



INDIVIDUAL INSTRUCTIONS – TAMPA BAY FROM A TO Z

These instructions are for individual students who want to write the book all by themselves
(with the help of a parent, teacher or adult volunteer)

1. A parent or guardian must sign the parental consent form. This form also authorizes the assignment of the copyright to the Books by Kids Foundation. Book sales proceeds will benefit the two children's hospitals and the school of the winning author.
2. Mail Signed Consent/Copyright Assignment Form to Books by Kids, 1021 Oak Street, Jacksonville, FL 32204.
3. Print a copy of the contest rules and familiarize yourself with all contest guidelines.
4. Print a copy of the Tampa A to Z Starter List. Can you think of other things to add to the list? Be creative!
5. Review the sample book that appears on the BBK Web site. This will help to get you thinking about the style that might work for your version of **Tampa Bay from A to Z**.
6. Start writing **Tampa Bay from A to Z!** Be sure to consider things like tempo and rhyming. Sometimes it helps to clap the rhythm! Consult your adult facilitator if you need help!
7. Review and Revise! Review your draft story and make revisions to make it better! If you get stumped, put it down and come back to it another day when your mind is fresh!
8. Type your story in Microsoft Word. Remember, only digital entries will be accepted.
9. Think of at least 15 interesting questions and answers about Tampa Bay. The questions should be in multiple choice format. This is what we will use for the quiz at the end of the book. For help, refer to the quiz section in the sample book.
10. Review one last time. If you think it's ready to go, email it to ENTRY@BOOKSBYKIDS.COM. Put your Facilitator's first and last name in the subject line of the email. Keep in mind, that once you've submitted your story, you may not revise it. Only one story entry is allowed per person.
11. You will receive a confirmation email. This confirms that we have received your project entry. The winner will be announced in January 2011.

GOOD LUCK!