

Franklin Mint Federal Credit Union Foundation



Advisors Handbook

A blue ribbon graphic that tapers from left to right. The text "2023-2024" is printed in black on the right, wider section of the ribbon.

2023-2024

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Hi-Q History

Early one morning in the summer of 1948, two Scott Paper executives, members of the newly formed public relations department, met to create a high school radio quiz program that would represent a constructive contribution to the youth of Delaware County, Pennsylvania, the base of Scott Paper Company operations. Through negotiations with Chester radio station WPWA, Scott's Hi-Q was born. A young man by the name of Robert O. Johnson was selected as announcer and quizmaster for the program. Bob had experience hosting similar quiz programs. The questions were researched and originated by Bob. The name Hi-Q was also his idea. The "Hi" for high school; the "Q" for I.Q.

In the first season, 20 schools with teams of four students competed. A series of weekly contests, between two teams at a time, resulted in the selection of five finalist teams. The questions in that first year were all based on the current issue of Newsweek magazine. October 13, 1948 was the date of the first Scott's Hi-Q competition. The first "history making" contest was between Sharon Hill and Marple Newtown High Schools. Sharon Hill won that first contest that was tape recorded and broadcast over radio station WPWA the following Sunday.

In the spring of 1949, the first Hi-Q champion emerged as Media, Swarthmore, Collingdale, Glen-Nor, and Haverford high schools vied for the championship. Media was the winner and each team member received gold engraved watches and the school won the grand prize, an auditorium size television set. Prizes for runner up teams included leather wallets and tape recorders for their schools.

Hi-Q's first season as a Current Events Quiz, proved to be not very exciting, so a format change was introduced. From 1949 until 1954, contest material was presented in the form of a fictitious story, containing a total of 20 errors. Students identified the error for one point, and corrected it for a second. The quiz was designed to test a general knowledge of history, geography, current events, literature, biography, science, and government. By 1954 it was decided to change the format using direct questions and a new scoring system. Minor changes in 1962 led to a similar format that is used today.

Eventually the radio broadcasts were cancelled as it became increasingly evident that Hi-Q was, and should be, an in-school activity as much a part of school as its classes, athletic programs, drama clubs, musical groups and all the other elements that make-up the full high school experience.

The program became increasingly popular over the years and in the 1970's Donna Zerby, manager of Hi-Q and special projects, led the initiative to expand Hi-Q to other parts of the country. Donna had been involved with the program since 1962 and had the experience and passion to expand Hi-Q. The program was expanded and sponsored by Scott plants in Wisconsin, Alabama, Maine, Washington, and Arkansas. A national championship was even created during this time. Donna continued producing the program as the national director through the 1990's and continued as Delco Hi-Q director until her death in 2005.

In the late 1990's the business community through the Delaware County Education Foundation began supporting Delco Hi-Q. Delaware County Intermediate Unit (DCIU) and the Foundation of The Delaware County Chamber became co-sponsors of Delco Hi-Q.

Today, Delco Hi-Q continues as a partnership between the education and business communities. In 2008, DCIU partnered with Franklin Mint Federal Credit Union to produce the program. Hi-Q is not only alive in Delaware County, but competitions are still held in Washington State, Wisconsin, and Alabama.

In 2005, under the leadership of FMFCU President/CEO, John D. Unangst, and DCIU Executive Director, Dr. Harry Jamison, Franklin Mint Federal Credit Union created the FMFCU Foundation Celebration. This banquet replaced the luncheon that recognized the three top Delco Hi-Q teams. Instead, all team were honored in front of their teachers, school administrators, and families. The first celebration was hosted by the host of "Jeopardy!," Alex Trebek. The event is still held annually as the FMFCU Foundation Celebration which also recognizes outstanding Delaware County teachers.

Over 70 seasons, sponsors have changed, schools have changed, and the format has changed but the founding principles of the program have remained, a "program that stimulates young minds and a constructive contribution to the youth of Delaware County, Pennsylvania."

SECTION I- FACULTY ADVISOR RESPONSIBILITIES

The Delco Hi-Q Faculty Advisor emphasizes and demonstrates good sportsmanship, encourages teamwork and provides support and guidance, while striving to make Hi-Q competition fun for team members.

General Information

- Accompany team to competitions away from home; making certain team arrives at least 15 minutes prior to scheduled time of contest.
- Instruct team members in their roles as hosts/hostesses for the home contest and reception following -- as valuable, visible representatives of their school.
- Publicize and promote your home Delco Hi-Q competitions within your school and community.
- Utilize Directors -- provide two-way communication on Delco Hi-Q related matters.
- Provide support and guidance to the team during the challenge process.

Beginning of Season

MAY/JUNE

- Verify approval for date and time of home competition, Semi-finals and Championship
- Make certain that there are no conflicts for hosting your home contest with your school schedule (i.e., exams, in-service days, holidays, school plays).
- Confirm reservation of facilities -- auditorium, reception location, etc. --with appropriate person at your school. Ensure that home contest and Semifinals and Championship contests are listed on your school's general calendar.

MAY THROUGH OCTOBER

- Recruit and select team.
- Provide study materials and Information resources to team Members. Share the reference list as soon as it is released to give returning students more time to prepare.
- Review with team: rules, scoring, procedures and student conduct.
- Attend Faculty Advisors' Organizational Meeting.
- Submit student information sheet to Director
- Direct practice study sessions with your team. Remember, you are a coach and advisor. Your contestants' success is dependent upon them being prepared to compete.

NOVEMBER

- Continue practice study sessions with team.
- Accompany and transport team members to the Student Practice Session.
- Supervise team's photo session and complete the photo diagram.
- Continue to direct practice sessions with team.

Series 1- Regular Season

DECEMBER – MARCH

- Home Competition Preparation
 - Hi-Q is designed as a school assembly program. The faculty advisor is responsible for arranging the details within his or her school.
 - Confirm arrangements for your home contests and verify stage help for the equipment technician (see Section V).

- Visiting Contests
 - Accompany team to contests and make certain team arrives at least 15 minutes prior to scheduled time of contest. On the day of your contest, we suggest that you leave in enough time to arrive in the auditorium 45-60 minutes prior to the contest.
 - Provide a list of names and titles of any special guests to the host advisor. Typically, the list would include the names of any attending administrators or board members. (The decision to announce the guests is the prerogative of the host school principal.)

- Continue to direct practice sessions with your team throughout the season.

Semifinals and Championship Match

MARCH

- Semifinals and Championship Match
 - Accompany team to contests, making certain arrival is at least 15 minutes prior to scheduled time of contest.
 - Provide list with names and titles of special guests to host advisor.
 - Complete same Host arrangements as Round 1 Home Competition preparation.
 - Host home contest and reception.

End of Season

APRIL— MAY—JUNE

- Review season with students and gain input for end of-season review.
- Attend and participate in Faculty Advisors' Dinner/Meeting.
- Attend and participate in FMFCU Foundation Celebration.
- Distribute Delco Hi-Q awards and certificates
- Start preparations for next season

SECTION II- SELECTING THE TEAM

Identifying Candidates

The majority of your team members should:

- Have the ability to work as part of a team.
- Be assertive (if not aggressive!), or develop assertiveness.
- Have a love for (or, at least an acceptance of) competition.
- Be able to handle disappointment (no one knows all the answers!).
- Understand good sportsmanship and exhibit it throughout their Hi-Q participation.
- Have pride in themselves and in their school.

NOTE: There are always exceptions to these general recommendations: the shy student who doesn't want to give the answer directly; the outgoing but not-as-knowledgeable student who really wants to be on the team and will work as hard or harder than other members, etc.

Ask teachers for recommendations. (Make sure they understand that their best student may not be the best Hi-Q contestant.)

Experienced Faculty Advisors at other schools or previous Advisors at your school are usually happy to share ideas with you.

Previous team members frequently will have the best insight as to who would be an asset on the team.

Selecting Team Members

It may help students who are trying out for the team if you showed them a recording of a previous contest to give them an idea of what contestants should and should not do.

Selections may be made by:

- TRYOUTS, under actual contest conditions - - timing, categories, format.
- WRITTEN EXAMS, with highest scores making the team.
- Combination of TRYOUTS AND WRITTEN EXAMS.

Student Information

Information obtained from the Student Information Sheet Is very important. This information is used throughout the season for:

- Student name cards, contestant name list (sent to news media), news releases, and Internal publicity.
- Student Certificates and Awards Plaques.
- Letters of invitation to parents; congratulatory letters to students for general participation and entry into Semifinals and Championship rounds.
- Communication between Coordinator and Faculty Advisors.

Procedure

Complete the online form with selected team member and faculty advisor information. It is important to complete all questions.

- Formal name: Student's complete name (including middle initial) is preferred for our files. Unless otherwise specified, formal name will be used on student award certificates/plaques.
- Name/Nickname: Indicate the name preferred by each student for on-stage name cards and publicity. This is the name that will be used on the contestant's name list (see sample at end of this section) and sent to the news media.

School and Faculty Advisor Information: Indicate best time to reach you at school with least disruption to your schedule. Home information will provide a way to reach you in case of a change in schedule, cancellation, or other urgent business.

Remember, your official team consists of 12 members. You may wish to include more than 12 in your Hi-Q club to assist and learn the competition. However, only the 12 students listed on the information sheet are considered official team members and are the only contestants permitted on stage.

Resources

RECORDINGS

Recordings of past season contests may be available from the Director, as well as from individual schools. You may want to ask other Faculty Advisors at the Organizational Meeting to provide their recordings to you. Many schools record their home contests and replay it on their cable TV station.

PRACTICE QUESTIONS

Once your team has been chosen, you may want to ask team members to prepare practice questions for specific categories.

Other teachers are a good source of material, and may be willing to prepare questions in their field (or may allow you to use copies of old exams).

Some of the current quiz games (i.e. Jeopardy, Trivial Pursuit) provide a good supply. The Director or Coordinator can provide old contests to use for your team practice sessions.

Training your Students

Comments from previous Hi-Q contestants indicate that they wanted training sessions. Even if the entire team can't get together for each practice, it will still give them a sense of shared goals and comfort with the procedures.

The practice sessions can be as short as 15 minutes. Don't make these meetings marathons -- they should be fun!

Again, video recordings are excellent. Let the students critique the tapes themselves, see if there is a particular team they emulate, how other teams respond to pressure, share possible answers, hit the buzzer, etc.

Stress timing (15 seconds) and the importance of using all four of their chances in regular categories.

It's important that your students know how to react when they have been given a very difficult question or they've just forgotten the answer (say something, say anything). They can respond with: teacher's name, their last name, whatever!

If you have a group of students who are self-starters, it may not be necessary for you to attend all of the meetings.

One of the major benefits to the students in having practice sessions is developing a sense of trust, support, and team spirit - - getting to know their individual strengths and weaknesses. If these meetings help them to do that, then you're accomplishing your goal!

SECTION III- STUDENT PRACTICE DAY

The Student Practice Session provides an opportunity for:

- Students to become familiar with the equipment and format, and to meet other students and their Faculty Advisors in a non-competitive atmosphere.
- Coordinator, Quizmaster, and Faculty Advisors to renew acquaintances and reestablish rapport.
- Addressing questions regarding rules, changes in rules, or procedure.
- Personal contact between participants and Quizmaster.
- Testing equipment operation.
- Recognition of participating schools and the Delco Hi-Q program through the news media.
- Faculty Advisors and students to personally meet and talk with Directors and Quizmaster.

Upon arrival, teams will be provided a schedule for both the stage competitions and photo session. This information is also provided at the Faculty Advisors meeting in October.

NOTE: Your students must know the basic rules contained in the student program guide before attending.

SECTION IV- GUESTS

Having guests from the community present provides recognition for the students, faculty and school administration, and strengthens the public's perception of education in their community (don't assume that your principal has taken care of this).

WHOM TO INVITE:

- School Board Members
- Administrators (school and district level)
- Home and School Presidents
- Local government and community leaders
- School publication reporter
- Contestant's parents

SECTION V- HOST SCHOOL RESPONSIBILITIES

Site Preparation (Set-up)

Set-up of stage requires approximately 90 minutes and knockdown usually takes from 30 -45 minutes.

90 MINUTES PRIOR TO START TIME

- Equipment technician will arrive at school.
- Contests BEFORE or at 9:30 a.m., the technician will go directly to the auditorium.
- Contests AFTER 9:30 a.m., upon arrival, the technician will report to the main office.
- **Four students and an adult supervisor must be available to help with the equipment unloading and set-up.** Note: These students should NOT be members of your Hi-Q team. At least one of the students should know the location of the electrical outlets and be familiar with stage lighting. These same four students should return at the end of the contest to tear down, repack the equipment, and load it into the truck.
- The stage should be cleared of any equipment or other material. The following equipment, to be supplied by the school, should be in place on stage:
- One table (5 or 6 feet for audio equipment)
- 16 chairs

30 MINUTES PRIOR TO STARTING TIME

- Equipment must be completely set up and operational.
- The public address system should be turned off to avoid announcements being broadcasted during the contest.
- Have greeters welcome guests and teams as they enter the auditorium.

15 MINUTES PRIOR TO STARTING TIME

- Members of the host team (or designated student representatives) should meet and greet visiting teams, and invite them, along with appropriate guests, to the reception following contest.

Seating Arrangements

- GUESTS- Visitors and guests are instructed to notify the host school in advance of their plans to attend. (On the day of the contest, the visiting Advisor will provide a written list with names and titles of guests of visiting teams).
- Be sure that adequate reserved seating is set aside and clearly marked for guest seating. It is not necessary for guests of visiting teams to be seated with the teams, but it would be nice if this is possible.
- CONTESTANTS- Seating must be set aside for the three competing teams and their Faculty Advisors, preferably in an area most accessible to the stage (i.e., the front rows of the center section). Access to the stage should not be blocked and the teams should have a clear view of the competition.
- OFFICIALS- The visiting sponsor representative will require seating near the stage.

The Contest Begins

INTRODUCTIONS/OPENING REMARKS

The official team members and faculty advisors should be on stage during the introductions.

School Principal

The high school principal will start the assembly by welcoming the visiting teams and instructing the audience on the proper behavior during the assembly.

Following the principal's opening comments, a representative from a sponsor or the Director will make brief introductory remarks and will introduce the Delco Hi-Q Quizmaster.

Quizmaster

The Quizmaster will ask teams to introduce themselves. Introductions start with team three, two and the home team.

Students in the first row will introduce themselves.

One student from the front row will introduce the back row.

Faculty advisors should be on stage with their teams.

The Reception

Following the contest, members of the host team should personally escort all guests to the reception. (Prior to beginning the contest, the host team will have extended an invitation to the competing teams and all appropriate guests.)

SECTION VI- PROCEDURES

Appeals

Appeals are allowed to permit a student or faculty advisor to correct a mistake in question, answer, or procedure. Complete rules are found in the program guide.

FIVE MINUTE APPEAL PERIOD

- The designated challenge period is five minutes at the conclusion of each contest. During this time, the Faculty Advisor and team members will determine if there is a need for a challenge.
- The Director must be informed before the five minutes have elapsed if a team will lodge a challenge.
- A team member or Faculty Advisor must complete the challenge form -- although it does not need to be completed within the designated five-minute challenge period. At the conclusion of the five-minute period, the Coordinator will advise the other teams that a challenge has been made and whether or not it will affect their scores.
- Note: Inform the Director or Coordinator if you are not planning to appeal. If no team plans to appeal, we will forgo the appeals process.

DETERMINING VALIDITY OF AN APPEAL

- The Director will notify the teams of the appeal outcome and will adjust the scores accordingly. If the appeal is accepted, the appropriate number of points will be awarded to the challenging team.
- The question author will rule on an appeal based upon the information written on the appeal form.
- If the challenge is ruled invalid, the Coordinator will deduct two points from the challenging team's score.

Cancellations

Because of the possibility of bad weather conditions, or other unforeseen circumstances, it may be necessary to cancel and reschedule a Delco Hi-Q contest.

Danielle Griffin can be contacted at 484-259-1000 ext. 50650

Rick Durante can be contacted at 484-259-1881

Cell phone numbers are provided at the Faculty Advisors meeting.

There is a two-hour deadline on the day of the contest, beyond which a school should not cancel (although there are always exceptions). If a cancellation should occur in this time, the Coordinator will make every effort to be prompt in notifying everyone involved.

If it is necessary to cancel a contest, the rescheduled contest is at the convenience of the Quizmaster and the host school; it is the responsibility of the two visiting teams and the Director to adjust to the new date.

If bad weather (snow/ice) causes the closure of anyone of the three competing schools that match will be automatically be postponed and rescheduled for a later date. In all cases, it is the responsibility of each Faculty Advisor to listen to the school closure/delayed start information on the radio or internet each time their team is scheduled to compete.

The Host School's Advisor should contact the Coordinator as soon as you know of the closure or delayed start of your school. The Visiting School's Faculty Advisor should call the Coordinator for confirmation of the information given to the news media.

Equipment Failure/Malfunction

BUZZER-LIGHT SYSTEM

The possibility of an equipment failure always exists. The most vital piece of equipment we have is the buzzer-light system. The students will test the buzzers at the beginning of the program to ensure that they are in working order. If this equipment or back up system is not operating properly -- or not at all -- we must cancel the contest. This can be done in one of two ways:

- **Alternative One:** All Three Advisors Must Agree

If the entire system malfunctions at once and none of the lights work, the scores accumulated by each team up to that category will stand. The Quizmaster continues the questions and the on-stage scoring, but it will be for the benefit of the student audience only. No points won from the time of malfunction will count.

The audience and contestants will be made fully aware of the fact that the total score doesn't count.

Arrangements will be made for the make-up contest.

Points earned up to the malfunction point in the original contest will be placed on the scoreboard. The Quizmaster will begin the contest in the category in which the problem developed.

- **Alternative Two:** If Alternative One is Not Unanimously Accepted

This second procedure will be used in the event that one or two lights are not operating, or there is a question as to just when some of the lights began malfunctioning, or the absence of consensus by the Faculty Advisors to use the first alternative.

The contest will be completed on stage for the benefit of the audience and as practice for the contestants. Everyone will be made fully aware that the scores will not count. An entire makeup contest will be rescheduled for the three teams.

It's preferable, but not mandatory, for a make-up contest to be conducted before a student assembly audience.

Please remember, except for the buzzer-light system, all other mechanical equipment (scoreboard, sound system, time clock, tape recorder, etc.) can fail and we will still be able to conduct an official contest.

SCOREBOARD

The Quizmaster will announce the scores more frequently.

SOUND SYSTEM

The Quizmaster and contestants will have to speak more loudly.

TIME CLOCK

The Directors timer and hand bell will be used.

Substitution During a Contest

There will be a break at midpoint to allow the teams to make strategic changes.

Teams members not competing must take positions near the staging area to initiate smooth and timely changes.

The Quizmaster will announce the scores at midpoint, will indicate to the audience that there will be a short consultation period, and will request that other team members join the group on stage.

Any consultation between Faculty Advisors(s), the team members on stage and the four alternates should be held in the staging area, but well away from the tables since the sound is picked up by the microphones and would prevent the audience from hearing the Quizmaster.

The Coordinator will set the clock for 60 seconds and start the timer. At the sound of the time clock buzzer, everyone should be in place.

The Quizmaster will announce the end of the break period. No introductions will be made.

Tie-breaking Contest

A tie-breaking contest will be held in the event of a tie for 1st, 2nd or 7th place at the end of the regular season, 1st place in either of the Semifinals and for any position in the Championship match. Ties in any other positions will be determined by the final team standings from the previous season. At the end of the regular season, if a tie-breaking contest is necessary, it will be held as soon as possible at the discretion of the Coordinator.

For the Semifinals and Championship contests, the tie-breaking contest will occur immediately following the original contest.

Teams will be asked a series of six questions - - one question from each of the following categories: American Government, American History, Geography, Literature, Physics, and

Shakespeare. Each team will be given duplicate sheets paper. The Quizmaster will read a question; the students will be given 20 seconds to write one answer on two paper copies. After the 20-seconds have elapsed, the top copy of the answer sheet from each team will be collected. This is repeated for each of the six questions.

When all questions have been asked, the Quizmaster will read the first question again, and a student from each team will read the team's answer (the order: host team, team two, team three), followed by the Quizmaster announcing the correct answer. After each question, the score will be adjusted appropriately -- 4 points If correct, 0 points if incorrect.

This is repeated for each of the six questions; no bonus points, only one answer.

Any four team members may make up your team -- no substitutions.

In the Regular season and the Semifinals, if the teams are still tied after a second tiebreaker, the tie will be broken by a coin toss. There will not be a third tie-breaker.

In the Championship Match, if the teams are still tied after a second tie-breaker, duplicate prizes will be awarded. Teams tied for first place will share equally in the possession of the first-place trophy.

SECTION VII- AWARDS

Awards are a means of visible and lasting recognition to Delco Hi-Q participants for their contribution and achievement.

CERTIFICATES

All students will receive a certificate of achievement in May.

PLAQUES

Plaques are presented to each school at the annual FMFCU Foundation Celebration.

CASH AWARDS

Checks are presented to Championship Match teams as follows:

- \$3,000 - First Place Team
- \$2,500 - Second Place Team
- \$2,000 - Third Place Team
- \$1,000- Tom McCarthy Most Improved Award

Allocation guidelines for use of the cash awards are:

- A. The money must be allocated in a manner that will benefit as many students as possible. It cannot be used for scholarships.
- B. The Awards Allocation Form should be returned to the director by the end of the school year, in June. The disposition of the cash award will be included in news media releases during the following season.
- C. The decision making process for allocating the award money must involve the team, Faculty Advisor, and the principal. Other administrators, of the principal's choosing, may participate in the process.

CHAMPIONSHIP TROPHIES

The championship team will be presented with the Donna Zerby Trophy at the championship match. The team keeps this trophy until the start of the next season's semi-final round. Franklin Mint Federal Credit Union also awards the championship with a permanent team trophy.