

## Optimist Club Essay Contest Checklist

**This checklist must be submitted with the essay.**

- Title page** is present. It contains the topic, number of words in the essay, writer's name, address, phone number, name of school, and date of birth.
- The official topic is at the top of the title page **and** at the top of page 1
- Essay is typed, double spaced, and single sided
- Essay contains at least 700 words **but no more than** 800 words
- Each page of the essay is numbered at the bottom, starting with page 1 (not the title page)
- Any quotations or copyrighted material is cited (MLA, APA, Chicago-style)
- The author makes **no** mention of the author, author's parents, school, community, or club
- Essay is written in English
- Entry is stapled in the upper left-hand corner (No cover)

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