

**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**

**2020 Topic – Remembering Saratoga’s Railroad Connections
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 “COOPER HISTORICAL ESSAY CONTEST.” Leave them at your school office.
5. **Essay envelopes will be picked up from your school office on Wednesday February 12th at 9am. Please remind students the day before.**
6. Home-schooled essays must be returned to the Saratoga History Museum by Wednesday February 12th. (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 by email on Tuesday February 25. Winning TEACHERS PLEASE RSVP BY Tuesday March 3** with the number of children and adults attending the **AWARDS PARTY on Thursday March 5** from their class: Linda@saratogahistory.com. (408) 867-3763.
All classes with winning essays, students, parents, teacher, principal, are invited to an **AWARDS PARTY AT THE LIBRARY THURS. MARCH 5 AT 4PM.**
Awards delivered to winners’ schools Friday March 6.