

**ARIZONA  
PROJECT CITIZEN  
POLICIES AND GUIDELINES GOVERNING THE SHOWCASE**

The Arizona Foundation for Legal Services & Education and the Center for Civic Education are the official sponsors of the ***Project Citizen*** Program. The program is made possible through the volunteer efforts of legislators, teachers, and other community members. The Arizona Supreme Court and the Center for Civic Education provide funding for the program.

The program is available for grades 5-8 and any public, private or charter school class may participate. In the interest of ensuring fairness and promoting uniformity, the showcase shall be governed by the following set of rules:

**I. Class Eligibility**

1. Classes comprised of students in grades 5-8 are eligible to participate in the showcase under the following criteria:

The class must be a regularly rostered class. For purposes of the showcase this means that the class is:

- a. Constituted according to the school's normal programming procedures and not by a selection of students specifically for the showcase.
- b. Designated on the school's master program.
- c. Meets during regular school hours.
- d. Students are enrolled in the school as evidenced by permanent school records. Students are registered for the class as evidenced by the teachers' official class register or roster. Class size cannot be fewer than 12 students nor exceed a class size of 35 students.

**II. Class Composition**

1. For purposes of the showcase, a participating class must be comprised of students enrolled in the class. The teacher, coach or any other individual in an official capacity working with the participating class is considered part of the class composition.
  - a. A school may send more than one class to participate at the regional level showcase.

- b. Each class must be divided into four groups. Each group must have at least three students. The number of students in each group should be equal, if possible.
- c. No student may be in more than one group unless there are not enough students in the class to have four three-member groups.
- d. When a class has fewer than 12 students, teachers may allow some students to participate in two groups to meet the criteria for composition.
- e. No class can participate in the showcase with less than 12 students (unless State Coordinator approves).
- f. Two classes may be combined to participate, if the total number of students in the combined class does not exceed 35 students. Combining two classes must have prior approval of the state coordinator.

### **III. State Level Showcase**

- 1. Ten classes will be invited to attend the State Showcase. Each region's portfolio winner will be guaranteed a spot at the State Showcase, and the remain berths will be divided by region on a pro rata basis.
  - a. Students who participate must arrive on time and be prepared to participate by the first round of the showcase. Classes arriving after the beginning of the first round will be disqualified from participating.
  - b. Each school shall have its teacher present at all times at the showcase. Each class shall participate in all showcase-related events, such as assemblies and demonstrations.
  - c. Showcase units are 10 minutes in length:
    - 4 Minutes- Prepared Testimony
    - 6 Minutes- Follow-up Questions
 If the 4 minutes are not utilized during the opening testimony phase, the remaining time shall be added to lengthen the follow-up questioning period. Each class member is expected to adhere to any requests made by judges concerning time.
  - c. Notes (no larger than 8 1/2 by 11) may be used during the prepared testimony only. No notes or textbooks may be used during the follow-up questioning portion of the unit. Students may refer to the portfolio during the prepared testimony.

- d. It is recommended that students, teachers, coaches, parents, and guests remain with their class during the rounds to avoid disruptions during the showcase.
- e. All classes are assigned to a hearing room for the duration of the showcase.
- f. At the start of each unit, students must introduce themselves to the judges and state which portion of the portfolio they have prepared.
- g. Every student on the group is expected to participate in all phases of the hearing. This means that each student shall have a role in the four-minute opening testimony. Most students should respond to follow-up questions.
- h. There shall be no communication between teachers and judges during a hearing.
- i. There shall be no communication between teachers and students while students are testifying. Testifying students may communicate amongst themselves.
- j. Usual rules of hearing room decorum apply to all participants. Appropriate dress is required.
- k. The State Showcase will consist of two rounds.

#### **IV. The Portfolio**

- 1. Guidelines for the portfolio (both the documentation and presentation portions) must be adhered to.
  - a. If the portfolio is in physical board and binder form, the following rules apply.
    - i. The display section should be composed of four sheets of foam-core board with each of the four panels being no larger than 32" wide by 40" high. When placed together for mailing, the four panels should be no larger than 32" wide to 40" high and no thicker than 2".
    - ii. The documentation binder should be no larger than 2" thick. Dividers of different colors should be used to separate the four sections. The binder should include an overall table of contents and a table of contents for each section. The reflection piece should be placed in the documentation binder.

- b. Portfolios can also be organized into a PowerPoint, Google Site, or other digital format.
- c. The class's proposed "policy" must meet the requirements of a "public policy" as opposed to a "service learning" project. If not, the class may be disqualified from competing.
- d. Failure to adhere to all guidelines may result in disqualification.

**V. Dispute Resolution**

In the event of a protest, conflict, or dispute during the course of the showcase, the final arbitration shall be the responsibility of the state coordinator subject to the rules of the showcase and the policies of the Arizona Foundation for Legal Services & Education.

**VI. Timelines**

All timelines must be adhered to. Failure to do so may result in disqualification.