteer proctors will assist at each session.

• Transcribers/brailists—who serve as scorekeepers
  Materials included in Handbook:
  • A transcriber assignment worksheet, which is also included in a separate “Scoring Room Administrator Guidelines” booklet.

These recommendations are based on 75 contestants – adjust according to your anticipated attendance and completion in one afternoon.

1  Scoring Room Administrator
   (MUST HAVE MINIMUM OF 1 CERTIFIED TRANSCRIBER TO REVIEW ALL SCORED CONTESTS)
2  Tally Sheet Volunteers, Electronic Scoring Grid Volunteers
15  Total Scorekeepers (certified transcribers or proficient brailists)
3  Braille Speed and Accuracy scorekeepers (all scorers for speed & accuracy must be certified)
2  Reading Comprehension scorekeepers
4  Braille Spelling scorekeepers
2  Proofreading scorekeepers
2  Chart & Graph Reading scorekeepers
2  Score Checkers to check all contests
6  Total Proctors (staff members or teachers)  
(Need to be familiar with braille and use of a braillewriter. Do not need to know perfect braille.)

35 – 37  Total Ambassadors  
(general volunteers)

25  Group Guides

2  Parking Crew

3  Lunch Crew

4 - 8  Registrars

2  Volunteer Hospitality Room Hosts
# SAMPLE VOLUNTEER PROCTOR ASSIGNMENT WORKSHEET

<table>
<thead>
<tr>
<th>Session</th>
<th>Apprentice</th>
<th>Freshman</th>
<th>Sophomore</th>
<th>Jr. Varsity</th>
<th>Varsity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Spelling</strong></td>
<td><strong>Reading Comp</strong></td>
<td><strong>Reading Comp</strong></td>
<td><strong>Speed&amp;Accur</strong></td>
<td><strong>Proofreading</strong></td>
</tr>
<tr>
<td>Session 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Proofreading</strong></td>
<td><strong>Spelling</strong></td>
<td><strong>Proofreading</strong></td>
<td><strong>Graphs</strong></td>
<td><strong>Speed&amp;Accur</strong></td>
</tr>
<tr>
<td>Session 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Reading Comp</strong></td>
<td><strong>Proofreading</strong></td>
<td><strong>Speed&amp;Accur</strong></td>
<td><strong>Proofreading</strong></td>
<td><strong>Reading Comp</strong></td>
</tr>
<tr>
<td>Session 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Graphs</strong></td>
<td><strong>Reading Comp</strong></td>
<td><strong>Graphs</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SCORING MATERIALS

The following are scoring materials needed for The Braille Challenge. NOTE: IF YOU ARE SCORING YOUR OWN PRELIMINARY EVENT, DO NOT MAKE INDIVIDUAL SCORES AVAILABLE. All contestants and their teachers will be sent a letter from Braille Institute indicating their general performance.

You will receive a separate scoring packet in November. Review your Scoring Packet with your Scoring Room Administrator and have them begin recruiting and training volunteer scorekeepers.

Materials you will receive include:
- Scoring Guidelines Booklet (separately)
- Scoring Room Administrator Guidelines Booklet (separately)
- “Maximum Score Sheet” (electronic file e-mailed to all Regional Coordinators & Scoring Room Administrators prior to contest date)
- Electronic Scoring Grid for inputting total scores for each contestant, by group (electronic file to be e-mailed)
- Contest Face Sheets (sample included in Handbook and sent with contest guidelines.)

Contest Return Deadlines

PLEASE RETURN CONTESTS TO BRAILLE INSTITUTE WITHIN (1) WEEK OF REGIONAL EVENT DATE.

THE DEADLINE FOR COMPLETED CONTESTS RETURNED TO BRAILLE INSTITUTE IS NO LATER THAN MARCH 14, 2021 FOR STUDENTS TO BE ELIGIBLE AS FINALISTS.
## TRANSCRIBER ASSIGNMENT WORKSHEET

<table>
<thead>
<tr>
<th>SCORE ROOM ADMINISTRATOR (must be a certified transcriber)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TALLY SHEET/ VOLUNTEERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCORE GRID VOLUNTEER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPEED &amp; ACCURACY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>READING COMPREHENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>BRAILLE SPELLING</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROOFREADING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHART &amp; GRAPH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCORE CHECKERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>
SCORING GRID INSTRUCTIONS

The electronic Scoring Grid will automatically take the scores you tally for each contest and equally weight them to all have a maximum of 100 points. By standardizing the maximum score for all contest categories, finalists are truly determined by who is most well-rounded in all categories. The Scoring Grid is a separate Excel file, available online at www.braillechallenge.org. If you do not have access to the software program Excel, please contact Rachel Antoine at rantoine@brailleinstitute.org. It is to be completed and returned with the completed contests.

Instructions
You do not need to know how to use Excel. All the calculations are done for you and locked in so that you cannot overwrite those cells. Follow these step-by-step instructions.

• Open the Scoring Grid file.
• Student levels are divided by worksheets.
• Enter the name of each new contestant under the “Student Name” column in the appropriate contest level.
• For returning contestants, copy and paste the STUDENT ID#, First and Last Name from the electronic Registration Log.
• Fill in the tallied score for each contest for each student.
• Prior to your regional event, you will also be sent a “Maximum Score Sheet”. Be sure to check all tallied scores entered against this list. If you have a tallied score above the maximum, you need to check the scoring procedures for accuracy.
• Complete and save a copy of the file for you, and send a copy to Braille Institute on disk or via email to rantoine@brailleinstitute.org.
• To determine your Regional winners, select the students with the TOP 3 TOTAL RATIO SCORES, from the right-hand column in the grid. When you fill in all your tallied scores, you will see that the program will automatically complete the Ratio Score columns. It will assign the top tallied score for each contest a value of 100, and all other scores for that contest a ratio value. Each student’s Ratio Scores will be automatically totaled in the far
right column of the grid. Your overall Regional Winners are to be determined by who has the highest Ratio Scores.

PACKETS, PRIZES & GIVEAWAYS

Following are materials to assist you in tracking prizes and giveaways:

• Sample Prizes and Giveaways Matrix
• Sample Prize Solicitation Letter

Be sure to check with Braille Institute regarding regional prizes. Each year different vendors contact Braille Institute to offer prizes that we can make available to Regional Challenge Coordinators free of charge. Coordinators will be sent gift certificates that contestants redeem directly with the vendors.

Prizes may be used for any category of contestant you choose, including students taking “rookie” or below grade level contests.

• All prizes forwarded by Braille Institute must be acknowledged in all Regional Challenge marketing materials, including:
  • Announcements (newsletter, media)
  • Programs
  • On agency Web site (including link back to sponsor’s home page)
  • Challenge-related email correspondence
<table>
<thead>
<tr>
<th>GROUP</th>
<th>RAFFLE #1</th>
<th>RAFFLE #2</th>
<th>RAFFLE #3</th>
<th>THIRD PRIZE</th>
<th>SECOND PRIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprentice</td>
<td>$25 Gift Certificate</td>
<td>Braille Card Game</td>
<td>Braille Board Game</td>
<td>Amusement Park Tickets plus $25</td>
<td>Keyboard plus $50 Gift Certificate</td>
</tr>
<tr>
<td>Freshman</td>
<td>$25 Gift Certificate</td>
<td>Braille Card Game</td>
<td>Braille Board Game</td>
<td>Amusement Park Tickets plus $25</td>
<td>Keyboard plus $50 Gift Certificate</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$25 Gift Certificate</td>
<td>Braille Card Game</td>
<td>$30 Movie Passes</td>
<td>Amusement Park Tickets plus $50</td>
<td>Keyboard plus $100 Gift Certificate</td>
</tr>
<tr>
<td>Junior Varsity</td>
<td>$25 Gift Certificate</td>
<td>Braille Card Game</td>
<td>$30 Movie Passes</td>
<td>Amusement Park Tickets plus $100</td>
<td>iPad Mini plus $150 Gift Certificate</td>
</tr>
<tr>
<td>Varsity</td>
<td>$25 Gift Certificate</td>
<td>Braille Card Game</td>
<td>$30 Movie Passes</td>
<td>Amusement Park Tickets plus $100</td>
<td>iPad Mini plus $200 Gift Certificate</td>
</tr>
</tbody>
</table>
SAMPLE PRIZE SOLICITATION LETTER

[Insert Organization Logo
Address, etc.]

The BRAILLE CHALLENGE®, a very special competition that motivates blind students to improve their braille reading and writing literacy skills, will be hosted by______________________on_________________________ at the__________________________________in____________________

We are seeking your support of this important event through the donation of _______________________________. Your donation will serve as prizes to be awarded to local winners in the preliminary round of this contest. Categories of the competition include reading comprehension, braille speed and accuracy, spelling, proofreading, and interpreting raised-line charts and graphs.

The Braille Challenge is a national program of Braille Institute® hosted by regional schools and agencies that serve blind and visually impaired children. It is the only national braille literacy competition of its kind in the country, and is specifically designed to challenge and reward blind students for their study of braille, which is essential to their future academic and employment success.

We would greatly appreciate your participation in helping______________________ continue to promote literacy through our own regional Braille Challenge. If you would like to lend your support to this effort, please contact _______________________________. I will be happy to answer any questions you may have.

Thank you for your consideration.

Sincerely,
After your Challenge event you will be asked to complete a regional summary sheet to help us track all Challenge activities nationally and continue to improve our support of the program. Please submit your summary to Rachel Antoine, at rantoine@brailleinstitute.org. Below is a sample of the questions, for reference.

**General Information**

Regional Coordinator Name:

Number of Years as a Regional Site:

Special Theme (if applicable):

**Attendance**

Total number of contestants attendance by category:

<table>
<thead>
<tr>
<th>Apprentice</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td></td>
</tr>
<tr>
<td>Freshman</td>
<td></td>
</tr>
<tr>
<td>Junior Varsity</td>
<td></td>
</tr>
<tr>
<td>Varsity</td>
<td></td>
</tr>
</tbody>
</table>

Contestants who took your regionally created contest (example: Rookie or Pre-Apprentice), if applicable:

Total number of additional attendance:

<table>
<thead>
<tr>
<th>Volunteers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Guests</td>
<td></td>
</tr>
</tbody>
</table>
Guest Speakers
Name/Title (if applicable)

1. 
2. 
3. 

Workshops and/or Panels

No: [ ]
Yes: [ ] If yes, how many?

Please provide title and brief description:

<table>
<thead>
<tr>
<th>Title of workshop or panel</th>
<th>Brief description</th>
<th>Was workshop/panel successful? If yes, please explain.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Quotes

Please provide a quote from each of the following about your regional event

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contestant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Marketing

Did you receive any media coverage?

No: ☐
Yes: ☐

If yes, please provide a brief description below:

<table>
<thead>
<tr>
<th>Type of Media Coverage</th>
<th>Description (Article titles, TV stations, website addresses, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio</td>
<td>1. 2. 3. 4. 5.</td>
</tr>
<tr>
<td>TV</td>
<td>1. 2. 3. 4. 5.</td>
</tr>
<tr>
<td>Print</td>
<td>1. 2. 3. 4. 5.</td>
</tr>
<tr>
<td>Website</td>
<td>1. 2. 3. 4. 5.</td>
</tr>
</tbody>
</table>

Did you take photos or video of the event?
Yes: ☐ (please email or mail copies if possible)  No: ☐

Please send samples of any marketing/publication materials where Braille Challenge prize sponsors were acknowledged. These help us tell others about the scope of the Braille Challenge to maintain support for this national program.

Do you want Braille Institute’s media support for the next Braille Challenge Season?

Yes: ☐  No: ☐

Social Media

How often did you post updates, stories, videos or pictures on Social Media?

<table>
<thead>
<tr>
<th>Social Media</th>
<th>Very frequently</th>
<th>Frequently</th>
<th>Occasionally</th>
<th>Rarely</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Instagram</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Twitter</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Other (please specify):</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Please provide your Social Media profile name(s) so Braille Institute can follow your Braille Challenge updates/posts.

<table>
<thead>
<tr>
<th>Social Media</th>
<th>Profile Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook</td>
<td></td>
</tr>
<tr>
<td>Instagram</td>
<td></td>
</tr>
<tr>
<td>Twitter</td>
<td></td>
</tr>
</tbody>
</table>
Do you have a social media coordinator who manages your social media or marketing, different from the Regional Coordinator?

No: ☐  Yes: ☐

**Prizes and Sponsors**

Did you distribute prizes forwarded by BIA from our national sponsors?  
No: ☐  Yes: ☐

Did you receive any other gifts/donations?  No: ☐  Yes: ☐

If yes, please list them below:

<table>
<thead>
<tr>
<th>Type of gift/donation</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check the various ways you acknowledged all sponsors (please provide samples if possible):

☐ School/agency website  
☐ Social Media (Facebook, Instagram, Twitter, etc.)  
☐ Event program, brochure, newsletter, or other printed materials  
☐ Press release  
☐ During event or awards ceremony
**BIA Support**

Please rate the following on quality of content:

<table>
<thead>
<tr>
<th>Type of Materials</th>
<th>Excellent</th>
<th>Above average</th>
<th>Average</th>
<th>Below average</th>
<th>Extremely poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctor Guidelines</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Scoring Guidelines</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Registration Log</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Collateral Material</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Contests</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Please rate the following on delivery: (Were materials delivered on time?)

<table>
<thead>
<tr>
<th>Type of Materials</th>
<th>Excellent</th>
<th>Above average</th>
<th>Average</th>
<th>Below average</th>
<th>Extremely poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctor guidelines</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Scoring guidelines</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Registration log</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Collateral materials</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Book Ports</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Additional Suggestions:
Scoring Room Administrator Feedback

Please rate the following:

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above average</th>
<th>Average</th>
<th>Below average</th>
<th>Extremely poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did you find the Regional Coordinator conference calls helpful?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you have sufficient answer keys?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Suggestions/comments on the Speed and Accuracy answer keys:

Do you have a Scoring Room Administrator, different from the Regional Coordinator?

No:    ☐   Yes:  ☐

How many Scorers did you have?

Thank you for taking the time to complete the Regional Summary. We value your feedback and look forward to the next Braille Challenge season!