



Blacks In Government

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November 5, 2014

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MEMORANDUM TO: Blacks In Government Regional Councils Presidents

FROM: Honorable Ms. Darlene H. Young -BIG National President

SUBJECT: 2015 Training In Communications Program

1. The National Organization of Blacks In Government (BIG) is sponsoring a Training In Communications (TIC) program. The purpose of this program is to provide young people training in communication and leadership skills, and practical experiences to develop those skills. The TIC Program is composed of two parts: a) Communications Academy, and b) Student Oratorical Contest. The TIC targets 9th – 12th Grade students to compete for scholarships and awards. The 2015 theme is: *Domestic Violence and Abuse: How Can We Cure this Societal Disease*.
2. The TIC program enables your chapter to make a positive contribution in the community, thus increasing the chapter's visibility. It provides an excellent opportunity to share with others BIG's mission and vision.
3. The Oratorical segment of the program will conclude at BIG's National Training Conference at the National Oratorical Competition. First place winners from Regional Councils' Oratorical Competition will compete in the national competition. Students will receive awards (plaques and scholarships) for successfully preparing and presenting an original oration. The National Awards are: 1) First Place – Plaque and \$1000, 2) Second Place – Plaque and \$600, and 3) Third Place – Plaque and \$400.
4. BIG has developed a program package to assist you in conducting the TIC program at the chapter level for participation in the regional and national oratorical competition.
5. Regional Council and Chapter Presidents should appoint a Chair to coordinate the competition, effectively. Regional Council Presidents should also contact the chapters in their region and inform them of the date and location of their regional competitions. Please note that regional winners must be selected no later than **July 1, 2015** and submitted to the National Program and Planning Committee Chair.
6. All student entries at the chapter and regional level must adhere to ALL of the national published guidelines. Any entries submitted to compete in the national competition; which, did not adhere to the national guidelines at either chapter, regional or national level, will be immediately disqualified and will not be able to resubmit the student entry for reconsideration at any level.
7. If you have any questions concerning the Training In Communications program please forward them via e-mail to programandplanning@bignet.org.

There is a mandatory requirement for regions that compete in the competition at the national level to provide a regional chaperone. Each region is responsible for assigning primary and alternate chaperones for their contestants who participates in the competition during the Annual BIG National Training Institute.

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"Thank You For Thinking BIG"

*The regional chaperones **MUST** meet the student when he/she exits the airplane and **REMAIN** with the student during his/her entire stay with **BIG**. Final details on chaperone responsibilities will be provided closer to the national competition.*

8. **ALL** entry forms and other documents received after the **July 1, 2015** deadline will not be accepted and will be returned to the region. Regional Council Presidents are asked to forward this information to your regional Oratorical Competition Chair or your Program and Planning Committee Chair. Also, provide the name, phone number, and e-mail address of your TIC Chair to the National Program and Planning Committee Chair at programandplanning@bignet.org.

cc: National Board of Directors, National Executive Committee, Regional Council President

12 Attachments:

- 1 2015 TIC Program
- 2 2015 TIC Program Flyer
- 3 2015 TIC Program Entry Form
- 4 2015 TIC Program Brochure
- 5 2015 TIC Program Planning Guide & Rules
- 6 2015 TIC Program Timekeeper Sheet
- 7 2015 TIC Program Judges and Master Score Sheets
- 8 2015 TIC Program Sample Award Certificate
- 9 2015 TIC Program Package Submission Checklist

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BLACKS IN GOVERNMENT TRAINING IN COMMUNICATIONS (TIC) PROGRAM

These guidelines establish procedures for the implementation of Blacks In Government (BIG) Training in Communications (TIC) program. The purpose of this program is to provide young African Americans training in communication and leadership skills, and practical experiences to develop those skills. Through the TIC program, BIG is developing a mechanism for growth and power for future Black government employees.

The Training In Communications program gives students a quality learning experience and a challenge in which they can develop life skills. The program also involves providing youth role-models and support systems through one-on-one mentorships with BIG members. The general community will benefit from this program because it is a proven method of directing our youth toward activities for personal enhancement. The better our youth feel about themselves the more they will strive to become productive and successful adults.

1. Program Objectives

The program is targeted for youth in grades nine through twelve. Through participation in the TIC program, students will:

- Understand the concept, scope, approaches and process of communication.
- Understand the fundamentals of verbal and nonverbal communication.
- Enhance their ability to present oral presentations.
- Improve their analytical, research, and evaluation skills.
- Build networks and develop relationships with mentors to facilitate their growth and development.

2. Program Methodology

The program is composed of two parts—Part I is the Communications Academy and Part II is the Oratorical Contest.

- 2.1 Part I, Communications Academy.** Chapters offer youth in grades nine through twelve an 8-session program (1 to 2 hours per session). Youth participate in workshops and seminars on various public speaking and leadership topics. Topics can range from such subjects as how to speak effectively; the concept, purpose, and approaches to communication; the process of communication; leadership skills; writing and delivering speeches; use of audiovisual aids; effective listening; and so on. Chapter members, school teachers, and other community leaders can serve as guest presenters. During the academy, students give presentations to practice their communication skills. Each participating chapter of BIG must complete a Communications Academy Application to receive a Communications Academy program package that contains materials to assist in conducting the program. Chapters also have the option of working with local public speaking organizations such as Toastmaster's Clubs. Toastmaster offers a Speechcraft program that focuses on writing and delivering speeches.



BLACKS IN GOVERNMENT TRAINING IN COMMUNICATIONS (TIC) PROGRAM

2.2 **Part II, Oratorical Contest.** Students will present orations and compete for awards at the chapter level. Winners will then compete at the BIG regional level with the culmination of the competition at the National level of Blacks In Government. Chapters can conduct Oratorical Contests without participating in the Communications Academy.

3. Program Resources and Funding Guidelines

- 3.1 Chapters wishing to participate in Communications Academy will be provided a program package.
- 3.2 National will provide travel and lodging for regional winners to participate in the national oratorical competition which will take place during the Annual BIG National Training Conference.

4. Submission of Requests for Program Package

- 4.1 Request Communications Academy Program package (application form at atch 1).
- 4.2 Chapters must also send a copy of the application to the Regional Council President at the same time they request a program package from the BIG National Office. Send the original application to:

Blacks In Government
Attn: Program and Planning
3005 Georgia Avenue, N.W.
Washington, D.C. 20001-5015

- 4.3 After the official conclusion of the program, chapters and regional councils are asked to complete the Training In Communications Evaluation Form (atch 2) within 30 days and mail to the BIG National Office.



BLACKS IN GOVERNMENT
TRAINING IN COMMUNICATIONS (TIC) PROGRAM

COMMUNICATIONS ACADEMY APPLICATION

A. Name of Requesting Chapter: _____

B. Mailing Address: _____

C. Chapter President or Designee: _____

Telephone Number: _____

E-mail address: _____

D. Project Date for Start of Program: _____

E. Name of Chapter Project Officer: _____

Telephone Number: _____

E-mail address: _____

F. Officer Signatures (Two Required):

Name (Print or Type) _____

Signature _____

Title _____

Name (Print or Type) _____

Signature _____

Title _____



BLACKS IN GOVERNMENT
TRAINING IN COMMUNICATIONS (TIC) PROGRAM

EVALUATION FORM
(Use continuation sheets as necessary.)

A. Name of Requesting Chapter: _____

C. Mailing Address: _____

C. Point of Contact: _____

Telephone Number: _____

E-mail address: _____

A. Were the objectives of the project met? (Why or why not)

B. What were the positive aspects of the project?

C. What were the shortfalls (areas for improvement)?

D. Write a brief summary to describe the project after completion.

Mail completed form to:
Attn: Chair, Program and Planning
Blacks In Government
3005 Georgia Avenue, N.W.
Washington, D.C. 20001-5015



BLACKS IN GOVERNMENT
2015 ORATORICAL COMPETITION PLANNING GUIDE

2015 THEME: *“Domestic Violence and Abuse: How Can We Cure this Societal Disease?”*

The Oratorical Competition provides high school students in grades nine through twelve with the opportunity to practice and enhance their public speaking and written communication skills. This planning guide provides all the details you will need to conduct a successful oratorical competition in your chapter or regional council. Students “MUST” physically compete at the chapter and regional levels in order to compete at the national level.

If a chapter or region has only ONE entrant the chapter president or the regional council president (as appropriate) must submit a written endorsement to the Regional Chair or National Program and Planning Committee Chair (as appropriate), for consideration. Chapters and Regions must also provide the Judges’ Score Sheets and Master Score Sheet to the Regional Chair and National Program and Planning Committee Chair, as appropriate.

Competition Grade Level: 9th – 12th Grade

AWARDS

Each chapter and/or regional council determines and sponsors their own awards.

National Awards:

- First Place: \$1000 and Plaque
- Second Place: \$600 and Plaque
- Third Place: \$400 and Plaque

PLANNING AND PROMOTION

Use the planning calendar below to determine the specific dates to conduct the chapter and/or regional competition. The oratorical brochure has an application form for students to submit to your chapter. Before passing these out, make sure you write your chapter representative/point of contact name and number on the form, along with your application deadline. As you discuss the Oratorical Competition, remember to share the goals and objectives of Blacks In Government with school officials, parents, and community leaders. Also, invite them to future chapter meetings.

Talk with as many school officials as possible, contact school counselors and discuss which departments might be most interested in receiving the materials (Speech, English, History, and Language Art Departments are great places to start. Always leave brochures and flyers!

CALENDAR

November 2014	Competition packages sent to all chapters and regions
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2015 ORATORICAL COMPETITION PLANNING GUIDE

	Request Training In Communications (TIC) program package to conduct training for students
January 2015	<p>Send information out to all local school officials, teachers, civic organizations, churches, youth facilities, etc..., about the competition.</p> <p>Distribute the brochure and flyers to all potential sponsors and potential participants.</p> <p>Publicize the Oratorical competition and circulate press releases about the competition.</p> <p>Select three judges, timekeepers, and sergeant at arms for the competition. Use both genders as judges and alternate judges.</p> <p>Judges can be selected from local colleges and universities.</p>
February/March 2015	<p>Chapters conduct competitions (reproduce/purchase certificates of participation for all potential participants), and select local competition winners. Submit winner to regional chair.</p> <p>Check with regional councils on timeframe of regional competitions.</p>
April/May/June 2015	Regional Competitions
July 1, 2015	Submit Regional Winners and all required documents to the National Chair. Student entry forms and ALL required documents must be postmarked no later than 1 July 2015. Also provide names, addresses, e-mail addresses, and phone numbers of primary and alternate chaperones to National Program and Planning Committee Chair.
July/Aug 2015	National Competition scheduled during BIG's Annual National Training Conference.
Selecting Judges	Select three judges who will individually rank the entries. Their combined ratings will determine the winners. Judges should not be acquainted with any of the participants. Select both males and females as judges and alternate judges.
Timekeeper	Appoint a timekeeper to record the duration of the orations. To ensure accuracy, the timekeeper should use a stopwatch. It is also recommended that a time light be used.
Sergeant-at-Arms	Appoint Sergeant-at-Arms to ensure no one enters or leaves the room during an oration. Have one sergeant at arms at each exit plus one (i.e., if there are two exits, 3 sergeants-at-arms would be needed).
Calculations Committee	Appoint two committee members to be responsible for calculating the judges' final scores and deducting any points based on time penalty to determine overall competition winners. Penalty system is



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	also in place for participants who provide identifying data during their oration. Penalty deductions are described under scoring procedures.
Handling Ties	In case of a tie, the competition chair will establish the means for determining the 1st place winner. Only ONE 1st place winner can compete at the National level.
Food/Lodging/Travel	Check with your regions to determine what type of support they will provide chapters that participate in the competition. National Blacks In Government will provide information on any travel and lodging funding for youth to attend the National Youth Awards Program at the National Training Institute.



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2015 ORATORICAL COMPETITION PLANNING GUIDE

Blacks In Government Oratorical Competition General Rules

****Provide these rules to all contestants****

The 2015 THEME: *“Domestic Violence and Abuse: How Can We Cure this Societal Disease?”*

Students must understand the rules and guidelines of the Oratorical Competition, especially the scoring guidelines.

The Blacks In Government (BIG) Oratorical Competition is divided into three levels of competition—chapter, regional council, and national. You **“MUST”** compete at the chapter and regional levels in order to compete at the national level. If a chapter or region has only ONE entrant, the chapter president or the regional council president (as appropriate) must submit a written endorsement to the Regional Chair or National Program and Planning Committee Chair (as appropriate), for consideration. Chapters and Regions must also provide the Judges’ Score Sheets and Master Score Sheet to the Regional Chair and National Program and Planning Committee Chair, as appropriate.

NATIONAL FIRST PLACE WINNERS ARE INELIGIBLE FOR FUTURE CONTESTS.

Contestants must be in grades nine through twelve and must be in good academic standing.

Contestants shall prepare orations not less than four minutes no more than six minutes and must speak on the topic. The penalty for going over or under the time limit is, “three (3) points for each 15 seconds over or under the time limit.” A time light is recommended for use during the competition.

Contestants shall not state their names or any other identifying data during their oration (i.e., name of school, city, state, or sponsoring chapter). The penalty for stating identifying data is two (2) points.

Birth certificate and two (2) typed copies of the presentation **“MUST”** be presented to the Regional and National Competition Chairs prior to the competition.

Any quotations or copyright material used in the speech must be identified properly.

Blacks In Government shall have the right to edit, publish, and record any oration entered into competition without payment to the author.

COMPETITION RULES

1. Contestants draw numbers for order of presentation.



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2. Timing begins on the first word uttered and stops on the last word. Penalty system is in place for those who go over or under the time limit—three points for each 15 seconds over or under the time limit.
3. No one is allowed to enter or leave the room during an oration.
4. Contestants do not state your name or any other identifying data during your oration (i.e., name of school, city, state, or sponsoring chapter). Penalty system is in place for those who provide identifying data—two points.
5. A minimum of one minute of silence is granted to judges after an oration.
6. No pictures or other activities are allowed during an oration other than the official BIG photographer or videographer.
7. Protest must be made before the final scoring. The competition chair shall have the final ruling on all protests.

SCORING

Scoring procedures of the competition will be identical and will conform to the following point system.

CATEGORY	SUB TOTALS	TOTAL POINTS
1. Delivery		25
Articulation	10 points	
Vocal Variety	10 points	
Gestures	5 points	
2. Effectiveness		30
Clear Purpose	15 points	
Ability to Sell Your Position	15 points	
3. Content		35
Referenced Facts	20 points	
Material's Substance	15 points	
4. Appearance		10
Professional Attire	5 points	
Grooming	5 points	
GRAND TOTAL		100



BLACKS IN GOVERNMENT **2015 ORATORICAL COMPETITION PLANNING GUIDE**

Calculations Committee will deduct any points based on going under or over the time limit - three points for each 15 seconds over or under the time limit.

Calculations Committee will also deduct two points if contestant states any identifying data during the oration (i.e., name of school, city, state, sponsoring chapter, or region).

PROTESTS

Individuals may challenge/protest a decision or rule interpretation of the youth competition during the Chapter and Regional competitions using the following guidelines:

In the case of chapter competitions, the protestor must challenge a decision within 72 hours by notifying the Chapter Program and Planning Chair (CPPC). Once an opposition is made, the CPPC shall immediately notify the contestants, who will be potentially impacted by the challenge/protest.

If the challenger does not receive the answers required, a written appeal request must be sent by registered mail to the Regional Program and Planning Chair (RPPC) within seven (7) days of the Chapter's decision. The written appeal should include all the facts and arguments that would support reversing the decision. The RPPC will make a decision and email or mail a response to the challenger within seven (7) days of receipt of the appeal.

If the RPPC fails to comply within seven (7) days or the challenger is unsatisfied with the response, the challenger has seven (7) days to forward the appeal to the National Program and Planning Chair (NPPC). Once the appeal is submitted to the National level, the NPPC will determine on a case-by-case basis the appropriate Chapter, Regional, and National officers required to vet the challenge/protest.

The decision made at the National level will be the final and binding decision. The NPPC will provide a written justification for the final decision to the challenger, CPPC, and the RPPC within seven (7) days of receipt.

POINTERS FOR YOUTH

Domestic violence/abuse does not discriminate: it occurs within all age ranges, ethnic backgrounds, and economic levels. Unfortunately, this problem is often overlooked, excused, or denied. Noticing and acknowledging the signs of abusive relationships is the first step to ending them. Students will be asked to explore the types of domestic violence and abuse, identify warning behavior plus psychological and physical signs of abuse. They will be asked to identify some preventative and restorative measures.



BLACKS IN GOVERNMENT 2015 ORATORICAL COMPETITION

**TOPIC: *Domestic Violence and Abuse: How Can We
Cure this Societal Disease?***

9th – 10th Grade Category and 11th-12th Grade Category
Students Compete for Awards and Scholarships



For More Information Contact:

Name _____

Phone _____

E-mail Address _____

Registration Deadline _____

*Blacks In Government Promotes Equity in All Aspects of American Life,
Excellence in All We Do, and Opportunities for All Americans*

BLACKS IN GOVERNMENT
Official Entry Form for Oratorical Competition

Contestant Information

Name _____ Address _____

City _____ State _____ Zip Code _____

Grade _____ School _____

Home Phone _____ Cell Phone _____

E-Mail Address _____

Statement of Conformity to Rules

I have studied the Official Rules of the Oratorical competition and fully understand and agree to be bound by them. I understand that the final ruling on all protests will be made by the Competition Chairperson.

Contestant's Signature _____ Date _____

**The following is to be completed by the Chapter
President and Oratorical Competition Chairperson**

Chapter Statement

We submit the enclosed entry form in full compliance with the Official Rules of the Oratorical Competition

Chapter Name _____

Chapter President (Signature) _____

Phone _____

E-mail Address _____

Chapter Oratorical Chair (Signature) _____

Home Phone _____ Work Phone _____

Address _____

E-Mail Address _____

Regional Council Statement

We submit the enclosed entry form in full compliance with the Official Rules of the Oratorical Competition

Regional Council (i.e., Region I) _____

Council President (Signature) _____

Phone _____

E-mail Address _____

Regional Oratorical Chair (Signature) _____

Home Phone _____ Work Phone _____

Address _____

E-mail Address _____

Application for 2015 BIG Oratorical Competition

Name _____

Address _____

Telephone _____

Grade _____

School _____

Teacher/Sponsor _____

Name of BIG Chapter Representative

Phone: _____

E-mail: _____

Blacks In Government (BIG) is a national response to the need for African Americans in public service to organize around issues of mutual concern and to use their collective strength to address workplace and community concerns.

BIG's Goals are to promote equity in all aspects of American life, excellence in all we do, and opportunity for all Americans.

Blacks In Government
3005 Georgia Avenue, N.W.
Washington, DC 20001
<http://www.bignet.org>

(202) 667-3280



2015 ORATORICAL
STUDENT
COMPETITION



Theme: *Domestic Violence
and Abuse: How Can We
Cure this Societal Disease?*

What is the Purpose of the Oratorical Contest?

The purpose of the National Oratorical Program is to provide youth training in communication skills. The contest gives youth public speaking experience. The contest theme is *Domestic Violence and Abuse: How Can We Cure this Societal Disease?*

AWARDS

Chapter Awards: Certificates of participation and chapter-determined awards will be presented for first, second, and third place winners.

Regional and National Awards: Winners will receive awards at the regional and national levels.

Regional first place winners will compete in the national competition at BIG's 2015 National Training Institute.

Section I--General Rules

1. The Blacks In Government Oratorical Contest is divided into three levels of competition-- chapter, regional, and national.
2. Contestants must be in grades nine through twelve in good academic standing.
3. Contestants shall prepare orations on the designated topic.
4. Birth certificates and a typed copy of the presentation must be presented to the Regional and National Chairs prior to the competition.
5. Any quotations or copyrighted material used in the speech must be identified properly.
6. BIG reserves the right to edit, publish, and record any oration entered into the contest without payment to the author.
7. The National first place winner is ineligible for future contests.

8. All contestants receive a certificate of participation.

Section II--Contest Rules

1. Contestants draw numbers for order of presentation.
2. Do not state your name or any identifying data during the oration.
3. Presentations shall be not less than four minutes nor more than six minutes.
4. No pictures or other activities are allowed during an oration other than the official Blacks In Government photographer and videographer.
5. Protests must be made before the final scoring. The contest chair shall have the final ruling on all protests.



ORATORICAL CONTEST TIMEKEEPER SHEET

ENTRY NUMBER	START	FINISH	TOTAL	OVER	UNDER	PENALTY
Contestant #1						
Contestant #2						
Contestant #3						
Contestant #4						
Contestant #5						
Contestant #6						
Contestant #7						
Contestant #8						
Contestant #9						
Contestant #10						
Contestant #11						

NOTES:

Timekeeper provides calculations committee with contestant times. Calculation committee deducts three (3) points for each 15 seconds over or under the time limit.

Calculations committee will also deduct two (2) points if contestant states any identifying data during the oration (i.e., name of school, city, state, or sponsoring chapter or region).



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2015 ORATORICAL COMPETITION
SCORE SHEETS**

Judge's Name: _____

Contestant's Number: _____

CATEGORY	Judges' Score	TOTAL POINTS
1. Delivery		25 Points
Articulation	10 points	
Vocal Variety	10 points	
Gestures	5 points	
2. Effectiveness		30 Points
Clear Purpose	15 points	
Ability to Sell Your Position	15 points	
3. Content/Theme: <i>Domestic Violence and Abuse: How Can We Cure this Societal Disease?</i>		35 Points
Referenced Facts	20 points	
Material's Substance	15 points	
4. Appearance		10 Points
Professional Attire	5 points	
Grooming	5 points	
GRAND TOTAL	100 Points	

NOTE: Timekeeper provides calculations committee with contestant times. Calculation committee deducts three (3) points for each 15 seconds over or under the time limit.

Calculations committee will also deduct two (2) points if contestant states any identifying data during the oration (i.e., name of school, city, state, and sponsoring chapter or region).



**BLACKS IN GOVERNMENT
2015 ORATORICAL COMPETITION
SCORE SHEETS**

Entry Number	Judge 1	Judge 2	Judge 3	Total	Penalty Deduction	Final Total	Rank
Contestant #1							
Contestant #2							
Contestant #3							
Contestant #4							
Contestant #5							
Contestant #6							
Contestant #7							
Contestant #8							
Contestant #9							
Contestant #10							
Contestant #11							

Certificate of Participation



Presented to

((firstName)) ((lastname))

For Participating in the

<Chapter/Region>

Blacks In Government's Oratorical Competition

Topic: *Domestic Violence and Abuse: How Can We Cure this Societal Disease?*

<Date>

<Place>

<Printed Name>, President
<Chapter/Regional Council>

<Printed Name>, Chair
<Chapter/Regional Program and Planning Committee>



**BLACKS IN GOVERNMENT®
2015 ORATORICAL COMPETITION
SUBMISSION CHECKLIST**

Task	Chair Initial
Oration relates to the oratorical competition theme: <i>Domestic Violence and Abuse: How Can We Cure this Societal Disease?</i>	
1. All quotations or copyright materials used in the speech have been identified properly noted.	
2. Contestants did not include their names or any other identifying data in their oration (i.e., name of school, city, state, or sponsoring chapter).	
3. Student provided two (2) typed copies of oration.	
4. Student provided birth certificate.	
5. Entry form is completed and signed.	
6. Parent authorization form is signed and included.	
7. Chaperone information is included.	
8. Student was not a previous National 1 st Place Winner	