



## **We the People Competition/Showcase Regional Coordinator Request for Proposals**

Do you enjoy planning events?

Become an Arizona Bar Foundation **Competition/Showcase Regional Coordinator**

This is an exciting opportunity to:

- ✧ Exercise your planning skills;
- ✧ Impact hundreds of youths by planning an academic competition; and
- ✧ Earn a \$700 stipend for doing something for which you have a passion.

### ***Competition/Showcase Regional Coordinator Role:***

As a Competition/Showcase Coordinator you will serve as a liaison between the Arizona Bar Foundation and the school/district in your designated region for the purpose of planning a Regional Competition/Showcase. Competition/Showcase Coordinators will work closely with the Arizona Bar Foundation to effectively plan and administer a Regional Competition/Showcase in Arizona. Competition/Showcase Coordinators will serve in this capacity from September 2023 – January 2024.

As a Competition/Showcase Regional Coordinator, you will...

- ✓ Serve as a **Liaison** between the Foundation and the educators participating in the competition/showcase.
- ✓ **Plan/Implement/Host** an academic competition/showcase in your designated region.

Requirements to serve in this capacity:

- ✓ Effective Organization Skills
- ✓ Logistical Planning Skills
- ✓ Effective Communication Skills
- ✓ Knowledge of the We the People Showcase/Competition Rules (recommended but not required)

*\*Per our Competition Policies – “An individual may serve as a coordinator and a teacher coach but only if they are a teacher for a middle or high school showcase team. Teachers for a high school competing team cannot coordinate their district competition.*

### **Completing a proposal:**

Please complete (type) the attached form and email to [John.Armendt@azflse.org](mailto:John.Armendt@azflse.org).

### **Proposal Due Date: July 21**

For more information, please contact:

John Armendt, Program Specialist  
Arizona Foundation for Legal Services & Education  
4201 N. 24<sup>th</sup> Street, Suite 210  
Phoenix, AZ 85016  
480-254-1181



***We the People Competition/Showcase Regional Coordinator***  
**Proposal**

Name: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

School/District/LEA (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

In-state travel within your region is a requirement.

Select your preference with an 'a' next to your first choice and a 'b' next to your second choice (if applicable).  
It is suggested to choose regions(s) in which you live or work. See list of regions below.

Region 1 \_\_\_\_\_ Region 2 \_\_\_\_\_ Region 3 \_\_\_\_\_ Region 4 \_\_\_\_\_

Region 5 \_\_\_\_\_ Region 6 \_\_\_\_\_ Region 7 \_\_\_\_\_ Region 8 \_\_\_\_\_

Region 9 \_\_\_\_\_

School Year Submitting Proposal for: \_\_\_\_\_

## WRITTEN STATEMENT

*Please type your response below.*

- 1) List academic event planning experience below (i.e., name of event, length of event, purpose of event, # of attendees):
- 2) List which Foundation regional competitions/showcases you have planned in the past (if applicable):
- 3) If you are an educator, will your school be participating in the We the People Regional Competition/Showcase this school year?  
\_\_\_\_ Yes  
\_\_\_\_ No
- 4) If yes, please indicate the region where your school is located:  
\_\_\_\_ Region
- 5) Will you be coaching a team who will participate in the We the People Regional Competition/Showcase this school year?  
\_\_\_\_ Yes  
\_\_\_\_ No
- 6) If yes, indicate the region where the school is located:  
\_\_\_\_ Region

*I have read and understand the Competition/Showcase Regional Coordinator Scope of Work and Payment Matrix and feel I can meet all of the requirements outlined.*

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Printed Name

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Signature

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Date

## **We the People Competition/Showcase Regional Coordinator Scope of Work**

**Scope of Professional Services:** The Competition/Showcase Regional Coordinator will serve as a liaison between the Arizona Bar Foundation and school/district participating in regional competitions/showcases.

### **We the People Competition/Showcase (Required)**

The We the People Competition/Showcase is a culminating activity that provides students from each group the opportunity to demonstrate their knowledge and understanding before a panel of community representatives (judges), while providing teachers with an excellent means of assessing performance. The primary role of the Competition/Showcase Coordinator is to coordinate and host a Regional Competition/Showcase and encourage participation from teachers within their designated region. The following are the responsibilities relative to this goal:

- Communicate and coordinate participation in competition/showcase from schools within the designated region;
- Coordinate and host region wide competition/showcase with a minimum of two teams;
- Communicate and coordinate services with designated event facility/location;
- Recruit, communicate with, and coordinate participation from volunteers (from within the community);
- Develop and prepare all necessary competition/showcase materials;
- Provide direct communication and technical assistance to participating teams and/or team representatives;
- Assure that the competition/showcase meets the standards for academic competitions as set by the Foundation; and
- Provide necessary documentation/supporting information to the Foundation as needed for reporting purposes.

### **Documentation/Reporting (Required)**

Submit the following documentation (templates provided by the Foundation):

- End year report due **December 31<sup>st</sup>**
- Invoice due **December 31<sup>st</sup>**
- Regional Competition/Showcase Advance Form and receipts for the expenses related to the advance
- Competition/Showcase digital pictures
- When necessary, alert the Foundation's Senior Director of Education, immediately and no longer than 24 hours about emergency situations requiring Foundation attention within designated district

### **Payment Dispute Terms**

If the Sub-Contractor has a dispute with the Foundation regarding payment or obligations set forth in this contract that has not been resolved after communication efforts have been exhausted with the Foundation's Senior Director of Education Programs the Sub-Contractor may contact the Executive Director/CEO in writing to state their concern, attempts made to reach the resolution and desired resolution not reached.

# **WE THE PEOPLE REGIONAL MAP**

