

Power of the Pen
F E E S

2017



Power of the Pen

FEES

CONTENTS

Fee Schedule for the Current Year	3
School Registration Fees.....	3
Additional Fees	4
“Supplementary Judge” Option.....	4
Penalty Fees: Contestant, Judge & School Drops	
Non-qualified Judges; Late Data Submissions; other	6ff
Why do there have to be Penalty Fees?	9

Fee Schedule 2016-17 Tournament Season

POWER OF THE PEN is incorporated as a nonprofit educational organization (501c3). The FEIN number is 34-1620043 (State registration number: 415-16). A summary financial statement appears each year in the State Program, issued to all participants at the State Tournament. Power of the Pen is audited as mandated by its Board of Trustees by an independent auditing firm. For additional information, contact the Power of the Pen State Office.

School and contestant registration fees cover approximately one half of the program's costs. The remainder is made up by annual contributions from friends of the program, corporate and business gifts, and foundation support.

All checks should be made payable to Power of the Pen and sent to: Power of the Pen, Box 442, Richfield, Ohio 44286. Telephone inquiries may be made to Lorraine B. Merrill, Executive Director, Power of the Pen: (330) 659-3226. The FAX number is (330) 659-6291. The e-mail address is webmaster@powerofthepen.org

School Registration Fees

Initial Entry Fee

- For schools registering teams of **BOTH** 7th and 8th grade contestants (two grade levels), regardless of the number, the Initial Fee is \$400. The initial Registration fee must be paid by December 31 or a late payment fee of \$25 may be assessed.
- For schools registering a team of **EITHER** 7th **OR** 8th grade contestants (one grade level), regardless of the number, the Initial Fee is \$300. The initial Registration fee must be paid by December 31 or a late payment fee of \$25 may be assessed.

The Initial Fee provides the following benefits and services:

- **One year School Membership in the Ohio Interscholastic Writing League**
 - a school membership certificate
 - networking with its membership, more than 1,000 teachers in Ohio's schools
 - purchasing privileges of Power of the Pen's supplementary publications and supplies
 - access to Power of the Pen's prompts and models of excellence
 - authorization to use Power of the Pen's methods and materials in the classroom
 - internet password access to *The Coach's Manual*, *The Rules Governing Power of the Pen Interscholastic Writing Tournaments*, and other materials
 - current hard copy edition of *Book of Winners*, containing prompts and models of excellence
- **District Tournament Entry**

NOTE: Each school is guaranteed at least one Regional qualifier at each registered grade level, after the District event.
- **Regional Tournament Entry**

NOTE: there is NO additional fee for Regional participation

Withdrawals: An initial Registration is a commitment to participate, confirmed by the signature of a teacher or school Administrator, normally the School Principal. Schools which withdraw *before* the District tournament but after initial registration will be automatically enrolled in the Ohio Interscholastic Writing League and enjoy the benefits thereof. Schools that withdraw will not receive a refund.

Other fees that may be incurred by actively registered schools during the course of the season include:

- State Tournament Fees (only schools with State qualifiers from Regionals)
- Supplementary Judge Fees

➤ Drop Fees, for “No-Show” Judges, Contestants, or Schools (“Drop” fees)

➤ non-Qualified Judge Penalties

➤ Penalty assessments for schools that fail to meet deadlines for reporting data or paying fees

NOTE: Most schools use purchase orders to manage their financial operations. We advise coaches to take out an open purchase order for \$100 more than the initial entry fee. This “cushion” can then be used, if needed, to cover the costs in the course of the tournament season which could be incurred for unexpected drop fees or penalties that arise when reporting deadlines are not met. If this is not a workable arrangement at a given school, the coach is strongly advised to keep himself fully aware of all rules that can result in a penalty fee which might then have to be paid for personally.

Membership Only Option (\$150)

Some schools- for a variety of reasons- may elect not to participate in the tournament events but wish to use Power of the Pen’s materials in the classroom to enhance writing proficiency. An example would be the school which has been fully involved but suddenly loses its Writing Team Coach. Finding a replacement may take time. Rather than face a setback in the classroom by leaving the program, a school is fully authorized to continue to use Power of the Pen’s prompts and models until full participation is once again feasible. Another example would be the school that wants to try the program out in the classroom before committing to tournament competition. Whatever the reason, a school has the option of electing *Membership Only* in the Ohio Interscholastic Writing League for a \$150 annual membership fee and enjoying the benefits and privileges thereof. Please note, however, that Membership Only schools may not hold or attend mini-meets, or conduct inter-school or intra-school competitive writing tournaments.

Under normal circumstances, Membership Only status cannot continue beyond one year. A school requesting a second year extension must show Power of the Pen sufficient justification. Otherwise, in the absence of any intention to move to competitive status, membership is discontinued- and legal permission to use Power of the Pen’s materials is also discontinued.

Additional Fees

State Tournament Fees- *conference fees are published in April-May of each tournament/school year*

There are two fees for the State Tournament: (a) School Registration Fee; and (b) Conference Fees.

(a) **School Registration Fee:** The fee is determined by the total number of qualifiers from Regional who register for State. Normally, this fee is paid by the school.

(b) **Conference Fees:** Conference fees (for food, lodging, etc.) are determined by the current charges of the hosting institution for the use of its facilities, and the personal preferences of those who attend (contestants, coaches, judges, runners, parents, volunteers, and guests). These fees are normally not set by the institution until April. Last year at The College of Wooster, the cost for housing, meals, and activity fees totaled \$130 *per person* for double-room occupancy; \$150 for single room occupancy. Thursday & Friday with meals was \$50; Friday attendance only (with meals) was \$40 per person; attendance without meals- \$25 per person.

Supplementary Judge Fee: *- only if permitted*

General: The mechanics of a tournament require a predictable ratio of teacher/judges to registered student contestants. Power of the Pen recognizes that some schools, especially those with smaller staffs, may find it difficult to supply sufficient numbers of teacher/judges for their teams. Nevertheless, as a condition of participation, each school must commit to supply the following number of qualified teacher/judges:

Number of Judges Required

A detailed discussion of the numbers of Judges required at each of the three levels of tournament competition can be found in the Manual in the section on Judging. What follows is a summary.

District Tournaments: each school must supply one Judge for *each* participating grade level. A school unable to meet this minimum requirement should plan to enter one grade only.

Regional Tournaments: Each school must supply, or arrange for (a) 1 Judge for 1-3 student contestants **PER GRADE LEVEL TEAM**, or (b) 2 judges for 4-6 contestants per grade level team. *Example: if a school has 5 Seventh graders and 2 Eighth graders going to Regional, it must supply 3 Judges- 2 for 7th, and 1 for 8th.*

State Tournament: The requirement is the same as the one for Regionals. Each school must supply, or arrange for (a) 1 Judge for 1-3 student contestants per grade level team, or (b) 2 judges for 4-6 contestants per grade level team. *Example: if a school has 5 Seventh graders and 2 Eighth graders, it must supply 3 Judges- 2 for 7th, and 1 for 8th.*

1) Every school must supply at least one Judge at each participating Grade level

To satisfy a part of its total requirements at the Regional and State levels, a school may elect to exercise a “Supplementary (‘Hire’) Judge” option. However, before doing so, it must first meet this absolute requirement of school-supplied Judges. The fee for exercising the supplementary option is \$50 (Regional) or \$75 (State) per Judge. This fee is assessed whether or not Power of the Pen does, in fact, hire outside help to grid the tournament.

2) If additional Judges are needed beyond the “One Judge per Grade Level” threshold, the school may pay a \$50 (\$75 for State) fee for each additional Judge required.

District: There is no Supplementary Judge (“Judge Hire”) option for Districts; at District competition, the school must supply the TOTAL number required- 1 or 2, depending upon the number of teams. *This is a condition of participation, and there are no exceptions. The students of schools unable to supply a Judge at either grade level cannot participate in Power of the Pen at that grade level.*

Regional: All schools must supply **at least one Judge for each participating grade level**. If the school can provide only *one* Judge, it can enroll only *one* grade level team. The Supplementary Judge option may be exercised for the *second Judge only* (a second judge is required of grade level teams numbering 4-6 contestants). Example: in an earlier example- 5 Seventh graders, and 2 Eighth graders- the school could exercise the option of paying a fee for the *second* 7th grade judge. The fee for a Supplementary Judge at Regionals is \$50.

State: All schools are routinely required to provide (a) at least one Judge from the school; and simultaneously (b) at least one half of the total requirement. (Schools with one qualifier may petition the Executive Director *in writing* to relax the absolute judge threshold requirement when this presents a demonstrable hardship, but this prerogative is subject to strict conditions discussed in detail in the section on Judging elsewhere in the *Manual*.) Aside from this exception, the Supplementary Judge option may be applied as long as the school actually provides *at least half of its total requirement*.

The fee for a Supplementary Judge at State is \$75 per Judge. EXCEPTION: The Supplementary Judge fee for a school permitted to send a single contestant with a parent/chaperone, but *without* a qualified teacher/ judge is \$150; the surcharge is a partial offset against the substantially increased processing costs for this type of registration.

Drop Fees

General: *The hallmark of Power of the Pen tournaments is their ability to generate instant results. This is made possible only by intense pre-tournament programming. This kind of preparation is based on the numbers of judges and contestants committed to attend. When a judge or contestant fails to show, rescheduling must be DONE manually on-site. Depending upon the number and severity of the “drops”- some of which we must accept as inevitable- the tournament experience for those who are in attendance can be seriously crippled. The amount of the penalty parallels the degree of the impact upon the tournament event.*

Contestant Drop Fee: A penalty is assessed if a school fails to bring the registered number of contestants the day of the tournament.

District: The penalty fee for a District contestant drop is \$25 per drop. There are no penalty fees for up to two drops per school reported to the Tournament Supervisor earlier than 96 hours before a District tournament (i.e. before 9:00 a.m. on the Tuesday preceding a Saturday tournament). No penalty fees are assessed for *replacement changes* in contestants up to and including the day of a District tournament.

District:- Excessive Late Drops- A ruling of the State Committee in 2001 addresses the issue of a school that registers and then withdraws a large number of its contestants without providing adequate notice. **“ If a school drops more than 50% of its registered contestants at a District tournament without notifying Power of the Pen at least two weeks in advance of the event, a \$100 penalty may be assessed.** The severity of the penalty is to underscore the impact that a massive withdrawal imposes on the tournament experience and the jeopardy it creates for an otherwise smoothly running event. If circumstances seem to warrant, an offending school may argue its case for partial relief to the Executive Director in writing.”

Regional and State: *Once registered by the Writing Team Coach, a Regional or State contestant may not drop without incurring a penalty for the school.* The penalty for a Regional or State contestant drop is \$50. Note, however, that when a contestant *must* be withdrawn, and there is “good and sufficient reason”, the Writing Team Coach may contact the Executive Director- in writing (FAX, e-mail, snail mail)- stating the circumstances. On the basis of how early the notification is made, and the nature of the circumstances, the Executive Director may elect to reduce (or waive) the penalty. A ruling by the State Committee (November 2002) states that **waivers may be granted- but only to a school which “does not show a pattern of missing deadlines”**.

Power of the Pen recognizes that the commitment (from both students and teachers) at the Regional and State levels should be regarded even more seriously than at the District level. By way of explanation- recall that the Regional has been preceded by a qualifying event. That means that at a District tournament half the participants were *excluded* from the possibility of continuing on. Because the number of spaces is restricted at Regional, each qualifier claims entitlement to a position that would otherwise be available to someone who did not succeed in qualifying. When the successful qualifier fails to show up, he or she not only wastes his own unused opportunity, he eliminates the opportunity for the next qualifier on the list who could have participated in his place. The obligation is even stronger at State where, because of the limitations in space and the larger data pool from which to draw, the qualifying ratio becomes one State qualifier to every *five* Regional participants. We trust the Writing Team coaches to communicate the *obligation*- as well as the *honor*- that qualification to Regionals- and to State- entails. Coupled with this is the fact that any penalty that a student incurs by not showing up is applied to the *school*- not to the student himself.

Power of the Pen no longer extends Writing Team Coaches the privilege of withdrawing students (or judges) routinely and without penalty from Regional or State competition- *once they have been registered*- before a fixed cut-off day/time. When a qualifier is registered for Regional or State, Power of the Pen assumes that he will, in fact, be participating. On the basis of this, the State Office can feel free to program that individual into the grids and score sheets without waiting until a second, confirming “cut-off” date has passed.

Judge Drop Fee: \$75/\$100. A penalty of \$75 for **Regional** Tournaments, and \$100 for the **State** Tournament, is assessed for each Judge a school registers but fails to bring on the day of interscholastic competition. Changes in Judges (who must be qualified) must be approved, in advance of the tournament, by the State Office (Telephone- 330-659-3226). NOTE: A RULING BY THE STATE COMMITTEE IN 1999 MAKES JUDGING COMMITMENTS BINDING, ONCE FILED WITH POWER OF THE PEN ON A SCHOOL'S REGISTRATION FORM, REGARDLESS OF ANY STUDENT DROP(S) THAT MAY OCCUR SUBSEQUENTLY. Failure to honor the judging commitment, once made, results in a \$75 (\$100 for the State Tournament) per Judge Drop fee.

School Drop Fee: A school which is current in all of its registration obligations to date- enrolls, pays its initial entry fees and any other fees which it might have incurred along the way, sends the State Office the names of its participants before the notification deadline- and then notifies Power of the Pen that it is unable to attend prior to (a) the 96 hours cut-off time before the day for a District tournament, (b) or 14 days before the day of a Regional tournament, is subject to a fine not to exceed forfeiture of the fee for the tournament in question, plus \$25 per grade level team. Schools that are not current in their registration particulars, or who did not notify Power of the Pen of their intention to drop prior to the cut-off dates cited above (96 hours before a District, 14 days before a Regional or State), will be treated as “Late School Drops” and their penalty will be assessed accordingly (see below).

Late School Drop Fee: At its Spring meeting in April 1996, the State Committee adopted the following policy: “Schools which fail to show up at an event, having registered with clear intent to participate, will not only forfeit fees invoiced to date with no expectation of a refund, but will be fined an additional sum not to exceed the amount of the fee for initial entry. No school will be permitted to participate in Power of the Pen in subsequent years until any outstanding fees and such fine are paid in full, or until the issue is otherwise resolved.” The precise amount of the penalty will be determined by the Executive Director after reviewing the circumstances of the school's non-attendance. The severity of the penalty is to underscore the impact of a school's withdrawal upon the structure of the entire tournament experience and how it jeopardizes the ability of the on-site staff to run an event smoothly for all of the others who have fulfilled their obligations in participating.

non-Qualified Judge Penalty- *Regional and State only*

A State Committee ruling (April 1993) requires all judges sign the following statement which appears on the Regional and State Registration Forms: “All judges provided are trained in holistic grading or are experienced POP judges. I (we) as writing team coach(es) have read the POP Rule Book.” If an unqualified judge has to be replaced at the tournament, a school will be assessed \$75. Note, however, that if an unqualified judge is willing to serve as a Tab Room volunteer for the day, the Tab Room Supervisor is empowered to reduce the penalty fee to \$50.

The non-Qualified Judge Penalty Fee is \$75.

Adding a Contestant to the Grid on-site

Adding a new contestant to the grid, without explicit permission of the State Office is not allowed. When the State Office does agree to it, this addition after the deadline-for-computer-programming results- as in the analogous case of a Drop- in an add-on fee of \$25. This restriction (and penalty) does not apply to alternates who have been designated to replace contestants already coded and included in the grid.

Failure to Meet Deadlines Assessment- *Registration data*

Power of the Pen is an interscholastic program. Consequently, what one school does affects a numerous other schools enrolled in the same event. Grid sheets and tournament scoring programs cannot be prepared if Coaches fail to provide Contestant and Judge names on time. Deadlines for this information are clearly stated in the *Manual* and in the various flier announcements. Schools remiss in meeting these deadlines will be assessed \$25 at each level of participation where lateness occurs.

The Data Reporting Deadline Assessment Fee is \$25.

Failure to Meet Deadlines Assessment- *Fee Payments*

Power of the Pen is a tightly budgeted 501-C3 non-profit educational program that relies upon timely receipts from its outstanding accounts. Schools that delay in meeting the financial obligations to which they have committed themselves burden Power of the Pen with additional administrative expenses that should more properly be directed into delivery of program services. Schools which fail to remit payment, or a PO number, by the published deadline will incur a Payment Deadline Penalty fee

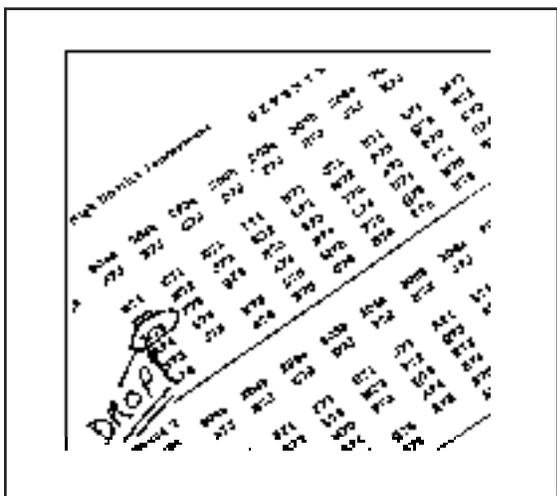
The Payment Deadline Assessment Fee is \$25.

Permission to Use Power of the Pen Logo & Art Fee- *See the Policy Statement in Section V “Governance” and the Application Form in Section VI “Forms” of the Manual.*

The Power of the Pen Logo Use Registration Fee is \$25.

Permission to hold a Pre-District Mini-Meet- *See the Policy Statement in Section V “Governance” and the Application Form in Section VI “Forms” of the Manual.*

The Registration Fee for holding a Pre-District Mini-Meet is \$25.



Why do there have to be Penalty Fees?

Everyone who attends a Power of the Pen tournament knows what the “Grid Sheet” is. It’s the master schedule of Contestant Code numbers, Judge Code numbers, and room numbers that tells everyone where they’re supposed to be at all times during the tournament.

The tournament couldn’t run without it!

The “Grid Sheet” is actually a sophisticated planning document. It sets the tournament up in such a way that Judges never meet their own students. Contestants compete against as many different students from as many different schools as is mathematically possible. Contestants never meet contestants from their own school. And if the tournament is a small one, and they have to meet a contestant from another school more than once, it’s always with a different Judge.

It took Power of the Pen two years to design a series of reliable computer programs that grid tournaments of any size-- from the smallest District to the largest State tournament-- and meet as many of its requirements as possible for each tournament configuration.

The reason for Penalty Fees lies buried in the computer-driven Grid Sheet...

In order to produce a Grid Sheet, it’s absolutely necessary that Power of the Pen have one piece of vital information. ***How many contestants from how many schools are attending the tournament?*** (Note: it doesn’t have to know *who these contestants actually are* in order to produce the Grid Sheet.) When that’s done, Power of the Pen needs time to reproduce the information and get it into all of the Contestant and Judges’ folders at the tournament site.

When one contestant from one school fails to show, things that are unpleasant for others begin to happen almost at once. There is only a 17% chance that a tournament will have a full complement of 6 contestants in *all* sections. A contestant drop could very readily occur in a section that contains 5 contestants-- meaning there’s got to be a shift of a contestant from another *fuller* section to the section that has been reduced to 4. There is a high degree of probability that *this (moved) contestant* will then subsequently meet one (or more) other contestants more than once in the course of the tournament he would not otherwise have met, thereby skewing the scoring *both for him and the other contestants* whom he is meeting. The single contestant drop, then, has already affected *at least 4 other contestants* at the tournament. *And this is only the beginning.*

On-site manual adjustments to the grids are not only imperfect and can’t help but result in unfair consequences for others, they must somehow be squeezed in during the hour allotted for Registration as the tournament day is just getting underway. Somehow, everyone who is involved with the drop (and resulting shifts, if any)-- the Judges for all 3 rounds, the Computer Scorers, the Tab Room Staff-- must be informed, preferably before the Tournament is in full motion. And all of this has to happen while all the other schools attending the tournament are trying to complete *their* registrations!

The tournaments are set up in such a way that they can absorb a contestant drop without endangering the tournament as a whole. It will cause, at the very least, some very real and time-consuming procedural awkwardness, a delay in Registration that can affect (if the gridding reassignments are sufficiently difficult) the schedule for Orientation, some shuffling in the Tab Room-- especially for the Computer Scorers, and unnecessary embarrassment for the offending School. When there is *more* than one drop, however, the problems begin to pyramid in a geometric progression. When the number of drops begins to approach-- say-- the magnitude of an entire school team, it can't help but compromise the integrity of the entire tournament experience, affecting in one degree or another *everyone* in attendance.

Obviously, no one wants to see any of this happen. And it is totally unnecessary.

Power of the Pen affords what it believes to be a remarkable degree of flexibility to every school and its coach(es) whereby it can structure and restructure its Writing Teams right up to the very last minute-- and even beyond-- into the day of the tournament itself-- *without penalty*. It is stated repeatedly throughout the Manual and the registration materials that--

- (1) a Coach may inform the State Office of Power of the Pen up until 96 hours before the tournament (i.e. 9:00 a.m. Tuesday preceding a Saturday tournament), of up to two contestant drops, and *there will be no penalty fee*;
- (2) in the case of a District or an initial Regional Tournament, a Coach may bring alternates to the tournament to fill in for no-shows, on the day of the tournament itself-- again, *without incurring any penalty fee*;
- (3) in the case of Regional Tournaments-- where the expectations are higher-- a no-show Qualifier may be replaced by a certified alternate Regional Qualifier (provided one has been so designated), *without penalty*.

It is only after all these other avenues are exhausted that a School is assessed a Dropped Contestant Penalty Fee.

Adding a new contestant to the grid, without explicit permission of the State Office is not permitted. When the State Office allows it, this addition after the deadline for computer programming results- as in the parallel case of a Drop- in an add-on fee of \$25. (This restriction does not apply to alternates who have been designated to replace contestants already coded and included in the grid.)