

ORGANIZING A 4-WAY TEST ESSAY CONTEST

By Caryl Lynn Cusick - 2002 edition

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The following outline and sample forms are designed to facilitate your setting up a 4-Way Test Essay Contest in your community's schools.

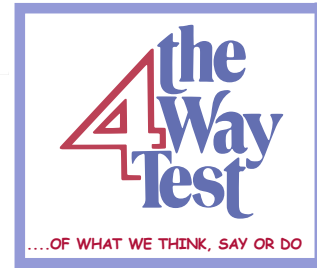
1. TIME SCHEDULE:

A. **October** - contact school and request their participation in your contest. Send announcement to English teachers at all area high schools announcing contest. Include the following information.

- (1) Who Is Eligible To Compete
- (2) Rules
- (3) Copy of 4-Way Test
- (4) Copy of Scoring Sheet
- (5) Competition Procedures
- (6) Prizes
- (7) Deadlines & Dates of Competition Stages
- (8) Winner Obligations at Each Stage
- (9) Entry Forms
- (10) 4-Way Test Resource Information
- (11) Sample Essay

B. **January** - First Stage: Local School Contest

(1) Deadline for receiving entry form with essay should be by middle of month. Winners to be announced first week in February. (Before any information is sent to schools, your group must decide who is to be responsible for judging essays at this stage — people appointed by your club or English teachers appointed by someone at the local school.) Awards can include First through Third Place.



C. **February - Second Stage: Area Schools**

(2) Deadline for receiving second stage entry form with winning essay should be middle of month. Winners to be announced first week in March. (Before any information is sent to schools, your group must decide criteria for who is to be responsible for judging essays at this stage. The people appointed should be experts: journalists, writers or teachers who are not part of or associated with any of the local schools involved.) Awards include First - Third Place.

D. **March - Final Stage: Regional/State Schools**

(1) Deadline for receiving final stage entry form with winning essay should be middle of month. Winners to be announced first week in April. (Before any information is sent to schools, your group must decide criteria as to who is to be responsible for judging essays at this stage. The people appointed should be experts: journalists, writers or teachers who are not part of or associated with any of the schools with contestants entered at *any stage* of the competition.) Awards include First - Third Place and several Honorable Mentions.

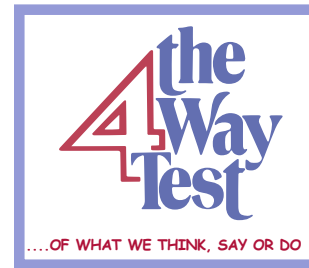
E. **April/May or June - Ceremony Recognizing Final Winners and Awarding Prizes!**

F. **Your Contest May Only Involve 2 Levels** — the in-house local school competition and an area competition, or the first stage may be several area competitions and then a regional finals with anywhere from 7 - 20 schools participating. With the later scenario, you would not have contestants representing their schools. **Adjust your time table according to whatever format you choose.** If only 2 levels are involved you may want to award some additional Honorable Mentions at the second level.

2. ELIGIBLE CONTESTANTS:

A. Any high school freshman, sophomore, junior or senior except a student who has placed among the top 3 winners of a previous 4-Way Test Essay Contest or a student who is a concurring (entering this year) contestant in a 4-Way Test Public Speaking contest.





3. RULES:

A. **Content:** Explains the contestant's understanding of The 4-Way Test and how it relates to his/her life, experiences and/or society in general.

B. **Length:** 500 to 1,000 words.

C. Contest Information:

(1) Gives person/address where initial entry form and essay must be received and by what date and when results will be announced.

(2) First Stage (**School**) Deadline: January 15, 2002. Results announced February 5, 2002.

(3) Second Stage (**Area**) Deadline: Winning essay from each school in area must be received by June Holloway, 220 Dresden Road, Pierce, GA 30314 no later than February 15, 2002. Results announced March 5, 2002.

(4) Third Stage (**Regional**) Deadline: Winning essay from each area contest must be received by Walter Cohen, 440 Eastern Street, Atlanta, GA 30327 no later than March 15, 2002. Results announced April 5, 2002. Ceremony to be held May 12, 2002 at 11:30 AM at Chez Roberts, 2020 Hawthorne Road, Burns, GA 30357.

D. Judging Criteria:



(1) **Content (45%)**

a. Shows practical application 4-Way Test throughout essay (1-15 points)

b. Uses examples from peer group experience (1-15 points)

c. Has Human interest appeal and color (1-15 points)

(2) **Language (30%)**

a. Spelling (1-7 points)

b. Punctuation (1-7 points)

c. Grammar (1-8 points)

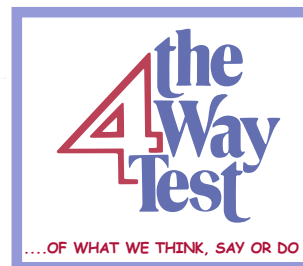
d. Choice of words, clarity and expressiveness (1-8 points)

(3) **Organization (25%)**

a. Neatness paper (1-3 points)

b. Introduction (Captures reader's attention and establishes major theme of essay. (1-7 points)

c. Development - Ideas presented, supported and explained in clear logical order with smooth transitions. (1-8 points)



d. Conclusion - Emphasizes major theme in essay leaving reader with a clear, concise message or point of application. (1-7 points)

4. PURPOSE OF CONTEST:

A. To provide an opportunity for youth through written expression to explain their understanding of The 4-Way Test as it relates to their life, their experiences and/or society in general.

5. CONTEST PROCEDURES:

A. Be sure schools participating give each contestant a Student Entry Packet. Information on The 4-Way Test can be obtained by students from The 4-Way Test Association by mail and from its website: www.4waytest.org.

6. PRIZES:

- A. Financial Award (Cash or Savings Bond)
- B. Arrange to have winning essay published in some popular magazine, newspaper, etc.
- C. Awards Ceremony



7. SAMPLES:

- A. School/Administrator Information Packet
 - (1) Letter to School Administration
 - (2) Bulletin Board Flyer on 11"x17: or 8 1/2 X 11" paper
- B. Student Information Packet
 - (1) Entry Form
 - (2) "What Is The 4-Way Test?" background sheet and resource information
 - (3) Copy of Judges' Score Sheet
 - (4) Contest Information Sheet with description of Contest Rules, Who Is Eligible, Winner Obligations, Where and To Whom to Send Essay, Each Level's Procedures and the When/How Winners of EACh are Announced.
 - (5) Sample Essay (if possible from Past Winner)



....OF WHAT WE THINK, SAY OR DO

SAMPLES & FORMS

Sample Letter To School Administration

Westlake Club
2121 West Hampton Street, Forman, Illinois 60067
President John Forbes

October 5, 1995

TO: School Superintendents, Principals, Guidance Counselors, and/or English Teachers (Use individual name, school and school address here.)

RE: Your Participation in The Upcoming 4-Way Test Essay Contest sponsored by our club to involve area schools.

INFORMATION ON 4-WAY TEST ESSAY CONTEST

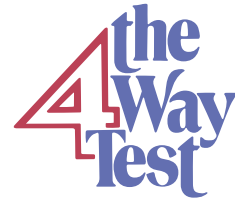
(The 4-Way Test consists of 24 words which can help people create an attitude and atmosphere in which to better relate, share and implement ideas. These 4 questions encourage us to apply principles of truth, justice and a caring regard for our neighbor in our relationships with each other. The Test asks us to consider these 4 questions when making decisions about what we think, say, or do. (See WHAT IS THE 4-WAY TEST ? Background Sheet)

- 1. Is it the TRUTH?**
- 2. Is it FAIR to All Concerned?**
- 3. Will it Build GOODWILL and Better Friendships?**
- 4. Will it be BENEFICIAL to All Concerned?**

PURPOSE: *This essay contest has been designed to provide an opportunity for youth to express themselves through the written word explaining their understanding of The 4-Way Test as it relates to their life, their experiences, and/or society in general.*

PROCEDURE: *Explain here who will be judging the contest at each level. (Announce here that a well respected or popular author/reporter will be involved at the top level. This will especially encourage the participation of students interested in writing/journalism careers. Give time table for competition. Explain that you will provide Student Entry Packets for contestants (include sample) and when you will supply these to the school.*

PRIZES: *Describe at each level. Underline that top 3 contest winners at levels 2 and 3 will be expected to attend an*



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Sample Letter To School Administration continued

awards ceremony and if possible give date and place of each ceremony.

ELIGIBILITY: Open to all high school students freshman through senior year except a student who has placed among the top 3 winners of a previous 4-Way Test Essay Contest or is a concurring (entering this same year) contestant in a 4-Way Test Public Speaking Contest.

ESSAY CRITERIA: The essay will be judged on Content (45%), Language (30%), and Organization (25%). (See sample Judging Score Sheet.)

RULES: Explain content (how student relates The 4-Way Test to his/her life, experiences and/or society in general), required length: 500 to 1,000 words, one entry per person / one essay per contestant, due date for entry, and where/to whom it must be sent.

CLUB BACKGROUND: Give very brief history of your club, who are its members, and its activity in your community/state.

THANK YOU. I will call you in the next week or so to personally answer any questions you may have.

Sincerely,

John Forbes



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Sample Poster

Do You Have The WRITE Stuff?

WESTLAKE CLUB

sponsors

The 4-Way Test Essay Contest

1. Is it the TRUTH?
2. Is it FAIR to All Concerned?
3. Will it Build GOODWILL and Better Friendships?
4. Is it BENEFICIAL to All Concerned?

PRIZES

First Level Winners

1st Place: \$50 2nd Place: \$25 3rd Place: \$10

Second Level Winners

1st Place: \$100 2nd Place: \$50 3rd Place: \$25

Winners must attend awards ceremony.

Final Level Winners

(Panel of 3 Judges includes Sam Cork
(Senior Editor, Valley Newspaper), Juliet Simmons (Author,
Silenced By Fear), Gale Sharpe (Syndicated Columnist)

1st Place:

\$250 & Essay published in Valley Newspaper and Country Magazine

2nd Place: \$150 3rd Place: \$100 Honorable Mentions: \$50 each

All Winners must attend awards ceremony.

OPEN TO ALL HIGH SCHOOL STUDENTS

One entry per person. Contestant cannot be 1st, 2nd or 3rd Place Winner in finals of previous 4-Way Test Essay Contest or currently a contestant in a 4-Way Test Public Speaking Contest.

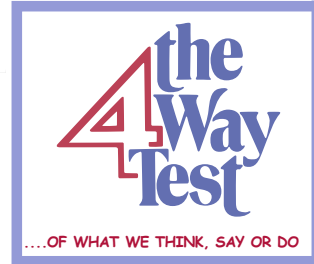
RULES:

Content: Explain your understanding of how The 4-Way Test applies to your life experiences and/or society in general.

Length: 500 - 1,000 words. **Due Date:** January 15, 1996.

Essay judged on: Content (45%), Language (30%) and Organization (25%).

*Pick up an Official Entry Packet
from your High School Guidance Counselor!*



1. Is it the TRUTH?

2. Is it FAIR to All Concerned?

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Sample Entry Form Front Side

1996 4-Way Test Essay Contest Entry Form

CONTESTANT NUMBER (given by Contest Administration)

Contestant's Name _____

Mailing Address _____

Home Telephone Number () _____

High School _____

Address _____

High School Class _____

Contestant Release and Certification Agreement

With my signature I indicate my willingness to have the text of my essay reproduced in any form. I also agree if I should be a winner to attend any award ceremonies.

Contestant Name Contestant Signature Date

3 copies essay attached.

Stage II

The above named individual has been chosen to represent _____ High School in Stage II of The 1996 4-Way Test Essay Contest.

Name High School Principal or Responsible Instructor

Signature Principal or Responsible Instructor Date

3 copies essay attached.



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Sample Entry Form Back Side

Stage III

The above named individual has been chosen to represent _____ in Stage III of The 1996 4-Way Test Essay Contest.

Name of Area Administrator

Signature Area Administrator

Date

3 copies essay attached.

Instructions

This entry form should be in the hands of your high school guidance counselor by January 15, 1996 along with 3 copies of your essay.

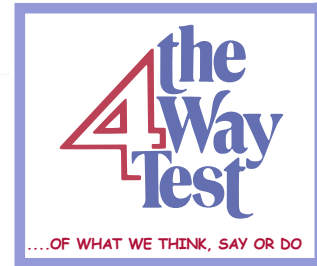
Your essay should be typed on 8 1/2" x 11" paper, double spaced, with your full name and high school on two lines in the upper right hand corner of the first page.

This Entry Form must accompany the essay of the first place winner at each level to the next level.

At Level II, this Form with 3 copies of your essay should be sent to Mr. Kenneth Johnson, 200 Juniper Place, Oakland, IL 60065 by February 15, 1996.

At Level III, this Form with 3 copies of your essay should be sent to Mrs. Joan Potter, 510 Merrill Street, Westlake, IL 60061 by March 15, 1996.

If you have any questions, please write or phone contest coordinator Mr. Tim Rogers, 1414 Post Lane, Westlake, IL 60061 (708) 861-0523.



1. Is it the TRUTH?

2. Is it FAIR to All Concerned?

3. Will it Build GOODWILL and Better Friendships?

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Sample Background Sheet

WHAT IS THE 4-WAY TEST?

The 4-Way Test consists of 4-short questions, 24 words, which can make a difference in our lives. It reads:

1. Is it the TRUTH?
2. Is it FAIR to All Concerned?
3. Will it Build GOODWILL and Better Friendships?
4. Will it be Beneficial to All Concerned?

There is a great difference between winning success and being a success. The 4-Way Test helps us as we go about choosing and acquiring our desired prizes to keep our inner eye open to what we are becoming, not just the prizes we strive to acquire.

The Test does not provide the answers in itself, but encourages creative and effective solutions in problem solving situations. Its application is in the world of human relationships. Interestingly enough, no matter how technologically astute we become, nothing can really be accomplished in this world except through people – ourselves and others working, playing, communicating, trusting each other. Used, The 4-Way Test can create an attitude and atmosphere in which people can better relate, share and implement ideas.

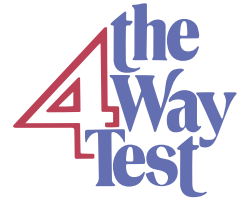
The 4-Way Test is translated into the language of more than a hundred countries and sits on the desks of more than 1 million business and professional leaders around the world.

BRIEF HISTORY OF THE 4-WAY TEST

This international chain reaction began in 1932. Herbert J. Taylor, author of The 4-Way Test, had just become president of Club Aluminum Products Company in Chicago, Illinois. The company employed 250 people, was bankrupt – over \$400,000 in debt, in the midst of what is today known as The Great Depression.

Mr. Taylor was a Christian man who believed that in right there is might. He believed that ethical conduct played an important role in relationships. He felt that if the company's leadership and its employees were encouraged to think right, they would act right. What was needed was some sort of ethical yardstick which they could easily memorize and apply to what they thought, said or did in their relations with other people. This, he felt would facilitate right action on the part of the company. In answer to prayer one evening came The 4-Way Test. He tried it out himself for sixty days, and found it very enlightening. Quite a few of the company's current business practices did not seem to standup under its scrutiny.

After 60 days, Mr. Taylor, himself a Methodist, discussed it with four of his department heads, by faith, a Christian Scientist, a Roman Catholic, an Orthodox Jew and a Presbyterian. He asked, "Is this test contrary to anything in your faith?" The answer was no and they agreed to memorize and use the test



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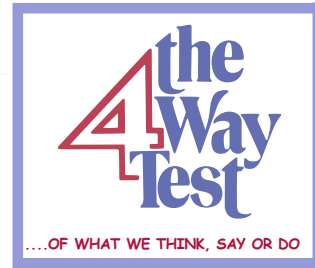
Sample Background Sheet continued

in their business decisions. Soon the company adopted it as its official policy of business conduct. He had the test copyrighted.

Five years later the company paid off the last of the \$400,000 debt with interest and distributed over a million dollars in dividends to stockholders, in spite of the continuing Great Depression. The company gained much more from its use than the acquisition of a good financial statement. It helped them win friends, build goodwill and inspired confidence not only in their own internal management/employee relationships, but also in the company's relationships with business associates, suppliers and customers. It helped each individual become a better person and better citizen.

In the late 1940's it was adopted by Rotary International and became a vital part of their Vocational Service Programs. In 1959 Mr. Taylor founded a non-profit organization The 4-Way Test Association, Inc. to promote and assist in its use within the larger business and political community. None of the Association materials carry any logo except that of The 4-Way Test. Over the years beginning in the 1950's there have been several city/community-wide 4-Way Test campaigns with the active participation of many organizations within each city and/or metropolitan area. It has been introduced into schools, governments, businesses and homes as a stimulus for building better communications and stronger more effective relationships between people.

Mr. Taylor died in 1978, but his legacy of The 4-Way Test continues to grow.



1. Is it the TRUTH?

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Sample Judges' Score Sheet

JUDGES SCORE SHEET

Contestant No. _____

Contestant Name _____

School _____

Number of Words _____ (If under 500 or over 1,000, automatically disqualified.)

1. CONTENT (45%)

- A. Practical application 4-Way Test throughout essay (1-15) _____
- B. Uses examples from peer group experience (1-15) _____
- C. Human interest appeal and color (1-15) _____

2. LANGUAGE (30%)

- A. Spelling (1-07) _____
- B. Punctuation (1-07) _____
- C. Grammar (1-08) _____
- D. Choice of words, clarity and expressiveness (1-08) _____

3. ORGANIZATION (25%)

- A. Neatness Paper (1-03) _____
- B. Introduction - Captures reader's attention and establishes major theme of essay (1-07) _____
- C. Development - Ideas presented, supported and explained in clear logical order with smooth transitions (1-08) _____
- D. Conclusion - Emphasizes major theme in essay leaving reader with a clear, concise message or point of application (1-07) _____

MAXIMUM POSSIBLE POINTS 100
 TOTAL POINTS EARNED _____

DATE _____ JUDGE'S NUMBER _____ LEVEL _____

SPECIAL COMMENTS:

Sample Contest Information Sheet

***The 4-Way Test Essay Contest
1996 Rules and Information***

Who Is Eligible?

Contestant must be in high school (freshman, sophomore, junior or senior year), must not be entered in a 4-Way Test public speaking contest for this same year, and must not be a first, second, or third place winner in the finals of a previous 4-Way Test Essay competition.

Rules:

One entry per person, one essay per contestant.

Essay Topic: Explain your understanding of how The 4-Way Test relates and applies to your life, your experiences and/or society in general.

Essay Length: No less than 500 or more than 1,000 words or the essay is automatically disqualified.

Essay is judged on Content (45%), Language (30%) and Organization (25%). See sample Judges' Score Sheet.

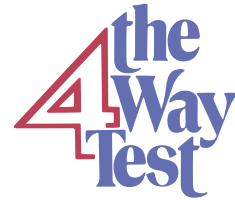
Due Date: Your essay (3 copies) and filled out entry form must be in the hands of your high school guidance counselor no later than January 15, 1996. No essay may be altered in any way after it has been entered into the competition as it proceeds from level to level.

Contestant Obligations: To sign release on entry form indicating willingness to have the text of their essay reproduced in any form. If winner, to be present for any scheduled award ceremonies at each level of the competition.

Procedures:

There are three levels to this competition sponsored by The Westlake Club.

Level 1: 81 schools in the Greater Westlake area are participating. A first, second and third place win-



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Sample Contest Information Sheet continued

ner is selected from each school. Winners will be contacted the week of February 6th. The first place winner's essay from each school will be sent on to the 2nd level of the competition. Your school will send on to Mr. Kenneth Johnson, 200 Juniper Place Oakland, IL 60065 the winning essay. This must be received by Mr. Johnson no later than February 15, 1996.

Level 2: Nine area competitions consisting of 9 schools each will be participating. A first, second and third place winner will be selected for each area. Winners (1st - 3rd) of the area competitions will attend an awards ceremony to be held on Wednesday, April 3, 1996, time and place to be announced later for each area. Winners will be contacted the week of March 4th. The first place winner's essay will be sent on to the finals of the competition. Mr. Johnson will send this winning essay on to Mrs. Joan Potter, 510 Merrill Street, Westlake, IL 60061. It must be received by Mrs. Potter no later than March 15, 1996.

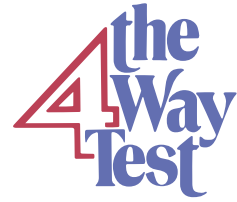
Level 3: The nine winning area essays will be judged by Sam Cork (Senior Editor, Valley Newspaper), Juliet Simmons (Author, *Silenced by Fear*), and Gale Sharpe (Syndicated Columnist). The winners (1st - 3rd place and several honorable mentions) will be honored at a dinner, on Tuesday, May 7th at 7 PM at The Spiral Club, 23 Ashbord Place, Westlake, IL 60061. Winners will be contacted the week of April 2nd.

Prizes:

Level 1: 1st Place \$50; 2nd Place \$25; 3rd Place \$10

Level 2: 1st Place \$100; 2nd Place \$50; 3rd Place \$25

Level 3: 1st Place \$250; 2nd Place \$150; 3rd Place \$100; Honorable Mentions, \$50 each. The 1st Place Essay will be published in The Valley Newspaper and Country Magazine.



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Sample Student Essay

1994 Top Vote Getter Rotary District 6600 4-Way Test Essay Contest

Jessica Smith
Pioneer Joint Vocational School

The 4-Way Test

The world is much more complicated and dangerous for today's youth. We are faced with many challenges, such as drug abuse, street gangs, teen pregnancy, AIDS, high school dropouts—that list goes on and on. We have many decisions to make and problems to solve. We need higher educations so that we can still compete in the changing job market, but in order to get this, we need the financial support that not many part-time jobs can provide.

Although we do have many challenges in our life, there is one thing that can help us. It is a light at the end of the tunnel, which shines brightly whenever it is used. I am talking about The 4-Way Test.

The 4-Way Test is a series of four questions which we can ask ourselves when we are facing a challenging decision. The help these questions can give us is invaluable. The questions are:

1. Is it the truth?
2. Is it fair to all concerned?
3. Will it build goodwill and better friendships?
4. Will it be beneficial to all concerned?

Since I have learned of The 4-Way Test, I have been able to better analyze my feelings as well as make intelligent decisions in the challenging decision areas of my life. I have also been able to help my friends with hard decisions facing them every day. The time I was especially thankful to know about this Test is what I'm going to tell you about.

She is my friend whom I have known for a long time, and I couldn't believe what she was telling me that August afternoon. What

Sample Student Essay continued

she told me gave me the biggest shock of my life. She had tested HIV positive. She burst into tears, and so did I! I could not believe what was happening – my best friend since elementary school was going to die. I couldn't stop crying. We embraced each other, unable to catch our breath from our sobs of grief.

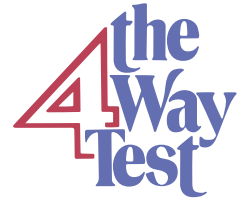
When we finally could speak again, she told me I was the only one who knew. She went on to say that she was scared of the way that people would treat her. After having seen the news and everything else that had been happening to people infected with the AIDS virus, she couldn't take the chance of everyone treating her like an outcast. I asked her if she had told her parents. She began shouting hysterically, telling me that there is no way she could tell them that their little girl had sex, much less unprotected sex, and had contracted the AIDS virus. I told her she had to at least try. They need to know, and she needed their love and understanding.

I began to think about The 4-Way Test. I first learned about it a year ago when I heard a classmate give a speech on the topic. Since that time, I have tried to apply it in my everyday life, and it helps me to be truthful with myself and others. The 4-Way Test makes a difference in my life, and now I hope that it will make a difference in the life of my troubled teenage friend who sits before me. I began to explain the test to my friend. She listened carefully, and after I was through, she promised to answer each question truthfully and do whatever the outcome of the test was. I began the test.

I asked her if it was the truth about her being HIV positive? She responded that she had gone to two doctors and they both had the same results, so the answer was "Yes."

The next question was to determine if her telling her parents and friends would be fair to them? She began to think about how much they cared for and supported her. She then answered "Yes."

Then I asked her if it would build goodwill and better friendships between her and her loved ones if she told them of her illness? She



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Sample Student Essay continued

began to realize that her family and friends wouldn't care what was wrong with her, they would just be concerned about her health and how much time they had left with her. She answered "Yes."

I went on to ask her the fourth and final question, which was to judge if it would be beneficial to all concerned if she were to tell them of her illness? With tears in her eyes, she responded, "Yes, they need to know what has happened to me."

We reviewed her answers, and then came to the conclusion that she should indeed tell her parents and everyone else she cares about and who cares for her. Of course, she did not have to go alone. I drove her home and helped her through telling her parents. But it didn't stop there – that night I think we told the whole town. Everybody didn't care about what she had, all they cared about was that a girl they cared about was sick. We are still best friends, and her parents are more loving and tender to her today than I think they have ever been.

Her HIV virus has turned into AIDS now, but I know she can still live a pretty fulfilled life as long as her immune system allows her to. I still am hopeful that they will find some kind of miracle drug and save her life, but I still let reality play a role in my life, so I will not be totally devastated when "or if" my friend passes away. In my heart she will always be there.

Sometimes I put The 4-Way Test to use for me – to help me deal with my friend having AIDS. In doing this, I realize that there is no one to blame for her illness and that it was just an accident. This helps me to enjoy the days I have left with her and prepares me for her death.