



# 2012 Winter Congress

February 24-26, 2012

Doubletree Crystal City - Arlington, VA

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## MID-ATLANTIC REGISTRATION PACKET

**Registration Deadline: Tuesday, January 24, 2012**

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The Mid-Atlantic student leaders of the Junior State of America cordially invite you to our nation's capital to participate in their *2012 Winter Congress* convention at the Doubletree Crystal City in Arlington, VA. We hope that you will be able to join hundreds of students and teachers for an exciting educational experience.

### *What is Winter Congress?*

*Congress 2012* is a student-run simulation where students take on the role of members of Congress in order to better understand the legislative process by participating in it.

### *The Student-Run Nature of the Convention.*

This incredible experience will be entirely student-run. The JSA leaders in the Mid-Atlantic work together in assembling a team that is led by a Convention Coordinator and Bill Director. They will select students from participating schools to serve as House and Senate leaders, committee chairs and clerks, etc.

### *Preparing for Congress*

Every delegation must submit **one bill for every five delegates at the convention** to their state's Bill Coordinator before January 24<sup>th</sup>, 2012. Most of the bills received will be placed on the bill docket for consideration at Winter Congress. Complete information on bill preparation is outlined in a brochure titled *Preparing for Congress*. Please contact the Junior State office for copies of this manual. This guide is also available on-line at [www.jsa.org](http://www.jsa.org) under "Download Resources."

### *Convention Overview*

#### ***Friday, Day 1 – Optional Capitol Hill Speakers Program and DC Chapter Excursions***

In contrast to previous years, this year's Capitol Hill Speakers Program is optional and will be limited to 350 students and teachers. Delegations will be chosen based on their registration and when it was submitted to us. Chapters that opt out of the program or who are not chosen will register in the morning and then have the entire day for other educational opportunities in the city. Chapters are encouraged to plan their Friday excursions now.

#### ***Saturday, Day 2 – House and Senate Committee Hearings***

Students will be assigned to House and Senate committees that will meet to consider bills. Each committee will be led by a student chair who will be assisted by a clerk. Students interested in serving as a committee chair or clerk should contact their state's governor. Any bill passed by both a House and Senate committee will be placed on the calendar for consideration on Sunday.

#### ***Sunday, Day 3 – House and Senate Floor Hearings***

Students will meet in full sessions of the Senate and House of Representatives in order to consider bills that were passed out of both committees. The Senate will be led by a student serving as the President *pro tempore* and the House will be led by a student serving as the House Speaker.

#### ***Social Activities – Dances and a "Washington D.C. Moonlight Monument Tour."***

Students will have the opportunity to socialize in numerous evening activities that will include a dance at the hotel on Friday and Saturday evenings and a tour of the Lincoln and Jefferson Memorials, the Washington Monument, and many other sites on the Washington Mall on Saturday night.

### *Winter Congress as an Extended Washington, D.C. Field Trip*

Many schools travel to Washington a few days before the start of the convention as part of an extended Washington, D.C. field trip. JSA has reserved a number of rooms on Thursday before the convention for the schools who want to arrive early. These rooms will be filled on a first-come, first-serve basis. Please contact the JSA office as soon as possible if you were planning on arriving early.

### **REGISTRATION DEADLINE – TUESDAY, JANUARY 24TH.**

Registration materials must be submitted to the Junior State office by the registration deadline, TUESDAY, JANUARY 24th. In order for us to handle the large numbers expected to attend this event, **we insist that all registration materials be accurate and complete.** Unless these directions are followed carefully, registration materials will be returned and your delegation may not be accommodated. Contact Elizabeth Ventura, Program Director, if you are unable to register by this deadline.

**Student sponsored legislation should be submitted by this deadline by emailing bills to [wintercongress@midatlantic.jsa.org](mailto:wintercongress@midatlantic.jsa.org)**

### **QUESTIONS OR PROBLEMS?**

Please contact the Junior State office and/or student leaders by phone or e-mail for additional information.

#### **Convention Planning and Programming Questions**

Elizabeth Ventura  
Mid-Atlantic Program Director  
800-317-9338  
[eventura@jsa.org](mailto:eventura@jsa.org)

#### **Convention Student Leadership**

Shawn Rusterholz  
MAS Governor  
[srusterholz@jsa.org](mailto:srusterholz@jsa.org)

Blair Elias  
Bill Team & Convention Coordinator  
[belias@midatlantic.jsa.org](mailto:belias@midatlantic.jsa.org)

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## CONVENTION FEES

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### STUDENTS

We are pleased to announce a special convention fee of **\$185 per student member** for those who register online. Chapters may register via paper for an additional \$10/student.

- **Hotel lodging for two nights.**
- **Educational materials and activities.**
- **Social events on Friday and Saturday nights including a *Moonlight Monument Tour* on Saturday night.**
- **Extended Field Trip Opportunity** - Since many delegations will want to arrive early for a self-guided field trip, we are offering an **extra Thursday night stay for \$60 per student.**

If you would like to start a Junior State chapter at your school and become eligible to attend Winter Congress, follow the steps outlined in the Junior State Chapter Start-Up Guide (located at [www.jsa.org/downloads](http://www.jsa.org/downloads)). Collect \$3.00 in taxes from at least eight (8) students at your school and fill out a tax form. Mail the tax form and a check for a minimum of eight members (\$24) to the Washington, D.C. Junior State office. A current Junior State chapter should not submit any non-member registration fees. Every convention delegate from your chapter must be a tax-paid member. These forms are available online at <http://www.jsa.org/downloads>.

**Please mail your taxes separately** from your convention registration, as this is necessary for us to accurately process them. If necessary, we can accept taxes with your convention registration, but they must be in **two separate checks. Do not send cash.**

All members of your chapter do not have to attend the convention. Also, you may add members any time during the year by sending their taxes and a new tax form. If you have questions about starting a chapter, please call the Junior State office at (800) 317-9338. Students from other schools **MAY NOT** attend the convention as part of your delegation. Friends from other schools should be encouraged to bring their own delegation. **All students must be accompanied by a teacher or adult chaperon.**

### TEACHERS/ADVISORS

**All delegations of students must be accompanied by a 1 teacher/advisor from their high school for every 19 students.** We reserve the right to send students home if the appropriate number of teachers/advisors do not accompany a delegation.

**We are very pleased to offer the convention free of charge to teachers/advisors.** We will provide one free teacher/advisor registration (twin accommodations: two teachers/advisors of the same gender housed in a room with two beds) for every teacher/advisor who brings a delegation of between three (3) and nineteen (19) students.

Delegations of 20 - 39 are required to bring two teachers/advisors, both free of charge; 40 - 59 must bring three; 60 - 79 must bring four teachers/advisors, etc., all free of charge. The ratio of students to teachers/advisors cannot exceed nineteen to one.

Private rooms (instead of twin accommodations) for a teacher/advisor (or a teacher/advisor with spouse) are available for **\$200 for two nights/three days.**

**ARRANGEMENTS FOR A PRIVATE ROOM MUST BE MADE IN ADVANCE OF THE CONVENTION. WE CANNOT ACCOMMODATE A REQUEST FOR A PRIVATE ROOM ON THE DAY OF REGISTRATION.** It is also imperative that delegations not replace teachers/advisors without contacting the Junior State office about that change well in advance of the convention.

**Although we will try to accommodate early check-ins for teachers/advisors, rooms may not be available until 5pm.**

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## CONVENTION DETAILS

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- Location:** Doubletree Crystal City  
300 Army Navy Drive  
Arlington, VA 22202  
(703) 416-4100
- Registration:** Friday, February 24, 2012 from 8:00 a.m. to 11:30 a.m.
- Check-out:** The convention will end at approximately 3:30 pm on Sunday, February 26<sup>th</sup>; however, **delegates are required to check out of their rooms by 9:00 am on Sunday.** A luggage storage area will be provided.

### Summary of Registration Fees

|   |                                    |
|---|------------------------------------|
| <b><u>Online Registration Fee</u></b>   | <b>FREE</b>                        |
| <b><u>Paper Registration Fee</u></b>  | <b>\$10.00/student</b>             |
| <b><u>Student Fees</u></b>  |                                    |
| Student Member (Friday and Saturday) – online registration  | <b>\$185</b>                       |
| Student Extra night (Wednesday, Thursday or Sunday)   | <b>\$60 per student, per night</b> |
| Late Fee  | <b>\$15 per student</b>            |
| JSA Bus Transportation  | <b>\$80 per student</b>            |
| <b><u>Teacher Fees</u></b>  |                                    |
| T/A in a Shared Room (Friday and Saturday - 1 advisor per 19 students)                                | <b>FREE</b>                        |
| T/A in a Private Room (Friday and Saturday.)  | <b>\$200 (\$100 per night)</b>     |
| Bus Driver Private Room (Friday and Saturday)<br>*This does not apply if you take JSA sponsored buses | <b>\$200 (\$100 per night)</b>     |
| T/A Extra Night Shared Room (Wed., Thurs, Sun – 1 advisor per 19 students)                            | <b>FREE</b>                        |
| T/A Extra Night Private Room (Wed., Thurs, Sun – 1 advisor per 19 students)                           | <b>\$100 per T/A, per night</b>    |
| Bus Driver Private Room (Wed., Thurs, Sun – Extra Night)  | <b>\$100 per driver, per night</b> |
| JSA Bus Transportation for Teacher Advisor (1 per 19 students)  | <b>FREE</b>                        |

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# REGISTRATION

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## ASSEMBLING A DELEGATION

*Winter Congress 2012* is designed for high school students interested in participating in provocative discussions of important current issues with their peers. All student participants from your high school and your teachers/advisors will register together as one delegation. When looking for students to join your delegation, you should approach politically aware students like students involved in JSA, Forensics, Model U.N., or YMCA Youth and Government. Student government officers, your high school's newspaper staff, speech and debate team members, and honor society members would all probably be interested in attending *Congress 2012*. History, government, and social studies teachers may wish to send their entire class.

## REGISTRATION MATERIALS

Your **COMPLETE** convention registration **must be submitted online/via mail (additional fee applies if submitting by mail) by Tuesday, January 24, 2012.** A late registration fee of \$15 per person will be assessed after this date. Complete registration must include all the following parts:

- 1) **A Junior State Registration Form and Rooming List neatly listing the entire delegation as students prefer to be roomed completed via paper or online at [www.jsa.org/myjsa](http://www.jsa.org/myjsa).** At least one of the teachers/advisors accompanying the delegation must sign the form.
- 2) **A permission slip from each delegate read and signed by both the delegate and his/her parent or guardian must be mailed to the Washington D.C. office.** If you need additional permission slips, you can obtain them online at [www.jsa.org](http://www.jsa.org) or copy them from this packet.
- 3) **Payment in full for all delegate fees mailed to the Washington, D.C. office. One inclusive check paying for the entire delegation is required. You may choose one of the following payment options:**
  - **ONE** inclusive check payable to The Junior State of America from the school. If your school takes a long time to process check requests, send a copy of the documentation showing that you have arranged with the school to send the check, **plus** a signed guarantee from an authorized school official that payment will be received **before** the start of the convention. **We can NOT process any part of your registration without proof of payment.**
  - OR**
  - **ONE** inclusive check to The Junior State of America from a parent/ teacher (delegates pay that individual).
  - OR**
  - A school purchase order (payable within 90 days & signed and received by fax or mail).
  - OR**
  - Call our Washington D.C. office to pay via credit card over the phone.

**Do not send individual personal checks from the delegates or their parents! Do not send cash!**

Send payment to:  
The Junior State of America  
1411 K St. NW, Suite 200  
Washington, DC 20005  
(800) 317-9338; Fax: 202-296-7839

- 4) Every delegation attending *Congress 2012* **must submit at least one bill for every five delegates** with their completed registration. Your delegation may submit as many additional bills as you wish but there is no guarantee that it will be included in the bill docket. Refer to the "Preparing for Congress" brochure for instructions on how to prepare bills for *Congress 2012*. Please review student submitted legislation prior to e-mailing bills to [wintercongress@midatlantic.jsa.org](mailto:wintercongress@midatlantic.jsa.org). **Please remember to submit legislation by January 24<sup>th</sup>**

# Online Group Registration Guide for Chapter Presidents and Teacher/Advisors

**MyJSA will be open for registration on December 15<sup>th</sup>, 2011.**

1. All chapters should register for the convention online at [www.jsa.org/myjsa](http://www.jsa.org/myjsa). There will be a **\$10/student Paper Registration Fee** for chapters that register via paper. Make sure that all of the students and teacher/advisors that plan to attend Winter Congress are registered on MyJSA at [www.jsa.org/myjsa](http://www.jsa.org/myjsa) and that each person's contact information is correct and complete. Contact Elizabeth Ventura at (800) 317-9338 or [eventura@jsa.org](mailto:eventura@jsa.org) the moment you have any problems with the online system.
2. **Complete all of the forms in this registration packet as a guide for your online registration. Even though you will be registering online, it provides useful logistical information, as well as a set of the rules and other pertinent information.**
3. **Make sure you have access to Chapter Management online on MyJSA** and confirm that you have access to the chapter management features. If you are the Chapter President or Teacher/Advisor you should see a "Chapter Management" option on the Personal Homepage after you log in. If you do not see this option, contact Elizabeth Ventura.

**Step 4: Update your chapter roster.** Make sure all of your new and returning chapter members are listed under your membership roster in our database. We recommend that you bring a computer with an internet connection to your first few meetings, and have members fill out a new member form online if they are not already listed on your membership roster. **You should have all members entered into our database.**

**Step 5: Collect registration fees and permission slips.** During the first weeks of December you should begin collecting Winter Congress registration fees and permission slips from all of your members who will attend convention. Keep track of who has paid and who has submitted permission slips using the forms in your registration packet or a spreadsheet on your computer.

**Step 6: Create a rooming list.** Once you know all the members of your delegation, use the rooming list form in the registration packet to note who will room together.

**Step 7: Calculate the total cost for your delegation.** Use the instructions in the registration packet to calculate the total cost for your delegation, including student registration fees and any extra fees for teacher/advisors.

**Step 8: Log in and submit your registration for your delegation.**

Log into MyJSA. The online registration form will ask for the information that you have assembled above, namely: a) your president or delegation leader, b) your teacher advisor, c) all of the students and adults who will attend as part of your delegation, and d) your rooming preferences. The students and adults that you register are selected from your chapter roster; this is why it is important to make sure your roster is complete, as described above in step 3. After submitting your registration online you will see an invoice, which shows the total amount due and your delegation list.

**Step 9: Send in your payment and permission slips** to the Junior State of America office listed on the invoice. If you are paying for your delegation by credit card you can call the office to supply the credit card information.

**If you have any problems with our online registration system, please feel free to contact the Washington D.C. office at 800-317-9338!**

## SUBMITTING BILLS

BILLS MUST BE SUBMITTED BY **JANUARY 24, 2012** BY EMAILING TO:  
WINTERCONGRESS@MIDATLANTIC.JSA.ORG

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## REFUND POLICY

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Because we have to make guarantees to the hotel far in advance of the convention, we are unable to make refunds after the registration deadline has passed. If your principal or school board decides after the registration deadline that your entire school delegation cannot participate **due to weather or other safety issues**, you may request a full refund. Likewise, if you send in a copy of documentation and a guarantee that a school check is being processed, you will be held to your original headcount and will not receive a refund for any students who cancel.

We encourage paid delegates who find themselves unable to attend to find another student from their school to go in their place and have the new delegate reimburse them for the registration fee. Each replacement student **MUST** submit a permission slip.

**Notify the Junior State office in writing as soon as you make the switch in delegates.** With written teacher/advisor approval, we can ensure that appropriate housing arrangements are made, which are especially necessary if you switch a male for a female. If the change is made during the week of the convention, please notify the Junior State office by phone.

### PLEASE NOTE:

We are happy to accommodate students who require special arrangements due to a physical disability or handicap. Students must make those arrangements with the Junior State staff by the registration deadline. Failure to do so may mean that such arrangements may not be possible.

Students who wish to register after the deadline must get approval in writing from the teachers/advisors accompanying their delegation to the convention. The one inclusive check should be made payable to The Junior State and mailed to The Junior State of America, 1411 K St. NW, Suite 200, Washington, DC 20005.

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## FUNDRAISING

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We hope that every delegation is actively raising funds to lower the convention price for all of its members. Fundraisers can be fun delegation building activities. There are many groups and individuals in your community who would be eager to help your delegation attend the convention if they just knew about it.

For more delegation fundraising ideas, contact your mayor, governor or the Junior State office.

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## SPONSORING A BILL OR CHAIRING A COMMITTEE

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Each delegation will be made up of a combination of Senators and Members of the House of Representatives.

**For every 5 delegates registered from your high school, 2 may be designated as a Senator, and the rest will be Representatives.**

You must sponsor one bill for every five delegates you send. Each bill should have a House sponsor and a Senate sponsor. The Bill Coordinator will do their best to ensure that every bill is listed in the final bill docket. The coordinator will contact all students prior to the convention to notify them about their placement in the docket and to resolve any problems with the bills. Your chapter is encouraged to research and discuss bills before *Congress 2012*. Delegates should be encouraged to research the topic of their choice and volunteer to sponsor a bill at the convention.

**Students can find a bill writing guide, sample bills, as well as a template to write new bills at [midatlantic.jsa.org](http://midatlantic.jsa.org)**

There are many student leadership positions available for *2012 Winter Congress*. If you would like to **chair or clerk a committee, please email [wintercongress@midatlantic.jsa.org](mailto:wintercongress@midatlantic.jsa.org) to request an application**. Students who are applying to chair (moderate) should have previous experience moderating at state conventions and will be chosen based on such. Clerks do not need prior experience, and students should apply if they are interested in getting more involved in JSA leadership.

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## HOUSING

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Housing assignments for the convention are made by the hotel with the following guidelines: **The hotel is given a listing of delegates in groups of four, as you have indicated on the rooming list sent to the Junior State office**. The hotel staff houses students in rooms of four people (with two large double beds), trying to keep delegations together and the teachers/advisors as close as possible.

**IF A DELEGATION HAS FEWER THAN FOUR STUDENTS OF ONE GENDER, THE HOTEL WILL HOUSE TWO OR MORE DELEGATIONS TOGETHER TO FIT THE ROOM.** Please tell your students that they could be sharing a bed with another student and/or a room with a student from a different school. Teachers/advisors are housed two to a room (two beds) unless they arrange for a private room. Requests to room with a particular colleague will be accommodated whenever possible.

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## CONDUCT

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Students, under the supervision of their Teacher/Advisors, are responsible for their own conduct. Convention rules are the same as for any school trip. An explanation of the rules and policies of The Junior Statesmen Foundation toward convention conduct is printed on the enclosed permission slip.

Any serious breach of these rules will result in **students being sent home immediately, if possible, or other appropriate punishment**. Parents, school principals, and Teacher/Advisors will be notified of any student's misbehavior. The student's parents are responsible for picking up the student or arranging transportation.

Chapters are expected to screen prospective delegates. **You are responsible for the delegates you bring. Select them carefully. Convention attendance is a privilege, not a right.** Teachers should only bring delegates who have a history of good conduct and who have demonstrated their serious interest by attending chapter meetings.

**Delegates must attend all convention activities.** Those not participating in scheduled convention activities will be sent home. We strongly recommend that each delegation have a **pre-convention meeting** with students and parents to go over convention rules, debates, and travel plans.

**No student visitors are allowed in the hotel. Delegates who associate with non-registered students will be sent home.** You have a responsibility to let other students at your school know that the convention is for registered delegates only, and that your delegation will be in serious trouble if others drop by. If your delegation members associate with non-registered delegates, The Junior Statesmen Foundation reserves the right to send the entire delegation home. Nametags will be checked at the dance and at other activities.

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## TRANSPORTATION

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**DELEGATES CANNOT TRAVEL TO OR FROM THE CONVENTION IN STUDENT-DRIVEN CARS. STUDENT DRIVERS WILL BE REPORTED TO THE JUNIOR STATESMEN FOUNDATION AND BE SENT HOME IMMEDIATELY. THERE WILL BE NO EXCEPTIONS.**

Chartered bus transportation to and from Washington, DC, will be available for \$80 per student. Buses will depart Friday morning and return Sunday evening. Teachers/advisors may ride the bus at no additional charge. Schools who register for the bus will receive a separate letter outlining bus assignments, pick-up times and return times. Buses will pick you up either at your school or at a convenient nearby location.

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## DRESS CODE

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All students who wish to participate in JSA overnight conventions are expected to abide by the new dress code outlined below. As an organization, JSA has always prided itself on leadership, statesmanship, and leading by example; these ideals go beyond the debates, thought talks, and simulations that take place during our events. JSA students are expected to speak, act, behave, and dress like leaders they strive to be. Students who are found in violation of the dress code will be asked to change into more appropriate clothing; repeat offenders may risk continued participation at overnight conventions.

All students are expected to dress modestly, professionally, and should ask themselves “would I wear this to meet my Congressperson as a representative of myself, my school, and of JSA?” or “would I wear this to a college admissions interview/job interview?”

The following are a series of guidelines that will be enforced during “business hours” in JSA, i.e. from Opening Session to Key/Distribution & Dinner on Saturdays, and from morning until Closing Session on Sundays. There may be additional times that students will be asked to remain in appropriate attire. **While the dress code will be relaxed during evening hours, JSA Staff and Teachers retain the right to ask a student to change into more appropriate attire at any time.**

### Women

**What is appropriate:**

- Dress shirt with a collar, blouse, or sleeveless top cap shoulders.
- Sweaters, coats or suit jacket.
- Skirts or dresses no shorter than 2 inches above the knee.
- Dress pants or dress capris.
- Flats, 3 inches (or less) heels, dress slip-ons.
- Nylons, tights or other solid colored hosiery.

**What will cause you to be asked to change:**

- Dresses and skirts lengths worn shorter than 2 inches above the knee.
- Revealing tank tops, strapless or spaghetti straps.
- Tops worn “off the shoulder” or with open backs.
- Low-cut revealing tops, tight fit clothing.
- Jeans.
- High heels that exceed 3.0 inches.
- Tennis shoes, sandals, and flip flops; or winter boots such as Uggs.
- Fishnet or patterned hosiery.

### Men

**What is appropriate:**

- Dress shirts with collars and ties
- Shirts must be tucked into pants and worn with dress - belt/suspenders.
- Blazer/suit jacket or sweater over a dress shirt and tie.
- Dress pants, dress chinos, or khakis.
- Dress shoes with or without laces. Loafers are acceptable.

**What will cause you to be asked to change:**

- Jeans, corduroys, cargo pants, and “critter pants.”
- Polo shirts, rugby shirts, or other collared shirts.
- Athletic sneakers, sandals, flip-flops, Birkenstocks, and work boots.
- Hooded sweatshirts in lieu of a sweater.

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## Preparing Your Delegation for Congress

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### Checklist

#### 1. \_\_\_ Get School Approval ASAP

- \_\_\_ Give a copy of the brochure to the school official in charge of student activities.
- \_\_\_ Find out the procedure for obtaining school approval for the trip.
- \_\_\_ Find out the procedure for obtaining a school check or purchase order.

#### 2. \_\_\_ Publicize Early and Often

- \_\_\_ Pass out brochures to interested students. Tell them to take the brochure home and show their parents. More brochures are available from the Junior State Office at 800-317-9338.
- \_\_\_ Distribute brochures to teachers and club advisors who may know of interested students.
- \_\_\_ Post brochures around your campus. Write your name and phone number on the brochure as a contact person for interested students.
- \_\_\_ Obtain copies of the *Preparing for Congress* booklet and make them available to people who are interested in attending. These guides are also available online at <http://www.jsa.org/> in the "Download Resources."

#### 3. \_\_\_ Write Legislation – Bills Are Due on JANUARY 24TH to the Bill Director

- \_\_\_ Discuss with your chapter members issues about which they are interested in writing legislation. Please be sure everyone knows to write on **federal issues**, not state or local ones.
- \_\_\_ Divide your delegation into teams of 3 - 5 people to research each subject.
- \_\_\_ Have each team decide who will write the bill. Be sure to follow the format provided in *Preparing for Congress*.
- \_\_\_ Each team should decide who will be the Senator and who will be the Representatives that will officially sponsor the legislation. This information **MUST** be included with your registration.

#### 4. \_\_\_ Registration – Due on JANUARY 24TH

- \_\_\_ Find out the procedure for obtaining a school check for your entire delegation's registration fees. If your school cannot do this for you, you may have to have a Teacher/Advisor or parent write the check. If this is the case, tell your chapter members to whom they should make their checks payable. **The Junior State cannot accept individual checks from delegates.**
- \_\_\_ Pass out Parent Permission Form to all interested students.
- \_\_\_ Set a deadline for returning registration checks and permission forms to you. **This deadline should be at least ONE FULL WEEK before the JSA convention registration deadline.**
- \_\_\_ Collect checks and process them with your school in order to obtain one inclusive check for all registration fees. Remember, you need a **separate check for your membership taxes.**
- \_\_\_ Collect permission slips. Make sure every delegate has gone over the permission slip with his parents and has returned the signed slip to you (parent and student signature - no exceptions).
- \_\_\_ Fill out Registration Form, Hotel Rooming List, and Bill Summary Form. Make sure these forms are legible and all the names are spelled correctly. Have your Teacher/Advisor sign the bottom of the Hotel Rooming List.
- \_\_\_ Mail the Registration Form, Hotel Rooming List, Bill Summary Form, all bills written by your delegation, registration check, and permission slips. Make two copies of each of the forms, one for yourself and one for your Teachers/Advisor. Double-check all registration materials for accuracy and clarity. Make sure your registration materials are **postmarked by the registration deadline to avoid incurring a late fee of \$15.00 per delegate.**
- \_\_\_ Use the space on the Hotel Rooming List to indicate which students will be "Senators" and which will be "Representatives."

#### 5. \_\_\_ Arrange Transportation.

**Remember: No student driven cars are allowed at Junior State conventions.**

- \_\_\_ Figure out how your delegation will arrive at the hotel. If you are attending a convention where JSA is offering transportation, make sure your registration materials indicate whether you are using this option.
- \_\_\_ If your delegation is large enough, you may want to arrange buses through your school district or an outside bus company. If you chose to do this, **START EARLY**. The process could take a few weeks.
- \_\_\_ If you decide to car pool, make sure to find enough parent drivers to accommodate your entire delegation. Set a time and place for everyone to meet before the convention and the estimated time of arrival for drop-off after the convention.

**6.\_\_\_\_\_Have Pre-Convention Meetings.**

- \_\_\_\_\_ Invite all delegates, their parents, and your Teachers/Advisors(s) to a pre-convention meeting (schedule it for the evening hours). Go over transportation, what to bring, the format of the convention, and, most importantly, **the convention rules.**
- \_\_\_\_\_ Schedule one chapter meeting where you debate or discuss one or more of the debate topics from the convention.
- \_\_\_\_\_ Make sure to select a chapter representative(s) for special events like State Assembly Meetings. Organize participants for other voluntary activities such as the Quiz Bowl and Talent Show.

**7.\_\_\_\_\_What to bring with you.**

- \_\_\_\_\_ A phone list of all of your delegates.
- \_\_\_\_\_ Copies of the Registration Receipt Letters sent to you by the Junior State Office.
- \_\_\_\_\_ All fees must be paid **before** the convention. In the event your delegation has any outstanding convention fees, you must contact the Junior State Registrar to obtain approval to pay these outstanding fees at the convention. **Your delegation will not be registered with the hotel until all registration materials -- including fees and permission slips -- are received by the Convention Registrar.**

**PLEASE DO THE FOLLOWING**

**If you think you will not able to make the registration deadline:**

**CONTACT ELIZABETH VENTURA, PROGRAM DIRECTOR**

**AT THE JUNIOR STATE OFFICE**

**BEFORE THE REGISTRATION DEADLINE AT**

**1-800-317-9338**

**EVENTURA@JSA.ORG**

**\*\*\*\*\*REGISTRATION DEADLINE – January 24, 2012\*\*\*\*\***

**CONGRESS REGISTRATION FORM**  
**Doubletree Crystal City, Arlington, VA February 24-26, 2012**

**HIGH SCHOOL** \_\_\_\_\_ **TODAY'S DATE** \_\_\_\_\_

**STUDENT DELEGATION LEADER**

**TEACHER ADVISOR**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
(Area Code) Home Phone

\_\_\_\_\_  
(Area Code) Home Phone

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(Area Code) Cell Phone

\_\_\_\_\_  
(Area Code) Cell Phone

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
E-Mail Address

**Our entire delegation will consist of** \_\_\_\_\_ **people.** ( \_\_\_\_\_ **students** + \_\_\_\_\_ **Teachers/Advisors**)

| <b>Number of Registrants</b> | <b>Payment Type</b>   | <b>Cost</b>   | <b>Total Owed</b> |
|------------------------------|---|---|-------------------|
| _____                        | Student(s) -- <b>Junior State Members (Fri.-Sun)</b>                            | \$185 x Number of Students =                          | \$ _____          |
| _____                        | Student(s)Each Extra night ( <b>Thursday</b> )                                  | \$60 x Number of Students =                           | \$ _____          |
| _____                        | Student(s)Each Extra night ( <b>Sunday</b> )                                    | \$60 x Number of Students =                           | \$ _____          |
| _____                        | <b>LATE REGISTRATION FEE (After January 24, 2012)</b>                           | \$15 x Number of Students                             | \$ _____          |
| _____                        | Teachers/Advisors(s) <b>Twin Shared Room</b> (1 per 19 Students; Friday-Sunday) | FREE<br>(Must have at least 3 students in Delegation) | \$ _____          |
| _____                        | T/A Extra Night <b>Twin Shared Room</b> (1 per 19 Students; Thursday)           | FREE<br>(Must have at least 3 students in Delegation) | \$ _____          |
| _____                        | T/A Extra Night <b>Twin Shared Room</b> (1 per 19 Students; Sunday)             | FREE<br>(Must have at least 3 students in Delegation) | \$ _____          |
| _____                        | Teachers/Advisors(s) <b>Private Room</b> (1 per 19 Students; Friday-Sunday)     | \$200 x No. of TAs per 19 stdnts                      | \$ _____          |
| _____                        | T/A Extra Night <b>Private Room</b> (1 per 19 Students; Thursday)               | \$100 x No. of TAs per 19 stdnts                      | \$ _____          |
| _____                        | T/A Extra Night <b>Private Room</b> (1 per 19 Students; Wednesday)              | \$100 x No. of TAs per 19 stdnts                      | \$ _____          |
| _____                        | Chapter Bus Driver(s) <b>Private Room (Fri-Sun)</b>                             | \$200 x No. of Drivers                                | \$ _____          |
| _____                        | Chapter Bus Driver(s) Extra Night <b>Private Room (Thursday)</b>                | \$100. x No. of Drivers                               | \$ _____          |
| _____                        | Chapter Bus Driver(s) Extra Night <b>Private Room (Sunday)</b>                  | \$100. x No. of Drivers                               | \$ _____          |
| _____                        | Paper Registration  | <b>\$10.00 x Number of Students</b>                   | _____             |
| _____                        | <b>JSA</b> Bus Transportation   | \$80 x No. of Students                                | \$ _____          |

*Please enclose ONE INCLUSIVE CHECK for the total amount of your chapter's registration fees made payable to THE JUNIOR STATE OF AMERICA.*

**Total Registration Fees** \_\_\_\_\_  
 (Add total from each row) **\$** \_\_\_\_\_

# HOTEL ROOMING LIST -- PLEASE TYPE or PRINT CLEARLY --2012 CONGRESS

## HIGH SCHOOL \_\_\_\_\_

- \* **Copy this form for additional delegates.** Use accompanying form for changes/additions later.
- \* For each student, indicate whether s/he is a Senator or Representative.
- \* **Please print clearly -- your nametags will be made from this list.**
- \* 4 students per room will share 2 double beds--**fill each room to the extent possible.**
- \* Students of the same gender who are staying an extra night should be roomed together.
- \* Make sure your teacher approves this list, including his/her room arrangements, by signing at the bottom.
- \* Make a copy of this list before you send us the original.

ROOM #1 – Females

Grad      Sen or  
Year      Rep?

|   |  |  |  |
|---|--|--|--|
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

ROOM #1 -- Males

Grad      Sen or  
Year      Rep?

|   |  |  |  |
|---|--|--|--|
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

ROOM #2 – Females

|   |  |  |  |
|---|--|--|--|
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

ROOM #2 -- Males

|   |  |  |  |
|---|--|--|--|
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

ROOM #3 – Females

|   |  |  |  |
|---|--|--|--|
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

ROOM #3 -- Males

|   |  |  |  |
|---|--|--|--|
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

| TEACHER ADVISORS (first and last name)<br>Please print clearly. | Room Type<br>twin, private, double | Room Price | Roommate Request or<br>Spouse(List Name) |
|---|------------------------------------|------------|--|
| Mrs./Ms./Mr.  |                                    |            |  |
| Mrs./Ms./Mr.  |                                    |            |  |
| Mrs./Ms./Mr.  |                                    |            |  |

**Teacher/Advisor Approval:** I have reviewed our school's Registration Form and Hotel Rooming List, and I approve of the students attending. (FORM MUST BE SIGNED BY A SCHOOL OFFICIAL)

ROOM #4 – Females

Grad  
Year      Sen or  
Rep?

|   |  |  |  |
|---|--|--|--|
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

ROOM #4 -- Males

Grad  
Year      Sen or  
Rep?

|   |  |  |  |
|---|--|--|--|
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

ROOM #5 – Females

|   |  |  |  |
|---|--|--|--|
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

ROOM #5 -- Males

|   |  |  |  |
|---|--|--|--|
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

ROOM #6 – Females

|   |  |  |  |
|---|--|--|--|
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

ROOM #6 -- Males

|   |  |  |  |
|---|--|--|--|
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

**The Junior State**  
**1411 K St. NW, Suite 200, Washington, DC 20005**  
**PARENTAL PERMISSION FORM**

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**CALL (800) 317-9338 TO OBTAIN A CONVENTION BROCHURE or VISIT [WWW.JSA.ORG](http://WWW.JSA.ORG) FOR MORE INFORMATION.**

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*Parents: Please read this information carefully and review it with your child before signing.*

Your child should have a very exciting educational experience at the upcoming Junior State event. He or she will have an opportunity to debate current issues. We hope you have read the convention brochure, which lists the topics to be discussed. In advance of the event, your child should do some special reading to prepare for these debates and other educational activities.

Please review the convention rules with your son or daughter. By sending your child to the convention, you agree to pick him or her up at your own expense if these rules are violated. Rule violators are sent home and are reported to their schools for appropriate disciplinary action. If you have any questions about the rules, travel arrangements, or the educational program, please call The Junior State office at 800/317-9338.

**CONVENTION RULES**

1. All rules for school field trips prevail. Use of illegal drugs or alcohol is not permitted. Students also will be punished if they are in a room where drugs or alcohol are present. The use of tobacco products is not allowed. To ensure these rules are obeyed, the Teacher/advisor and The Junior Statesmen Foundation must approve the attendance of each delegate. We reserve the right to deny any student the privilege of attending the event.
2. At 8 p.m., students will meet with their Teachers/advisors for roll call and may not leave the hotel thereafter. At curfew, Teachers/advisors will check delegates at their rooms. Delegates must remain quietly in their own rooms after curfew. Pizza deliveries and room service deliveries are not permitted after curfew. Delegates also are required to meet with the Teachers/advisors at other designated times.
3. Delegates **must** attend all conference activities.
4. At no time may young men and women be in each others' rooms.
5. Delegates may not leave the convention hotel without the permission of their Teachers/advisors. During meal times, with their Teachers/advisors's permission, delegates may leave the hotel to eat in designated areas. Under no circumstances are delegates to leave the hotel after 8:00 p.m.
6. Delegates must wear their name tags above the waist in a visible location at all times.
7. All students assigned to a room are responsible for any charges made to the room. All students assigned to a room are also responsible for the condition of the room. No outside phone calls can be made from student hotel rooms. Room service and other items may not be charged to a students room. No delegate may change rooms without the permission of a Junior Statesmen staff member at the event. The hotel staff will house four students in each room with two large double beds.
8. **No student may drive a car to the convention or ride in a student driven car during the convention.**
9. Visitors are not allowed in the convention hotel. Delegates are not allowed to associate with any visitor who is not an official guest of the Junior Statesmen program.
10. Students must always conduct themselves according to the highest standards of behavior. They must be considerate of and respect the rights of other delegates, staff, teachers/advisors, and other hotel guests. Students may not open, throw anything out of, or shout out of windows. Students must stay off balconies, roofs, and out of all restricted areas. All public laws must be complied with. Reasonable and due care shall be exercised by all students to ensure safety, good order, and to preserve the good reputations of the their respective schools and the Junior State of America.
11. Students should not bring expensive items to the convention. Valuable items must be stored in the hotel safe or with the bellmen. The Junior State/The Junior Statesmen Foundation are not responsible for items stored in a luggage storage area. Use of radios or portable stereoes is permitted only with headphones.
12. **Delegates that voluntarily withdraw from the convention, or that are sent home for conduct problems, will not receive refunds.**
13. Delegates and their parents agree that The Junior State may use any photographs taken during the convention for promotional purposes.

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**I agree to abide by all of the Junior State convention rules under the terms described on this permission form. I understand that in the event of a serious violation of the rules, my parents and my school will be notified, and I may be sent home at my own expense without a refund.**

  X   \_\_\_\_\_  
**Student Signature** **Date**

**I agree to the terms described on this permission slip and give my child permission to attend the upcoming Junior State convention under those terms. The Junior Statesmen Foundation has my permission to obtain emergency medical treatment for my child at my expense.**

  X   \_\_\_\_\_  
**Signature of Parent or Guardian** **Date**

*Congress 2012 @ Doubletree Crystal City, February 24-26, 2012*

**HIGH SCHOOL** \_\_\_\_\_ **YEAR OF GRADUATION** \_\_\_\_\_

**STUDENT NAME** \_\_\_\_\_ **SEX:** \_\_\_MALE \_\_\_FEMALE (check one)

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**HOME TELEPHONE** \_\_\_\_\_ **CELL PHONE** \_\_\_\_\_

**IN CASE OF EMERGENCY** \_\_\_\_\_

# CHAPTER PRESIDENT'S CONVENTION WORKSHEET

Use this form to help you keep track of your delegates as they register for the upcoming JSA convention.

Step one: List the people who express an interest in attending the convention. Get their phone numbers. Make sure everyone has a convention brochure to take home and show their parents.

Step two: As the registration deadline approaches, call the people on your list and remind them to turn in their registration fee and permission slip.

Step three: When a delegate turns in registration fees or a permission slip to you, check the appropriate space and indicate the date.

Step four: Send in your registration materials (completed registration form, completed housing form, bills and bill summary form for Congress Conventions, one inclusive check or Purchase Order for registration fees, and signed permission slips) to the Junior State Headquarters postmarked by the registration deadline.

Step five: Keep this worksheet with you so you will know who still owes money or a permission slip.

| Name     | Phone | Reg. Fee | Date  | Permission Slip | Date  |
|----------|-------|----------|-------|-----------------|-------|
| 1 _____  | _____ | ___      | _____ | ___             | _____ |
| 2 _____  | _____ | ___      | _____ | ___             | _____ |
| 3 _____  | _____ | ___      | _____ | ___             | _____ |
| 4 _____  | _____ | ___      | _____ | ___             | _____ |
| 5 _____  | _____ | ___      | _____ | ___             | _____ |
| 6 _____  | _____ | ___      | _____ | ___             | _____ |
| 7 _____  | _____ | ___      | _____ | ___             | _____ |
| 8 _____  | _____ | ___      | _____ | ___             | _____ |
| 9 _____  | _____ | ___      | _____ | ___             | _____ |
| 10 _____ | _____ | ___      | _____ | ___             | _____ |
| 11 _____ | _____ | ___      | _____ | ___             | _____ |
| 12 _____ | _____ | ___      | _____ | ___             | _____ |
| 13 _____ | _____ | ___      | _____ | ___             | _____ |
| 14 _____ | _____ | ___      | _____ | ___             | _____ |
| 15 _____ | _____ | ___      | _____ | ___             | _____ |
| 16 _____ | _____ | ___      | _____ | ___             | _____ |
| 17 _____ | _____ | ___      | _____ | ___             | _____ |
| 18 _____ | _____ | ___      | _____ | ___             | _____ |
| 19 _____ | _____ | ___      | _____ | ___             | _____ |

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