

MEMORANDUM

TO: National History Day Judges
FROM: Jane Smith, West High School: (608) 555-5555 or jsmith@west.k12.wi.us
DATE: January 21, 2005
RE: History Day Judge Registration for 2005

On Wednesday, February 22, 2005, West High School students will participate in the West History Fair. Projects on a wide variety of historical topics will be presented, including documentaries, exhibits, papers, performances and web sites. This event is the culmination of months of hard work by students on their National History Day projects and could earn them the honor of advancing to the regional, state or even national competitions!

In order for any of this to happen, we need your help! We are looking for volunteers who would be willing to spend a few hours of their time judging student projects. Judges will work in teams to interview students, evaluate projects, and write comment sheets for students. Judges should arrive at 8:30 AM for judges' training and judging will begin at 10:00 AM and end at approximately 1:00 PM.

Judges will receive more information about National History Day, this year's theme, and the schedule for the day approximately two weeks before the event. Thank you for supporting the National History Day program in our school. We hope to have you with us! If you have any questions, please feel free to contact me!

Please complete the form below, call, or e-mail by February 8, 2005

Judging Sign-Up Sheet

Name: _____ Phone Number: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Yes, I will be able to act as a judge at the West History Fair on February 22, 2005

I would prefer to judge:

- Any Category**
- Documentaries**
- Exhibits**
- Performances**

- Papers**
- Web Sites- Web site judges must have access to a computer**