



Sri Hemkunt Foundation Inc.

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Best practices *(Updated August 10, 2014)*

1. Zonal Convener (ZC)

a) Coordination with Centers

- Set up at-least 3 centers to enlist minimum 30 participants in each center 100 in the zone.
- Appoint two associate ZCs – one adult and second a youth to assist in performing Sewa as ZC.
- Help centers in selecting judges, approving date and place of competition.
- Determine number of books for centers for each age-group.
- Permit a young child to participate in a higher age group.
- ZC should try to be present at the Center level competition.

b) Schedule Symposium

- Request all center conveners (CC) to check with their local Gurdwara management regarding the date and time when Symposium can be held in the Gurdwara.
- Discuss with CCs and agree upon the dates for centers and zonal Symposium.
- CC to make sure the selected dates are on Gurdwaras' calendar.
- Edit the Registration Form with centers and zonal Symposium dates.
- E-mail the form to all CC. The same form showing all dates shall be used by centers.
- ZC should attend center Symposiums.

c) Zonal Symposium

- Conduct symposium at zonal level.
- Award trophies/prizes/certificates to winners and suitable prizes to remaining participants.
- Recognize children presenting their speech in Punjabi, with a special award.
- Hold Parents & participants meeting and send suggestions/comments to SHF.
- Send name and photograph (in jpeg format) of international participants to host ZC.

d) Judges

- Judging is one of the most challenging assignments in the Symposium.
- Make public announcement to seek volunteers for judges.
- Appoint at-least three judges for the zonal competition in consultation with CC.
- Announce names of judges a minimum of one week before the competition.
- Have judges review and sign ranking sheet before announcing the results.

e) Score/ Ranking Sheets

- Score/ Ranking sheets shall not be shared with any one including parents/ participants.
- Symposiums are held for spiritual reasons.
- Focus is on what a participant/ parent has learned from the book/topic about Sikhi.
- Other competitions measure physical traits – how long, high or far one can jump or run.

f) Coordination with SHF

- Serve as focal point for all communication between center and SHF.
- Forward names, address and phone/fax of the first winners of each age group to the SHF.
- Forward names, phone# and address of center conveners to SHF.
- Requisition appropriate number of books for centers.
- Remit SHF's share of registration fee to SHF.

Best practices *(Updated August 10, 2014)*

2. Center Convener (CC)

a) Registration

- Broadly publicize the program to encourage maximum participation in symposium.
- Update registration form to show date, time and place of the Center level symposium.
- Facilitate registration and issue books and questions to the registered participants.
- Arrange professionals to assist participants prepare written speech and oral presentation.

b) Symposium

- Publicly make request for judges. Requirements for a judge should be spelled out.
- Appoint at-least three impartial judges, in consultation with zonal convener.
- Announce names of judges a minimum of one week before the competition.
- Provide books/reading materials and guidelines well in advance of the date of Symposium to ensure judges are well prepared.
- The date for the competition should be fixed before commencing the registration.
- Do not change the date & time of Symposium once it has been announced.
- Have judges review and sign ranking sheet before announcing the results.
- Award trophies/prizes/certificates to winners and prizes to remaining participants.
- Recognize children presenting speech in Punjabi, with a special award.

c) Documentation

- Forward names, address and phone of the first winners of each age group to the ZC within one week of the event.
- Transmit zonal and SHF share of the registration fee to the ZC.

Best practices *(Updated August 10, 2014)*

3. Host Zonal Convener, International Symposium (IS) (additional responsibilities)

a) Coordination with SHF

- Arrange and provide facilities to SHF for conducting international symposium.
- Propose guest speaker and international judges.
- Propose a draft detailed program to SHF.
- Chair the Conveners' conference a year before hosting the IS.

b) International Symposium Arrangements

- Arrange suitable venue for IS.
- Arrange suitable facilities to conduct conveners' conference, and combined annual meetings.
- Finalize, print and distribute program.
- Finalize, print and distribute brochure.
- Make available three rooms for use of Int'l Keertan Darbaar judges.

c) Arrangement Committees

- Set up appropriate committees to conduct IS in an efficient, organized and orderly manner. Suggested committees are listed below:

i. *Steering Committee* for overall management of the entire program.

ii. *Transportation/Host Committee* to receive guests at the airport etc., transporting guests to and from their place of stay to the place(s) of the activities of the symposium, to see the guests off at the airport etc. for return journey to their respective destinations. To arrange transportation for sightseeing trips of the visiting participants and guests.

iii. *Public Relations Committee* for promoting the event in the local media, to the Sikh Sangat and special invitees, for preparing an audio and video recording of all the events and for making available recorded material at reasonable price.

iv. *FundRaising/Budget Committee* - Budget for the event should be prepared early on and efforts to raise funds should be coordinated with the steering committee.

v. *Catering Committee* to arrange food at various events.

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4. Sri Hemkunt Foundation (SHF)

a) Books:

- Select book/topics for each age group, each year. Selection is based on availability, language and content suitability.
- Literary-Unit of SHF reviews numerous books every year and considers suggestions of Zonal Conveners. It recommends books for each age group. Literary Unit ensures continuity of topics year-to-year for each age group.
- Procure sufficient number of books, based on the forecast by Zonal Conveners.
- Prepare and distribute book/topic.

b) International Symposium

- Establish order of presentation of international participants.
- Select the guest speaker and finalize the list of judges.
- Select siropaos for judges/chief guest.
- Procure prizes for winners at IS and prizes for remaining participants.

c) Annual Meetings/Conference

- Prepare agenda, nominate coordinators and conduct annual meeting of IS judges, parents, participants and conveners conference. The coordinator of each group records recommendations of each group. SHF board reviews recommendations and adopts those which are feasible. Details of the groups are as follows:
- **Combined Meeting:** Hold a combined meeting of participants, parents, conveners, coordinators and board members. Discuss suggestions/comments received from ZCs of the meetings held at the zonal level.
- **Judges Group:** Their charge is to review, revise and recommend changes in the guidelines for the evaluation process for the judges and contestants. This is the most difficult of all the tasks in this venture. Past years' experience has enabled the organizers to streamline the process.
- **Conveners Conference:** The host zonal convener for the following IS presides over this meeting. This group makes recommendations on several important issues:
 - i. Propose dates for the upcoming International symposium.
 - ii. Review issues relevant to the Symposium.
 - iii. Review issues relevant to the Keertan Darbaar.