

# Chicago Metro History Day

## 2025-26 Participation Agreement



CMHD is an inquiry-based historical research program for Chicagoland students in grades 6-12. By participating, you agree to lead your students through the History Day process and facilitate their registration and involvement in the CMHD regional contests (following instructions outlined in the annual CMHD School Partners letter).

Participation in the Chicago Metro History Day contest requires coordination and clear communication between CMHD, teachers, and students. Email is the primary method of communication between you and CMHD. This agreement outlines the expectations for participating teachers and CMHD staff to help teachers know what to expect and ensure we deliver the best possible experience for our students.

### Contact Teachers agree to:

- Familiarize yourself with the [NHD Rule Book](#). Ensure that your students have easy access to the NHD Rule Book (print or digital). History Day instruction should be consistent with these expectations.
- If offering the website category to your students, familiarize yourself with the [NHDWebCentral](#) website builder system to support your students. (Videos and documentation are available.)
- Monitor your email inbox and carefully read emails from CMHD Staff, especially messages marked as “Important,” “Critical,” or “Response Requested.”
- Communicate important program information to your students and parents, as necessary.
- Communicate important program information and updates to other participating History Day teachers at your school, as necessary.
- Stay abreast of updates to the CMHD contest calendar and set due dates for your students that allow them to participate fully in the CMHD process.
- Carefully review the annual contest Project Allocations instructions; work with other teachers to implement a process to determine which projects will represent your school at the CMHD regional contest.
- Complete the student/project registration process by the due date, including names, project titles, and working email addresses for each student participating in the CMHD regional contest.
- Ask questions of CMHD staff if you are uncertain about any aspect of the History Day program.
- Ensure timely payment of the CMHD School Partners fee.
- Provide the names and contact details for two judges willing to serve at the regional contest.

### CMHD agrees to:

- Provide physical or digital Rule Books and Theme Books to every participating teacher.
- Promptly communicate due dates, registration procedures, and other program updates to the contact teacher’s provided email address throughout the History Day season.
- Host the CMHD Regional Contests, providing at least two judges’ evaluations and feedback for each participating project at the regional level. [The Illinois State Museum is responsible for the coordination of the Illinois State History Day competition.]
- Provide professional development and other training opportunities to all participating teachers that cover the rules and fundamentals of participating in CMHD.
- Provide a website with essential History Day information ([www.chicagohistoryday.org](http://www.chicagohistoryday.org)).
- Provide and maintain instructional supports for participating teachers, such as classroom visits, coaching sessions, instructional videos, handouts, and graphic organizers related to the History Day process.
- Respond to any questions or concerns you share with us.