The jury procedure checklist applies to all juries from local school level to the national jury. Please refer to the timeline at www.a4le.org/schoolsnext for specific jury dates. There are a minimum number of jurors for each round of competition.

SCHOOL DISTRICT JURIES (for schools with more than one entry)   Minimum 2 jurors
CHAPTER AND LOCAL JURIES   Minimum 5 jurors
STATE JURIES   Minimum 5 jurors
REGIONAL JURIES   Min. 8-10 jurors

TASK

Preparation:

Assemble a jury that includes representatives from the key planning team groups, i.e. architects and/or engineers, contractors, school district administrators, facility planners, community members, business leaders, and media representatives. Ideally, these would include some of the same people that were consulted during the planning process.

1. Identify a Jury Chair

2. Distribute the Competition Guidelines and the Evaluation Matrixes for the juror's review.

3. Set a date for design competition narrative submittal for juror review.

4. Set a date and time for the jury deliberation. Juries must be set up allowing one hour per team, including set-up and takedown between groups for in person jury process. Following presentations, allow one hour for final evaluation of the submittals and selection of a winner.

Jury Day:

5. Assemble jury members one-half hour prior to team arrival.

6. Review the Competition Guidelines and the Evaluation Matrixes.

7. Presentations

- Team set-up – 10 minutes

- Presentation – 15-20 minutes

- Questions & answers – 5 minutes

- Pack-up & next group begin set-up – 10 minutes

8. Discussions

- Ask each juror to rank their top three choices and discuss their reasons.
- Utilize a process that allows jurors to reach consensus.
- Identify one winner from each school who will move on to the chapter competition.

TASK

9. Score and retain narratives, video, PowerPoints and submit to the chapter coordinator and/or chapter jury chair.

10. Summarize juror comments and scoring process and submit to the chapter coordinator and/or chapter jury chair.

11. Notify and thank winning school teams, as well as other participants, by the following day so they can prepare for the next level of competition.

12. Inform first place winners of location, date, time and contact for chapter jury.

13. Recognize the winning teams. Plan a local/school district awards ceremony in conjunction with the chapter coordinator and committee.

JURY MATERIALS

Please have the following available:

PowerPoint project, monitor, screen
List of schools/contact info
Submittal criteria
Evaluation forms – narrative
Evaluation forms – video and recorded presentation

Virtual platform (if not in person)
Refreshments for participants and jurors

Jury makeup suggestions:
Architect and/or engineer
School district representative
Contractor or program management firm
Community member
Business leader
Media representative

Participating School:

Project Type: Single classroom, studio, laboratory, or entire school.

Please rate each project according to how well they responded to the questions within the following four categories:

- **Planning Process:**

  Who would be helpful to talk to as you create your ideal space or school?

  Why would that person or those people help your solution to be better?

- **Community Environment:**

  How does your proposed learning environment connect learning to the community?

  What is special and unique about your community and how is that celebrated in the environment you've created?

  Are there any partnerships between your learning environment and the community?

  How does the community benefit, and how do you?

  How will this place help students tie learning to real life and make it more meaningful?

- **Learning Environment:**

  Why is learning better in the environment you're creating?

  What will the learner be able to do that he or she can't do now?

  What would a typical day in your learning environment be like?

  How does your environment help to make stronger relationships between students, and between students and the teachers, and between the school and community?

- **Physical Environment:**

  How will this place make it easier for students to learn?

  How do people get here – are there buses or cars?

  What are the materials, colors, and textures?

  How does your design preserve the environment i.e. incorporate Energy Star, good indoor air quality?

Instructions: Each of the criteria should be evaluated as a whole and is worth up to five points. More specifically, each of the criteria should receive between one and five points, with five being the highest. Please add comments about the presentation to assist in the jury process.

SchoolsNEXT Scoring Matrix

Directions:
(The highest scores indicate the projects with the greatest combination of criteria)   Provide a score between **1 to 5** for each category for each project. A score of "5" indicates the project satisfies the highest level of the category while a score of "1" indicates the project did not meet the criteria.

Score 5 (highest) to 1 (lowest) for each category as described below

SCHOOL NAME					

Planning Process The project provided the opportunity for end user and community participation in the process					
	0	0	0	0	0

Community Environment The project connects the facility to the community in multiple ways					
	0	0	0	0	0

Learning Environment The facility design enhances the relationship between learners and instructors and learners and learners					
	0	0	0	0	0

Physical Environment The project developed a site and facility design that is respectful of the environment and supports the learning process					
	0	0	0	0	0

Presentation The presentation satisfied the submittal criteria and demonstrated strong presentation skills					
	0	0	0	0	0

Other Outstanding Features Provide a score from 1 (lowest) to 5 (highest) for projects exhibiting other unique features					
	0	0	0	0	0
TOTAL SCORE	0	0	0	0	0

School Name   **Comments**

Association for Learning

SUBMITTAL CHECKLIST

o   Project narrative

o   Video and/or PowerPoint

o   Supporting materials, boards

o   Media Release forms

o   Student and teacher contact information
    School address and phone
    Home address
    Home phone
    Date of birth
    Emergency contact information: Parents, Cell phone

o   Nearest airport

o   Preferred rooming list – each team will be assigned three rooms