

# WRITING CONTEST: ENTRIES DUE TO CFWC BY MONDAY, MARCH 3, 2025

*(Contestants should contact their District's Contest Chair for the District Deadlines)*

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## **GFWC MEMBER CONTEST:**

Authors must be dues-paying members of an active per capita club.



- Entries must be:
  - Typed, double-spaced, and one-inch minimum margins on the top, bottom, and both sides.
  - Printed on white 8.5 x 11-inch paper, one side only.
  - If emailed, use Microsoft Word files only.
- Entries must be written during the contest year (January 1-December 31).
- Entries must include the following information on the top right-hand corner of each page:
  - Author's name, email address, mailing address, and phone number
  - Name of author's GFWC club, District, and Area
  - Category
  - Title of work
  - Page number
- Authors must be amateurs. Earnings from writing may not exceed \$500 annually.
- Entries may not have been published prior to the competition and must be original works by the author.
- A completed, signed **GFWC Creative Arts Waiver** must be included with each submission.
- **Short stories** are limited to 2,000 words. Word count must be included at the end of the story.
- **Poetry entries** can be any style with a minimum length of eight lines and a maximum of 50 lines.
- Entries are limited to one per member per category.

## **YOUTH WRITING CONTESTS:**

While CFWC will not be judging this category at the state level, CFWC will submit District first place student writing entries to GFWC (international). Same Rules apply (as above).

**FOR MINORS UNDER THE AGE OF 18: A SIGNED MINOR'S CONSENT AND RELEASE FORM AND a MINOR'S PUBLICITY RELEASE FORM MUST BE INCLUDED WITH EACH ENTRY,** in addition to the Creative Arts Waiver.

### ○ REQUIREMENTS:

- Typed, double-spaced, one-inch minimum margins on the top, bottom, and both sides.
  - Printed on white 8.5 x 11-inch paper, one side only.
  - If emailed, use Microsoft Word files only.
- Entries must be written during the contest year (January 1-December 31).
- Entries must include the following information on the top, right-hand corner of each page:
- Author's name, email address, mailing address, and phone number
  - Name of the GFWC club, District, and Area submitting the author's work
  - Category
  - Title of work
  - Page number
  - Grade Level Category:
    - Category 1: Grades K, 1, and 2
    - Category 2: Grades 3, 4, and 5
    - Category 3: Grades 6, 7, and 8
    - Category 4: Grades 9, 10, 11, and 12
- Authors must be amateurs. Earnings from writing may not exceed \$500 annually.
- Entries may not have been published prior to the competition and must be the author's original work.
- A completed, signed **GFWC Creative Arts Waiver** must be included with each submission (the form is provided at the end of this segment of the CFWC Yearbook, and in the Forms page on the CFWC website).
- Entries are limited to one per person per category.
- **Short stories** are limited to 2,000 words. Word count must be indicated at the end of the story.
- **Poetry entries** can be any style with a minimum length of eight lines and a maximum of 50 lines.
- The "Six Traits of Writing" will be used in the judging of the Youth Writing Contest writing entries in categories 2, 3, and 4.

## **DISCLAIMER:**

Manuscripts will not be returned. Authors should keep a copy. By submitting a short story or poem to GFWC, the author is providing GFWC with a royalty-free perpetual license to use, reproduce, post, display, create derivative works, sell, license the work in any media known at the time of entry, or later invented, without limitation, for commercial or non-commercial purposes.

## **DISTRICT WRITING CHAIR RESPONSIBILITIES:**

- Contact your District President to get the CFWC Writing Contest Packet (mid-Sept to mid-Oct)
- Encourage your entire District to participate and distribute info. to all club presidents and their respective Photography/Writing chairs.
- Collect all writing entries and submit with all required documents per instructions.
- **Send all 1<sup>st</sup> place Writing winners in your district to Olma M. O'Neill, CFWC Photography Chair, at 1210 Bellevue Ave, #302, Burlingame, CA 94010. DUE TO CFWC BY MONDAY, MARCH 3, 2025. REMINDER: Please submit only one winner, per category, per district.**

## **CFWC WRITING CHAIR RESPONSIBILITIES:**

- JULY 2024: Write the description and contact information for the yearbook and send it to the appropriate CFWC Yearbook contact person.
- SEPT-OCT 2024: Send out an information packet to District Presidents
- Support and answer all questions from District Writing Contest Chairs.
- MARCH 10, 2025: Categorize all entries for the CFWC Writing Contest
- MARCH-APRIL 1, 2025: Find Writing Judges for the CFWC Writing Contest. All entries will need to be judged **before** Tuesday, April 1, 2025.
- DEADLINE- APRIL 1, 2025: Send 1st place winners in each category to GFWC.

## **SUGGESTED TIMELINE:**

MID-SEPT – MID-OCT 2024: CFWC Writing Contest Chair emails Writing Contest packet to District Presidents, for distribution to their respective District Writing Contest Chairs.

NOV 2024 – FEB 2025, Monthly: Encourage District Presidents to announce the Writing Contest in district and club newsletters, as regularly as possible.

MAR 2025: Collect all Writing Contest entries (DUE DATE TO CFWC: MARCH 3, 2025). Writing Contest entries will be judged at the CFWC level. All entries are judged by non-club members. Note: If you need help finding judges, consider local writing clubs, college writing centers, bookstores, and libraries.

April 1, 2025: Olma O'Neill, CFWC Writing Contest Chair, will turn in entries, by April 1, 2025, to GFWC for judging at the national level.

May 2025: Awards will be presented at the 2025 CFWC Convention awards ceremony.



With my signature I declare that:

- I have created the submitted work, entitled \_\_\_\_\_ and I own the full copyright. The work has not been published before.
- With my work, including pictures, tables, or additional media, I do not violate or infringe on the copyright of other persons or entities.

The work in question is (please check one):     Photography     Poetry     Short Story

- I grant the General Federation of Women's Clubs a royalty-free perpetual license to use, reproduce, post, display, create derivative works, sell, license, or sublicense the work in any media now known or later invented without limitation, for commercial or noncommercial purposes.

This agreement shall become effective and binding on the date of formal acceptance of the work for publication by the General Federation of Women's Clubs.

Full Name		
Mailing Address		
City	State	Zip Code
Phone	Email	

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent/Guardian Signature (if submitter is under 18 years of age)

\_\_\_\_\_  
 Date





# MINOR’S CONSENT AND RELEASE FORM

The Undersigned is/are the parent(s)/legal guardian(s) of \_\_\_\_\_ (“Minor”), whom is under 18 years of age. The Undersigned is/are legally entitled to the complete custody, care and control of the Minor and, furthermore, is legally entitled to provide this consent and release.

The Undersigned and the Minor acknowledge and agree as follows:

1. We have read and agree to the \_\_\_\_\_ [contest name] rules and requirements (“Contest”) and knowing full well the rules, terms and conditions of the Contest, we consent to the Minor’s participation and submission of \_\_\_\_\_ [i.e., artwork, photography, creative writing, music] (“Work”) to the Contest.
2. The Work was created by the Minor, and has not been published before. The Minor owns the full copyright to the Work, and the entire Work does not violate or infringe upon the copyright of any other persons or entities.
3. We provide our consent for the Work to be published and/or displayed to the public in its original format, as well as in other formats, including, but not limited to editorial, trade, advertising and/or any other purpose and in any manner or medium, including print media, website, social media, and internet. For this purpose, we hereby assign, transfer, or otherwise convey to the GFWC *California Federation of Women’s Clubs*, together with its member clubs, its districts and its legal representatives (collectively “CFWC”) a royalty-free perpetual license to use, reproduce, post, display, create derivative works, sell, license, or sub-license the work in any media now known or later invented without limitation, for commercial or non-commercial purposes. Furthermore, we agree that Work may be used, edited, reproduced, distributed, and presented in any way deemed proper by the CFWC without any additional consent, or payment to us.
4. We agree that we will not release the Work to any other publication in the same or substantially similar form without prior written and explicit consent from the CFWC.
5. We hereby release and hold the CFWC harmless from all claims, demands, liabilities, suits and proceedings, whether in law or in equity, from any and all expenses related to the Contest, arising therefrom on account of, or due to the use of the Work, and/or arising from a third party’s unauthorized use of the Work.
6. There is no time limit on the validity of this Release nor is there any geographic limitation on where the Work may be used, distributed, or presented by the CFWC.

By signing below, you acknowledge that you have read, understand and fully agree to the terms herein; and that you understand and confirm that by signing this form you have given up considerable future legal rights.

Date: \_\_\_\_\_

Minor’s Name: \_\_\_\_\_

Minor’s Age: \_\_\_\_\_

**By signing below, I certify that** I am the parent or legal guardian of the minor named above and consent to this Minor’s Consent and Release and I am mentally competent to enter into this Minor’s Consent and Release.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address/Phone Number: \_\_\_\_\_



## MINOR'S PUBLICITY RELEASE

I, \_\_\_\_\_, am the parent or legal guardian of:  
\_\_\_\_\_ [name of child] ("child"). I am legally entitled to the complete custody, care and control of the child and, furthermore, I am legally entitled to provide this release.

I hereby grant and assign the *GFWC California Federation of Women's Clubs*, together with its member clubs, districts and legal representatives, the irrevocable and unrestricted right to use and publish my child's name, voice, image and/or likeness for editorial, trade, advertising and/or any other purpose and in any manner or medium, including print media, website, social media, and internet. I understand and agree that neither me nor my child will be paid for any use described above at any time.

By signing this form, I hereby release the *GFWC California Federation of Women's Clubs*, together with its member clubs, districts and legal representatives from all claims and liability relating to the use of my child's name, image and/or likeness for the above purposes.

**By signing below, I certify that** I am the parent or legal guardian of the child listed above and consent to this Publicity Release by my signature below, and I am mentally competent to enter into this Publicity Release.

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address/Phone Number: \_\_\_\_\_