

**Saratoga Historical Foundation and Saratoga History Museum
Louise and George Cooper Historical Essay Contest
For all 4th and 5th Graders going to school in Saratoga:
Public, Private and Home-School**

**2017 Topic – Your Family Traditions
General Instructions for Teachers and Principals**

1. Read the attached information and criteria before you discuss this contest with your students. You may wish to photocopy the Background and Criteria for your students to refer to as they write their essay.
2. A COVER SHEET with Parent Release and Signature is required. Remind students that the Cover Sheet MUST be stapled to the top of the essay. Please photocopy the cover sheet for participating students.
3. Read GRADING CRITERIA to the students. This is used to judge essays.
4. When you receive the completed essays from your students, please put them in a large envelope. Please label the envelope “LOUISE AND GEORGE COOPER HISTORICAL ESSAY CONTEST.” Leave them at your school office.
5. Essay envelopes will be picked up from your school office on April 3 at 9 AM.
6. Private School/home-schooled essays must be returned to the Saratoga History Museum by March 31 (20450 Saratoga-Los Gatos Road, Saratoga).
7. This Instruction Packet is also available on the Saratoga Museum website:
www.saratogahistory.com
8. Essays will NOT be returned. Please ask students to make a copy before they turn in their essays.
9. Teachers with a winning essay will be notified on April 17. All classes with winning essays, students, parents, teacher, principal are invited to an ICE CREAM SOCIAL AT THE MUSEUM ON May 3 at 4 PM. Prizes will be awarded for the 1st, 2nd, and 3rd place winners at each grade level. During the ice cream social, winners will be recognized by the City Council. Winning class must RSVP by May 1.