



# New York State Bar Association

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## MEMO

TO: *Project Citizen Teachers*

FROM: New York *Project Citizen* State Coordinator

DATE: April 22, 2009

RE: *Project Citizen Showcase*

The Law, Youth and Citizenship Program of the New York State Bar Association looks forward to seeing a portfolio from your class at the 2009 *We the People: Project Citizen* Portfolio Showcase. Each class that submits a portfolio will receive a rating of *Superior, Exceptional, Outstanding, or Honorable Mention*. By “showcasing” the students’ work, we hope to eliminate the competitive side and emphasize the cooperative aspect of the program. However, we will have to rank the schools eventually in order to determine which portfolio will represent New York State at the National Showcase this summer.

The State Portfolio Showcase will be held on May 27, 2009, at the New York State Bar Association in downtown Albany. Your students’ portfolios/projects will be rated by a panel of judges and we will determine which portfolio will move on to the National Showcase.

### **Classes Eligible to Participate**

All classes in classes participating in the *Project Citizen* program can submit a portfolio to the State Showcase, but according to CCE rules, only grades 5-8 will be eligible for the National Showcase. High school classes, clubs and after-school groups such as Scouts, Boy’s/Girl’s Clubs, etc., may submit portfolios to be rated at the State Showcase. In addition, high school classes may submit an alternative portfolio, using a PowerPoint presentation, website, video, etc.

**Registration Instructions for non-NYC classes**  
(NYC classes contact Deb Lesser, [dlesser@schools.nyc.gov](mailto:dlesser@schools.nyc.gov))

*Please use the official registration form that you must complete and return by May 8, in order for the class to participate.* It is located at [www.lycny.org](http://www.lycny.org). A large number of entries from the same region may necessitate a regional showcase. This year, we are asking that you write, on the registration form, a brief description of the problem your class will be addressing.

### **Portfolio and Checklist**

Middle level teachers, please adhere to the size requirements of both the documentation binder and the portfolio (requirements are found in the Teacher’s Manual). Binders and/or portfolios

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that exceed the size specifications will not be accepted for the showcase. In addition, please be sure the problem addressed is a public policy. If you are not sure if it is a policy or not, call or e-mail me and we will discuss it. Portfolios and binders must be shipped to arrive in Albany, NY, by Friday, May 22.

You should use the Portfolio Criteria Checklist

[http://www.civiced.org/index.php?page=student\\_forms](http://www.civiced.org/index.php?page=student_forms)

to review your class portfolio for completion. Be sure to check that the proposed solution by your class does not violate the U.S. Constitution. This is a critical part of the portfolio.

Remember, as well, to place the completed Constitutionality form in the documentation section of the binder.

### **Policies and Guidelines for the *Project Citizen* Program**

Policies and guidelines governing the *Project Citizen* program ([www.civiced.org](http://www.civiced.org)) have been developed to ensure that the showcase runs smoothly and fairly. You and your students should become familiar with them. Please call or e-mail me if you have any questions regarding any of the policies or guidelines.

On behalf of the *Project Citizen* sponsors, we wish you and your students the best of luck at the New York State *Project Citizen* showcase. If you need assistance or have questions please contact us at 518-486-1748 or by e-mail at [lyc@nysba.org](mailto:lyc@nysba.org).

### **Important:**

- Fill out the registration form to signal your intent to send a portfolio
- Do not send a portfolio unless your registration has been approved
- Portfolios must arrive in Albany by May 22.
- We will reimburse you for shipping. Go to a reliable shipper to have your project safely wrapped and shipped. You can keep the boards taped together. Binders should be carefully enclosed and secured. **DO NOT** just throw binder into the portfolio box. Wrap, tie, and place binder in a padded envelope before adding to portfolio box!!
- **Shipping address:**  
**NYSBA/LYC**  
**1 Elk St**  
**Albany, NY 12207**

### **Timeline:**

May 8 – deadline to submit intent-to-participate form to LYC

May 22 – portfolios in Albany

May 27 – State Showcase

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