Submission Checklist

Alien Ranking Card Design Contest

Teacher Submission Checklist

Check eligibility

- ☐ Students are in **grades K–8**.
- ☐ You are submitting on behalf of your **school** (not as an individual parent).

Get parent/guardian permission

- ☐ Make sure each participating student's parent/guardian has **approved**:
  - ☐ Their child entering the contest, **and**
  - ☐ Progress Learning using the student's f**irst name, last initial, grade, school, district, and artwork in the platform**, on our website, and on social media if they win.

Confirm content guidelines

Each entry must follow contest guidelines as outlined in the **Contest HelpDoc**.

- ☐ An **original alien design** (no AI, no traced/borrowed art).
- ☐ **School-appropriate** for K–8.
- ☐ It **must NOT** include:
  - ☐ Real people or realistic classmates/staff
  - ☐ Weapons, graphic violence, or gore
  - ☐ Nudity or sexualized content
  - ☐ Drugs, alcohol, smoking, or vaping
  - ☐ Hate symbols or discriminatory/bullying content
  - ☐ Self-harm or suicide themes
  - ☐ Political messages or campaign materials
  - ☐ Licensed/copyrighted characters (from movies, TV, games, books, etc.)

Prepare files or artwork

- ☐ **Digital:**
  - ☐ File names follow this format: District_Grade_StudentFirstNameLastInitial
    - Example: APS_6_AaronR
  - ☐ Files are in a shared folder (Google Drive, OneDrive, etc.) with **view access** for Progress Learning - you can share with **marketing@progresslearning.com.**
- ☐ **Physical:**
  - ☐ Each artwork is labeled with student **first name + last initial, grade, district.**
  - ☐ Include a **cover sheet** with teacher name, school, district, and contact email.

Complete the submission form

- ☐ Submit **one form per shared folder** or **per envelope**.
- ☐ Enter at least one student's name; other students will be identified from the file labels.

Share prize info with admin (optional but smart)

- ☐ Winners receive a **tshirt, swag, and a gift card for their teacher.**