



TRIG-STAR PROGRAM LOCAL CONTEST

SUGGESTED GUIDELINES FOR CONTEST ADMINISTRATION

To prepare for your presentation visit www.trig-star.info

- 1) Contact the principal at the school for an appointment with the Trigonometry teacher or Math Department Head. Explain the Trig-Star program, your involvement as a local sponsor from the community, and the program of awards on the local, state and national level which includes recognition of the teachers.
- 2) Provide the teacher with a Trig-Star packet of sample problems and set a date and time for a presentation and contest. Help to determine the best time to give the contest for maximum participation, keeping in mind that many students have after school commitments.
- 3) Attend the contest and speak on careers in surveying and mapping. Review the contest and be prepared to explain the terms used in the questions.
- 4) Administer the contest. Check the student's answers and determine the contest winner. Distribute the participation certificates.
- 5) Prepare the Trig-Star Contest Report and send it to the state coordinator. Tear off the test cover sheets and send them to your state coordinator to use in promoting local educational opportunities. See the state coordinators list for information on your state coordinator.
- 6) Prepare any prizes and have the plaque engraved (if purchased) for the winning contestant. If possible arrange for a suitable time to present the award at a school function. Prepare and distribute press release.

FOR MORE INFORMATION CONTACT YOUR STATE COORDINATOR OR
VISIT TRIG-STAR ON THE WEB

www.trig-star.info