2020-2021 Virtual Block Kids Program

Sponsor Guidelines
Note to Sponsors & Participants:

Block Kids is a program administered by the NAWIC Education Foundation, a 501(c)(3) Charitable Corporation. NEF shall be the sole authority on rules and guidelines regulating same and for decisions relating to the continued use of this program. At the sole discretion of the NEF Board of Trustees, this program may be discontinued at the conclusion of any year’s annual program, with notification given to NAWIC, to all NAWIC chapters and to Sponsors that the program will not be continued the following year.

Note Regarding Statistical Data:

Block Kids forms #9 and #10 ask for all participant ethnicity information such as; number of male and female participants and race. **THIS INFORMATION IS NEVER USED TO DISCRIMINATE OR EXCLUDE POPULATIONS FROM THE EVENT.** At no time are these results used to discriminate or exclude people based on race, gender, religion or creed. The NAWIC Education Foundation uses this data in obtaining grants and other financial contributions to maintain and create our quality educational programs.
ABOUT

The Construction Industry faces a workforce shortage that poses a serious problem for our national economy. In order to meet the demand for construction, the industry needs to attract, educate and train about 240,000 newcomers annually.

The Block Kids Program introduces children to the construction industry in an effort to create an awareness of and to promote an interest in future careers in one of the many facets of the industry. Sponsors include NAWIC Chapters and other organizations.

The Block Kids Building Program is a national building competition which is sponsored by NAWIC Chapters and other organizations that wish to promote children in grades K-12 about construction careers.

The program is non-discriminatory and as such is open to all elementary school children in grades Kindergarten (K) through sixth (6). All eligible children must participate through a recognized Sponsor.

IMPORTANT DATES

ALL ENTRIES TO REGION CHAIR NO LATER THAN MARCH 31st

ALL ENTRIES TO NATIONAL CHAIR NO LATER THAN APRIL 15th

NATIONAL CHAIR ANNOUNCES WINNERS on or about JUNE 1st
 PROGRAM SPONSORS

A. Sponsor

1. Any NAWIC Chapter, group, organization, association, or school may be the sponsor for the competition in their respective area. All contests shall conform to the rules and parameters as set forth by the NAWIC Education Foundation. Only winners from NAWIC Chapters will be eligible to enter the NAWIC Regional competitions. Non-NAWIC Sponsors will enter the national competition only.

   It is strongly suggested that all NAWIC Chapters utilize the NAWIC COVID-19 Response Plan and present the plan to the parents/guardians of the Participants, as well as the Attest Statement and Release of Liability (Page 26 - 28)

   The NAWIC Special Events Insurance Specifications information is attached to this year's guidelines for the Chapters use. The NAWIC National insurance does not extend to Virtual events. (Pages 23 - 25)

2. Sponsors shall designate the date, time and platform for the virtual competition to be held for 2020-2021.

3. The program shall be open for participation to all children enrolled in grades Kindergarten (K) through six (6), except for previous National Winners or National Honorable Mention Recipients of the NEF Block Kids Building Program.

4. All construction shall be completed using approved materials only.

   a. All "blocks" shall be interlocking types of the “Micro” size - 2, 4, 6, 8, and 10 posts. (No “Duplo” size blocks).

   b. Each participant shall have a minimum of 75 and a maximum of 100 blocks with which to complete their project. Use of specialty pieces (windows, doors, wheels, people, animals, etc.) shall be avoided and will disqualify regional and national entries.

   c. Each participant may also use up to three (3) additional items, supplied by the Sponsor, from the following list:

      1. Small rock/stone - not more than two (2) inches in diameter
      2. String - not longer than twelve (12) inches in length
      3. Foil - not larger than 18 inches x 18 inches*
      4. Poster Board – not larger than 18 inches x 18 inches*

*Each of these items may be broken or torn into smaller pieces, provided the child does so without outside assistance. The use of scissors or knives are prohibited.
d. Sponsor shall prepare “kits” for each participant that will be distributed to the participant prior to the date of the virtual competition.
   1. Each “kit” shall contain the same number of blocks as determined by the Sponsor based on (b) above
   2. Each Sponsor shall determine which three (3) additional items to be supplied in the “kit” as determined by (c) above

e. Each participant may use a combination of three additional items, if desired.

f. Each participant shall have a minimum of forty (40) minutes and a maximum of one (1) hour to complete their project. Time starts when all children are ready to begin and the monitor starts the competition. The Sponsor can determine a time that works for their virtual competition and announce to the participants at the beginning of the competition the time limit.

  1. Sponsors will need to determine how the virtual competition will be handled; however, all building by the participants must be done in front of the camera where it can be monitored at all times.
     a. Sponsors can select a specific time for the participant to log onto the virtual platform, during which time the judges can interact with the participant and ask their questions. If this method is chosen, ensure that each participant is given the same amount of time to complete their project.

g. Each child shall be permitted to build the project of their choice, provided that it in some way relates to the construction industry. Construction equipment is acceptable. Sponsors shall use their discretion in determining the acceptability of projects, as relates to their respective area. **Projects which depict people or animals will not be allowed.**

**JUDGING**

B. Judging of each project shall be the responsibility of the Sponsor. Judges may be NAWIC members, other association members, local business people, media people, etc. provided that no individual is permitted to judge a participant who is a relative or friend.

  1. Judges shall also act as monitors during the building contest. It shall be the responsibility of the judges/monitors to ensure that each child completes the project entirely on their own.

  2. All judging shall be conducted using the official scoring forms, oral interview questions and other criteria as established by these Guidelines. (Forms BK #2 & BK #3) No other information will be considered in the selection of Chapter, Regional Semi-finalists and National Winners.

  3. Sponsors may have as many winning categories as they like. Only one (1) entry per NAWIC Chapter may be sent to the NAWIC Regional Block Kids Committee Representative for further consideration. Non-NAWIC Sponsors will submit only one (1) entry per competition to the NEF National Block Kids Chair for further consideration.
a. **It shall be the sole responsibility of the Sponsor to provide for prize awards, mementos, and/or goody bags, etc., for contest winners and participants.** NEF shall provide Certificate of Participation templates and logos upon request.

b. Sponsors are encouraged to provide for at least a first place prize and a token memento for each participant

4. Judging in a virtual environment will be a challenge. It is suggested that the following guidelines be used; however, the Sponsor is free to utilize their best judgement to determine what works best for their situation.

   a. All projects will be photographed to ensure no further building is done prior to judging
   
   b. Parents and/or Guardians are instructed to leave the project in the exact state as present at the end of the building portion of the competition
   
   c. Participants are given a specific time to return to virtual platform for the purpose of talking with the judges, one on one OR Participants are put into a “Waiting Room” while the judges interview each child one on one OR Participants are given a slot during which their project is built and the judges interview
   
   d. During the judging, it is the responsibility of the Sponsor to ensure that the project is the same as present at the conclusion of the timed building portion of the competition
   
   e. The judges interview the children using the approved forms
   
   f. After each Participant is interviewed, the Parent and/or Guardian is instructed once again to keep the project in the exact state as present at the end of the building portion of the competition
   
   g. The judges meet together to determine the winner
   
   h. The Sponsor contacts the winners

5. Sponsors then make arrangements for the return of all “projects” from the Participants and delivery of participation awards and prizes as determined by the Sponsor. It is the responsibility of the Sponsor to ensure that all projects returned are in the state as presented at the end of the competition. If the Sponsor allows Participants to keep the blocks used in the competition, arrangements must be made to have the winning project returned for verification and pictures for additional entry to Region competition.
NAWIC CHAPTER COMPETITION SUBMISSION TO NAWIC REGIONAL CHAIR

All Sponsors’ winning entries must be submitted to the NAWIC Regional Block Kids Committee Representative for regional judging and must be received on the approved Chapter Submission Template no later than March 31st. No exceptions will be made. All Regional Chairs are posted on the NEF website. If a chair is not listed for your Region, please contact your Regional Director for this information and copy email to the National Block Kids Chair.

1. Each entry must include all of the following:
   a. Block Kids Official Registration/Entry Form signed by entrant’s parent or guardian.  (BK#1)
   b. Block Kids Official Oral Interview Question Form. (BK#2)
   c. Block Kids Official Sponsor Judging Form. (BK#3)
   d. Five (5) color photographs of the project taken from front view, back view, both side views and overhead. (This is important so that all entries may be judged equitably.) Note: Do not submit photos of participants.
   e. Block Kids Official Sponsor Submittal Form. (BK#4)
   f. Block Kids Stats Form. (BK#9)
   g. NAWIC COVID Attest Statement & Liability Waiver signed by entrant’s parent or guardian (Page 27 & 28) which is strongly suggested to obtain a copy of each

2. Label pictures with basic descriptions (i.e. foil represents water, etc.)

3. Video tapes will not be considered for Regional or National judging.

4. No materials or information other than that requested in Item 1 (above) will be considered for judging purposes.

Sponsor questions should be directed to their Regional Chair. Chain should be as follows: Chapter Chair - Regional Chair - National Chair - K-12 National Chair - NEF President

Publicity for each program shall be the responsibility of the Sponsor. The Block Kids Logo, as shown on the illustrations included with these guidelines, shall be the official logo of the NEF Block Kids Building Program and no other program logo may be used.

Additional contact information:  
NAWIC Education Foundation  
(407) 667-3417  
Email: nawicedu@gmail.com
NAWIC REGIONAL COMPETITION SUBMISSION

Regional judging shall be conducted by the NAWIC Regional Block Kids Committee Representative who may, at their discretion, invite others to participate in the selection of one (1) Regional winner to be submitted for the NEF National competition.

Committee Representatives shall not accept more than one entry from each Chapter in their respective Regions.

All local Chapter entries must be received on the approved Chapter Submission Template by the NAWIC Regional Committee Representative no later than April 15\textsuperscript{th} Entries received after that date will be considered ineligible and shall not be considered in the selection of the Region semi-finalist.

All entries submitted to NAWIC Regional Committee Representatives by the Chapter Chairs must include all of the following:

a. Block Kids Official Registration/Entry Form signed by entrant’s parent or guardian. \textit{(BK#1)}

b. Block Kids Official Oral Interview Question Form. \textit{(BK#2)}

c. Block Kids Official Sponsor Judging Form. \textit{(BK#3)}

d. Five (5) color photographs of the project taken from front view, back view, both side views and overhead. \textit{(This is important so that all entries may be judged equitably.)} \textbf{Note: Do not submit photos of participants.}

e. Block Kids Official Sponsor Submittal Form. \textit{(BK#4)}

f. Block Kids Stats Form. \textit{(BK#9)}

g. NAWIC COVID Attest Statement & Liability Waiver signed by entrant’s parent or guardian \textit{(Page 27 & 28)} which is strongly suggested to obtain a copy of each

Judging shall be done using the authorized contest forms only. No additional information or material shall be considered in the selection of the NAWIC Regional semi-finalist winner.

Due to the distribution of blocks, not all contestants are able to work with the same exact blocks, and none are allowed “specialty pieces” such as doors, windows, wheels, people, animals, etc. The overall project should be reviewed, and the following criteria considered:
a. Were at least 75 blocks used?

b. Did the builder use only prescribed building materials? Did they only use 3 out of the 4 additional listed materials?

c. Were specialty pieces used? (Note: Specialty Pieces Disqualify Entrant and Projects which depict people or animals will not be allowed)

d. The project should win because of overall design, concept, construction and the interview.

Regional Semi-finalists awards will be the responsibility of the Region.

The official Block Kids Logo as detailed in these guidelines, Section I.E., shall be authorized only for use in connection with this contest and Regional Judging.

Regional Chair questions should be directed to NEF National Chair. Chain should be as follows: Regional Chair - National Chair - K-12 National Chair - NEF President
NAWIC REGIONAL & Non-NAWIC SPONSOR COMPETITION SUBMISSION

All NAWIC Regional semi-finalist entries and non-NAWIC Sponsor finalist entries are submitted for consideration in the NEF National Competition must be received on the approved Chapter Submission Template no later than April 15th of each year by the NEF National Block Kids Chair.

Each entry must include all of the following:

1. Block Kids Official Registration/Entry Form (BK #1) received from Chapter or non-NAWIC sponsor
2. Block Kids Official Oral Interview Question Form (BK #2) received from Chapter or non-NAWIC sponsor
3. Block Kids Official Sponsor Judging Form (BK #3) received from Chapter or non-NAWIC sponsor
4. Block Kids Official Sponsor Submittal Form (BK #4) received from Chapter or non-NAWIC sponsor
5. Block Kids Official Regional Judging Form (BK #5) Not needed for non-NAWIC sponsors
6. Block Kids Image Announcement Form (BK #6)
7. Block Kids Regional Submittal Form (BK #7) Not needed for non-NAWIC sponsors
8. Block Kids Stats Form (BK #9) received from Chapter or non-NAWIC sponsor
9. NAWIC COVID Attest Statement & Liability Waiver signed by entrant’s parent or guardian (Page 27 & 28) which is strongly suggested to obtain a copy of each
10. Five (5) color photographs of the project taken from front view, back view, both side views and overhead. (This is important so that all entries may be judged equitably.) Note: Do not submit photos of participants.
11. Block Kids Stats Form (BK #10) This form will be compiled by the Regional Chair using information from each chapter’s Stats Form along with a copy of each Chapter’s Stats Form. Non-NAWIC Sponsors will submit the form with entry.

Note: Contact National Block Kids Chair with any Chapters and non-NAWIC Sponsors that hold their competition outside of the October 1st – March 15th time frame and/or with late admissions. This information will be important to note in the National Chair Final report to the NEF board.
NATIONAL JUDGING

A. National Judging shall be conducted by selected individuals, as coordinated by the National Chair of the Block Kids Program.

1. Only those complete entries received on the approved Chapter Submission Template by the deadline of April 15th will be considered for National Awards.

2. National judging shall result in the selection of the following:

   One (1) First Place Winner
   One (1) Second Place Winner
   One (1) Third Place Winner

3. National Prizes will include the following:

   *First Place: Apple iPad
   *Second Place: Apple iPad Mini
   *Third Place: Kindle Fire

   *(NEF reserves the right to make comparative value substitution of prizes.)

B. The National Winners shall be announced by June 1, 2021

1. The Block Kids Chairman shall notify the NAWIC Regional Representative of the Regions responsible for the winning entries and the Chapters of each of the winning entries along with the NEF President and Executive Office of the NAWIC Education Foundation.

2. NAWIC Education Foundation Executive Office shall arrange for the purchase and distribution of the prizes to the Chapters.

C. Publicity at the Regional and National levels shall be coordinated between the Block Kids Chairman and the NAWIC Education Foundation Executive Office.
Official Registration/Entry Form

Please fill out all information requested. Please print legibly.

STUDENT’S NAME: ________________________________

MAILING ADDRESS: ______________________________________

CITY, STATE, PROVINCE, ZIP: ____________________________

PARENT/GUARDIAN NAME: _______________________________

HOME PHONE NUMBER: ________________________________

SCHOOL: __________________ GRADE: ____________________

SCHOOL STREET ADDRESS: ______________________________

TEACHER: ______________________________________________

CITY, STATE, PROVINCE, ZIP: ____________________________

Please select one: ____________________________ SPONSOR

___ Black or African American

___ Hispanic or Latino

___ American Indian or Alaska Native

___ White

___ Asian

___ Native Hawaiian or other Pacific Islander

(Sponsor/Region)

(Signature Representative)

(Mailing Address)

(City/State/Zip)

RELEASE

I hereby consent to the use of my child’s name, photography, entry, interview in promoting or publishing this program or the NAWIC Education Foundation, now or at a future date. Further, I understand that this entry shall become the sole property of the NAWIC Education Foundation.

(Signature of Parent/Guardian)

Must be received by: ____________________________

(This form must accompany entry at all levels of judging.)
ELIGIBILITY REQUIREMENTS/CONTEST RULES

ELIGIBILITY
This contest is open to ALL children, currently enrolled in grades Kindergarten (K) through six (6), except PREVIOUS NATIONAL WINNERS. Entry in contest must be through a RECOGNIZED SPONSOR.

RULES
1. All building projects must be completed where and when designated by Sponsor.
2. All building projects must be completed within the allotted time.
3. All building projects must be completed using approved materials only.
4. All building projects must be relevant to the construction industry. Projects which depict people or animals will not be allowed.
5. All building projects must be completed by entrant, with no outside assistance from parents, teachers, etc.
6. Every participant must submit the Official Registration/Entry Form, signed by a parent or Guardian.

PRIZES
1. Each of these eight regional semi-finalists winning regional entries will be submitted for consideration in the National finals, becoming eligible for one of three National prizes.
2. There will be a First Place, Second Place and Third Place National prize award.
3. Other prizes may be awarded at the discretion of local Sponsors.

PRIZE AWARD
1. National winners will be announced by June 1st. All winners will be notified and prizes will be distributed by the local Chapter.
BLOCK KIDS BUILDING PROGRAM

OFFICIAL ORAL INTERVIEW QUESTIONS
(For use by Local Sponsor)

Contestant Name: ____________________________ Grade: _______ School: ________________

NAWIC Chapter Name/Number or Sponsor: ____________________________________________

1. Tell us about your project and why you decided to build this: _______________________

2. Who will use this? (What will people be doing when they use it?): ___________________

3. If you did this again would you build it the same way, or are there parts you would want to
change? __________________________________________________
   __________________________________________________
   __________________________________________________

4. Do you know about different types of construction work? What kind do you think you would like
best? ____________________________
   __________________________________________________
   __________________________________________________

5. What would you like to be when you grow up? _________________________________
   __________________________________________________

6. Did you have fun? Why or whynot? ___________________________________________
   __________________________________________________

Description of the Project and Interviewer's Comments: ______________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

2020©
Contestant Name: ___________________________ Grade: _______ School: _______________

NAWIC Chapter Name/Number or Sponsor: _______________________________________

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<thead>
<tr>
<th>CATEGORIES</th>
<th>SCORE</th>
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<tbody>
<tr>
<td>1. ORIGINALITY/CREATIVITY OF PROJECT</td>
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<td>2. ATTENTION TO DETAIL</td>
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<td>3. USE OF PROVIDED MATERIAL(S)</td>
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<td>5. ENTHUSIASM</td>
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<td>6. REASON FOR PARTICIPATION</td>
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<td>7. BONUS POINTS</td>
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<td>(State reason) (Score 1 - 10 points)</td>
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TOTAL POSSIBLE SCORE: 100 POINTS

0 TOTAL SCORE

COMMENTS OF JUDGE(S):

________________________________________________________________________

________________________________________________________________________

________________________________ (Signature of Judge)  ______________________ (Signature of Judge)
NAWIC CHAPTER NAME: ____________________________________________________________

CHAPTER NUMBER: ___________________________ REGION: ________________

PHONE/FAX/E-MAIL: ________________________________

MAILING ADDRESS: ____________________________________________________________

BLOCK KIDS CHAIRMAN: _______________________________________________________

DATE CONTEST WAS HELD: ________________ NUMBER PARTICIPATING: ______

OUR WINNING ENTRY WAS BUILT BY (NAME): ________________________________

MAILING ADDRESS: ____________________________________________________________

________________________________________________________

PARENT OR GUARDIAN NAME: ________________________________________________

Complete this form and forward to your NAWIC Regional Block Kids Representative with all of the following:

1. Block Kids Official Registration/Entry Form (BK Form#1)
2. Block Kids Official Oral Interview Question Form (BK Form#2)
3. Block Kids Official Judging Form (BK Form #3)
4. NAWIC COVID Attest Statement & Liability Waiver signed by entrant’s parent or guardian (Page 27 & 28) which it is strongly suggested to obtain a copy of each
5. Five (5) pictures are required of the winning project.
   Front view
   Back view
   Top view
   Each side view
# NAWIC EDUCATION FOUNDATION
## BLOCK KIDS BUILDING PROGRAM
### JUDGING FORM
(For Regional and Local Use)

<table>
<thead>
<tr>
<th>CONTESTANT NAME:</th>
<th>GRADE:</th>
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<td>3. USE OF PROVIDED MATERIAL(S) (Score 1 - 25 points)</td>
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<td>4. ORAL PRESENTATION (Score 1 - 25 points)</td>
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**TOTAL POSSIBLE SCORE: 100 POINTS**

0 TOTAL SCORE

**COMMENTS OF JUDGE(S):**
__________________________________________________________
__________________________________________________________
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__________________________________________________________

**REGION:** __________________________ Regional Representative Signature

**DATE:** __________________________ Regional Representative Name

**Distribution for Winning Entry Only**

Send ONE (1) copy with attachments to: NEF BLOCK KIDS NATIONAL CHAIR
(This form must accompany entry at all levels of judging.)
Regional Representative: _______________________________ Region: ____________

Our winning entry was submitted by:

Name: __________________________________________

Mailing Address: __________________________________

________________________________________________

Parent/Guardian Name: ______________________________

School Name: ____________________________________ Grade: __________

The NAWIC chapter is:

Name/Number: __________________________________

Mailing Address: __________________________________

________________________________________________

Block Kids Chairman: ______________________________

Contest Date: ____________________________________

Date: ______________________________ Regional Representative’s Signature

Email: ______________________________

Complete this form and forward to:
NEF National Block Kids Chair - with all required attachments
Retain one copy for your files
ALL ENTRIES MUST BE RECEIVED BY THE NATIONAL CHAIR NO LATER THAN April 15th

BLOCK KIDS BUILDING PROGRAM

REGIONAL SUBMITTAL FORM

Region: Regional Representative: ____________________________

Email: ____________________________ Phone Number: ________________

Chapter Name/Number: ____________________________

Total Points Awarded by Chapter: ____________________________

Total Points Awarded by Regional Representative: ____________________________

Winning Entry Built by: ____________________________

School Name: ____________________________ Grade: __________

Number of Chapters participating in Region: ____________________________

Number of Participants in Region: ____________________________

Comments: ____________________________

______________________________

______________________________

______________________________

______________________________

______________________________

Complete this form and forward to:
NEF National Block Kids Chair - with all required attachments
Retain one copy for your files

ALL ENTRIES MUST BE RECEIVED BY THE NEF NATIONAL CHAIR NO LATER THAN April 15th, 2021
NAWIC EDUCATION FOUNDATION  
BLOCK KIDS BUILDING PROGRAM  

JUDGING FORM  
(For National Use)

CONTESTANT NAME: ___________________________  GRADE: __________

NAWIC CHAPTER NAME/NUMBER: ________________  REGION: _______

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<td>(Score 1 - 25 points)</td>
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<td>Based on answers provided on oral interview question sheet</td>
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TOTAL POSSIBLE SCORE: 100 POINTS  0 TOTAL SCORE

COMMENTS OF JUDGE(S):

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

_________________________________________  _________________________
(Signature of Judge)                         (Signature of Judge)

_________________________________________  _________________________
(Signature of Judge)                         (Signature of Judge)
The NAWIC Education Foundation uses the following data in obtaining grants and other financial contributions to maintain and create our quality educational programs. At no time are these results used to discriminate or exclude people based on race, gender, religion or creed.

How many Block Kids Programs did your Chapter sponsor this year? ________________

How many girls participated in each program? (If more than one program, list separately)

How many boys participated in each program? (If more than one program, list separately)

Totals:

______ Black or African American ______ Hispanic or Latino

______ American Indian or Alaska Native ______ White

______ Asian ______ Native Hawaiian or other Pacific Islander

Where was the program held? ______________________________________________________

What was the cost per child to put on the program? _______________________________

If the chapter received donations for the program, what was the approximate value of the donations? ______________________________________________________________

Sponsor/Chapter name & No.: __________________________________________ Region: ________

Block Kids Chairman: __________________________ Daytime Phone: ________________

Email Address: ______________________________________________________________

Chapter Sponsors: Send this form with your chapter entry to your NAWIC Regional Chair. Regional and National Chair listings are available at: www.nef-edu.org

NAWIC REGIONAL CHAIRS: COLLECT THIS FORM FROM EACH OF YOUR REGION'S CHAPTERS AND SUBMIT TO THE NEF NATIONAL CHAIR WITH BK FORM #10.

(This form must accompany entry at all levels of judging.)
STATISTICAL DATA TO BE COMPLETED BY NAWIC REGIONAL CHAIR

The NAWIC Education Foundation uses the following data in obtaining grants and other financial contributions to maintain and create our quality educational programs. At no time are these results used to discriminate or exclude people based on race, gender, religion or creed.

Total number of girls in program

Total number of boys in program

Black or African American

American Indian or Alaska Native

Asian

Hispanic or Latino

White

Native Hawaiian or other Pacific Islander

Number of chapters that participated from your Region: ____________________________

Regional Representative: ____________________________ Region: ______

Make sure to include BK Form #9 with this report for all participating chapters. This is very important ~ the information will be used for the Program Final report given to the NEF board.

Complete this form and forward to:
NEF National Block Kids Chair - with all required attachments Retain one copy for your files

ALL ENTRIES MUST BE RECEIVED BY THE NEF NATIONAL CHAIR NO LATER April 15th
REQUEST FOR CERTIFICATE OF INSURANCE (COI) FORM
◆ CHAPTER LIABILITY INSURANCE◆

THIS FORM MUST BE RECEIVED BY THE NAWIC OFFICE AT LEAST THREE-FOUR (3-4) WEEKS PRIOR TO THE EVENT IN ORDER TO BE PROCESSED. THIS FORM MUST BE FILLED OUT COMPLETELY. TYPE OR PRINT LEGIBLY.

**INSURED:** (Member will receive a copy of COI from the NAWIC Office.)  
<table>
<thead>
<tr>
<th>Chapter Name/#:</th>
<th>Region:</th>
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<th>Name of Member Requesting Certificate:</th>
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<tr>
<th>City, State, Zip:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fax Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-Mail Address:</th>
</tr>
</thead>
</table>

**EVENT DETAILS:**

<table>
<thead>
<tr>
<th>Does Chapter Sponsor this Event?</th>
<th>Yes:</th>
<th>No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Event:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Event / Chapter Function:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Event Date:</th>
<th>Estimated Attendance:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Admission Charge:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is Food or Beverage Sold or Served by Chapter?</th>
<th>Sold:</th>
<th>Served:</th>
<th>No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Sold or Served provide details:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of Event:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City, State, Zip:</th>
</tr>
</thead>
</table>

**CERTIFICATE HOLDER:** (COI will be sent to the Facility Requesting Proof of Liability)

<table>
<thead>
<tr>
<th>Facility Requesting Proof of Liability:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City, State, Zip:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is facility requesting to be named as additional insured?</th>
<th>Yes:</th>
<th>No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, a copy of the contract must be submitted with this request for the COI to be issued.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special wording or other additional insured to be listed?</th>
<th>Yes:</th>
<th>No:</th>
</tr>
</thead>
</table>

| (list below) |

<table>
<thead>
<tr>
<th>If yes, this could lead to an additional cost that would be assessed by the Chapter.</th>
</tr>
</thead>
</table>

Signature:  
Date:  

I certify that the name printed above acts as my signature.

Submit Request Form to the NAWIC Office, Attn: Kharisma Rivera at kharismar@nawic.org or by fax to 817-877-0324.
SPECIAL EVENTS INSURANCE SPECIFICATIONS

- Following is a list of special events and the additional charges assessed for each.
- Payment of the applicable charges will be the sole responsibility of the chapter holding the event.
- Chapters will be invoiced for the event charges upon receipt of the Certificate of Insurance (COI).
- Events held that do not have proper certification will not be covered under our policy.
- It is extremely important to submit completed COI Requests at least 3-4 weeks prior to the date of the special event in order to obtain proper certification.

GREEN EVENTS

These events will be covered with no premium charge. All Green Events must submit a Request for Certificate of Insurance Form in order to be covered for the Event.

- Car Washes
- Silent Auction
- Dinner / Dinner Dances
- Mall Exhibits
- Christmas Tree Sales
- Craft Shows with no Admission Charge
- Fashion Shows with no Admission Charge
- Art Auctions
- Wine Tastings
- Picnics with no Athletic Events
- Small Exhibits: up to 5,000 sq. ft./non-interactive
- Trade Shows/Conferences up to 10,000 attendees/day
- House Tours (individual home, not a parade of homes)
- Golf Outings up to 144 Participants

YELLOW EVENTS

All Yellow Events must submit a Request for Certificate of Insurance Form in order to be covered for the event. These events will be assessed the premium charges as follows:

<table>
<thead>
<tr>
<th>EVENT:</th>
<th>FLAT RATE PER EVENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-500 Participants</td>
</tr>
<tr>
<td>Antique Show</td>
<td>$112</td>
</tr>
<tr>
<td>Parades w/ Permits</td>
<td>$168</td>
</tr>
<tr>
<td>Casino Night</td>
<td>$280</td>
</tr>
<tr>
<td>Concerts (no rock bands)</td>
<td>$560</td>
</tr>
<tr>
<td>Fairs / Carnivals (sponsoring only)</td>
<td>$560</td>
</tr>
<tr>
<td>Theater Productions</td>
<td>$280</td>
</tr>
<tr>
<td>Exhibitions for Fund Raising</td>
<td>$280</td>
</tr>
<tr>
<td>Events with Children</td>
<td>$280</td>
</tr>
<tr>
<td><em>(Includes NEF Block Kids Events)</em></td>
<td></td>
</tr>
<tr>
<td>Events with Animals</td>
<td>$560</td>
</tr>
<tr>
<td>Exhibitions: over 5,000 sq. ft. or interactive</td>
<td>$560</td>
</tr>
</tbody>
</table>
| Golf Outings exceeding 144 Participants will be assessed a Flat Charge of $168
Rates are subject to change and will be based on the information submitted on the REQUEST FOR CERTIFICATE OF INSURANCE (COI) FORM.

SPECIAL EVENTS - ATHLETIC EVENTS

All Athletic Events must submit a Request for Certificate of Insurance Form in order to be covered for the event.

• Fun Runs • Walk-a-thons • Bowling Tournaments

The charges below will be assessed for each event based on the number of participants.

**Participants themselves are excluded.**

<table>
<thead>
<tr>
<th>NUMBER OF PARTICIPANTS:</th>
<th>FLAT CHARGE PER EVENT DAY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1,000</td>
<td>$168</td>
</tr>
<tr>
<td>1,001-5,000</td>
<td>$336</td>
</tr>
<tr>
<td>5,001-10,000</td>
<td>$560</td>
</tr>
</tbody>
</table>

LIQUOR LIABILITY

Liquor Liability may be provided for a specific event and day. A completed Request for Certificate of Insurance form must be submitted in order for the event to be covered. The limit of liability is $1,000,000 per occurrence. Coverage will be provided at a Flat Charge of $350 per event.

**RED EVENTS**

These events are considered extremely high hazard and will be excluded from the policy.

• Site Visits
• Habitat for Humanity Projects
• Mechanically Operated Amusement Devices
• Watercraft / Water Related Events
• Horse Shows / Races
• Air Shows
• Balloon Rides
• Biking Events
• Sky Diving
• Bungee Jumping
• Mountain Climbing
• Auto / Motorcycle Races
• Fireworks Shows
• Boat Rides including Pontoon Boats
• Animal Rides
• Mechanical Rides
• Camps (includes NAWIC Camp, etc.)
• Outdoor Adventures: White Water Rafting
• Road Races
• Athletic Events with over 10,000 participants
• Bodily Injury for participants of athletic events
• Career Days Events
• Haunted House
• Parades without Permits

Please contact the NAWIC Office with any questions you have regarding this information. Thank you for your cooperation and compliance with these specifications.

Rates are subject to change and will be based on the information submitted on the REQUEST FOR CERTIFICATE OF INSURANCE (COI) FORM.
Name of Event: ___________________________________________________________

Address of Event: ______________________________________________________

Date(s) of Event: ______________________________________________________

If we are notified after the event that an event attendee has tested positive for COVID-19, the following actions will take place:

1. NAWIC Board of ___________________________________ Chapter # _____ will alert the following individuals/agencies:
   a. Public Health
   b. Management at Location of Event
   c. All Event Attendees and Sponsors
   d. NAWIC National
2. An email will be sent to all Participants identifying their potential risk of exposure and encouraging them to get tested if they show symptoms
3. NAWIC Board of ___________________________________ Chapter # _____ will continue to monitor any potential spread closely

If the media contacts us in relation to a positive case:

1. Decline comment and ask NAWIC National to prepare a statement

Record Keeping:

1. Collect signed waivers from all attendees (COVID Attest Statement and Liability Waiver)
2. Scan into electronic file for record keeping
3. File and store for record keeping
4. Save electronic copy of insurance from NAWIC National
Attest Statement

NAWIC Chapter: __________________________________________________________

Event: Virtual Block Kids Competition

I, __________________________________________________________, do hereby attest that I do not have or do not believe I have COVID-19 and have no signs or symptoms of possible COVID-19, as outlined by the Center of Disease Control (CDC):

- Cough
- Sore throat
- Headache
- Fatigue
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- Chills
- Nausea or vomiting
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0° Fahrenheit
- Muscle or body aches

I further attest that I have had no known close contact with a person who is lab-confirmed to have COVID-19 within the last 14 days.

Signature: __________________________________________________________

Date: ___________________________  Temperature: ____________
Release and Waiver of Liability

Event: ________________________________________________

Name: ________________________________________________

Home Phone: _____________ Work Phone: _____________ Cell: ________________

Address: ______________________________________________

City: ___________________________ State: __________________ Zip: _________

Emergency Contact Name: __________________________________________

Address: ______________________________________________

City: ___________________________ State: __________________ Zip: _________

Home Phone: _____________ Work Phone: _____________ Cell: ________________

In consideration for being accepted by the National Association of Women in Construction [Chapter Name/#] (“NAWIC”) for participation in the event described above (the “Activity”), I, being 18 years of age or older, do for myself (and for and on behalf of my child-participant if said child is not 18 years of age or older) hereby release, forever discharge and agree to hold harmless NAWIC and its employees, directors, officers, and volunteers from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever that may be incurred by the undersigned (and the child-participant) that occur while I (my child) is participating in the Activity.

Furthermore, I (and on behalf of our (my) child-participant if under the age of 18 years) hereby acknowledge and assume all risk of personal injury, sickness, death, damage and expense as a result of my (my child’s) participation in the Activity. I further agree to hold harmless, defend and indemnify NAWIC, its employees, directors, officers, and volunteers, for any liability sustained by any of them as the result of my (my child’s) negligent, willful or intentional acts, including expenses incurred attendant thereto.

I expressly agree on behalf of myself (and my child) that this Liability Release and Indemnification Agreement is intended to be broad and inclusive, and that if any portion thereof is held invalid, the balance shall continue in full legal force and effect. I further state that I have carefully read this Agreement, have asked and received answers to any questions, and signed this Agreement as my own free act.

Participant’s Name: ________________________________________________

Parent/Guardian Name: ____________________________________________

Signature of Parent/Guardian: _______________________________________

Date: __________________________________________________________________________