

How to Conduct a Classroom or School-wide *Project Citizen* Competition

1. Pick a date and place.
2. Recruit judges. You need a minimum of three judges to hear the testimony and two judges to judge the portfolios. They can be the same people or two sets of judges. Each portfolio takes about one hour to judge. A hearing also takes about one hour to complete. Note: If the hearing judges do not judge the portfolios, give them time to become familiar with the portfolio before they hear the testimony.
3. **Portfolio judging:** Provide each judge with a set of score sheets for each portfolio (TM pp. 25-33) and the Portfolio Criteria Checklist (TM p. 23). Instructions for judging a portfolio are found on page 51-52 in the Teacher's Manual.
4. **Hearing Judging:** Provide each judge with a set of score sheets for each class (TM pp. 37-45) and the Criteria for Evaluating Oral Presentations (TM p. 35). Instructions for judging an oral presentation are found on page 53-54 in the Teacher's Manual.
5. Remind judges to judge consistently and to complete the tiebreaker on the score sheets. The tiebreaker should reflect the scores given for the portfolio and the testimony.
6. After the hearing and portfolio judging have been completed; find a quiet place to tally scores.
7. Notify the students of the results as soon as possible. The Arizona Bar Foundation will provide each of your students with a certificate and a pin..
8. Thank the judges by giving them a certificate of appreciation and/or a thank you note.