



Junior State of America

Founded in 1934, sponsored by The Junior State of America Foundation

The Midwest Junior State of America
presents

Fall State 2017

Our Nation, Our Values

December 2-3, 2017

The Madison Concourse Hotel

Registration Packet



JSA. BE THE PEOPLE

Fall State 2017

Our Nation, Our Values

On December 2-3, 2017, the Midwest Junior State of America will hold its annual Fall State Convention at the Wisconsin state Capitol Building. The Midwest student leaders hope you can join hundreds of other students and teachers from across the Midwest for an exciting educational experience. This weekend-long event will be an in-depth examination of the values our country holds dear and the limits we place on them.

Hosted at the grand Madison Capitol Building, Fall State is the highlight of the fall semester. Full of spirited debates, discussions, simulations, and other activities, Fall State will give you the unique opportunity to think critically, express your own opinions, and challenge the opinions of others in a tolerant, supportive atmosphere. You will also have the opportunity to meet students from other schools throughout the Midwest through a variety of other events, including night-time activities and a dance on Saturday night.

At a time when determining truth from fiction in politics is becoming more difficult, and party polarization continues to increase, the development of a new generation of active citizens who can debate, compromise, and think critically about controversial economic, social, domestic, and international policies that divide the American public, media, and elected representatives alike is more important than ever. We hope you leave Fall State 2017 with a broader perspective and deeper understanding of our nation's values and how they continue to evolve and influence our national dialogue.

This registration packet has everything you need to register and prepare for Fall State:

If you have any questions or encounter any problems, please do not hesitate to call or email the Midwest Program Director Stuart Luther at (602) 832-4350 or at sluther@jsa.org.

See you in December at Fall State!



2017 MIDWEST FALL STATE INFORMATION

Location: The Madison Concourse Hotel
1 W Dayton St.
Madison, WI 53703

Check-In: Registration will be from 8:30am – 9:30am on Saturday, December 2, 2017.
- Room keys will be available around 5:30pm in the afternoon.
- Storage for luggage will be provided.

Check-Out: The convention will end at approximately 2:00pm on Sunday, December 3, 2017.
- You must be out of your room by 9:00am. Storage for luggage will be provided.

Student Rate:

Early Registration, Oct. 24th Deadline:
JSA Members \$150.00
Non-Members \$155.00

Regular Registration, October 23rd Deadline:
Regular Registration \$175.00
Extra Night \$65.00 per night

- **Chapter Presidents:** Every student attending must be a tax-paid member of JSA. (\$5.00 membership dues will be added to your chapter's Fall State invoice for all non-members.)

Teacher Rates:

Shared Double Room: Free
Private Room: \$110.00 per room, per night

- **Teacher/Advisors:** JSA will provide free accommodations for Teacher/Advisors willing to share a room (two Teachers/Advisors of the same gender housed in a room with two double beds). Although not guaranteed, we will also try to arrange early check-ins and late check-outs.

Every school MUST bring at least one (1) Teacher/Advisor for every fifteen (15) students.
(i.e. One teacher/advisor for 1-15 students; two for 16-30 students, three for 31-45 students, etc.)

- **Chapter Presidents:** Your school district may require a higher ratio of teachers to students or teachers of both genders. Please check with your administration and comply with these policies.
- We are happy to organize accommodations for any students or Teacher/Advisors needing special arrangements due to a physical disability or handicap. Please contact the Midwest Program Director before the registration deadline to make these accommodations.

Cost Covers: One night's lodging at the hotel, two days of meeting rooms at the hotel, two full days of JSA activities and programs, all educational materials, and the Saturday evening activities.

Refunds: Because JSA must make guarantees to the hotel far in advance of the convention, **JSA cannot remove a student from your registration or process any refunds after October 24, 2017.** If a student drops after the registration deadline, the chapter is responsible for the cost of that student. Any student who finds themselves unable to attend after the registration deadline, they are encouraged to find another student from their school to go in their place and reimburse them the cost. Each replacement student MUST submit a permission form.

- **Chapter Presidents and Teacher/Advisors:** Please notify the Midwest Program Director as soon as possible if you switch delegates.

Meals: Meals are not included, so be prepared to purchase your own meals during the convention.

Scholarships: The Midwest Junior State is pleased to offer scholarships to help students in need attend our overnight conventions. Students who are interested in applying for a Fall State scholarship, please go to <https://jsa.wufoo.com/forms/2017-midwest-and-ohio-river-valley-scholarship-app/> and fill out the scholarship application. Applications will be reviewed on a rolling basis beginning **September 5th**. Applicants and their Teacher/Advisors will be notified within a week of the scholarship awarded.

Transit: **No student may travel to the convention in a student-driven car.** Student drivers will be reported to their schools and parents and sent home immediately. Chapters are encouraged to form carpools with parents and/or Teacher/Advisors. Bus and car parking is available at the hotel.

- **Chapter Presidents and Teacher/Advisors:** If your chapter is taking a bus to the convention, bus driver rooms are \$110 per driver, per night. Additionally, schools will be responsible for the fees association with parking their bus or vehicle.

Conduct: Rules of conduct and dress code for the convention are listed on the **Student Participation and Parental Permission Form**. Both students and parents/guardians must read these and sign the Student Permission and Registration Form to indicate they agree to abide by these policies. **Please ONLY use the permission forms found in this registration packet.** The Junior State staff or your Teacher/Advisor(s) may announce additional rules. *JSA reserves the right to send home, without refund, any individual student, or even an entire chapter, for violating these rules.*

- **Chapter Presidents and Teacher/Advisors:** Please review these forms with your chapter and receive either verbal or written guarantees all members will honor them. Please contact the Midwest Program Director to receive examples of written declarations you can use.

Debates: Students can sign up to debate or moderate for conventions at jsa.org/debate. If you want to debate or moderate at Fall State, you will need your own account in the online debate system, as this is a separate database than the MyJSA Portal. Debater/Moderator selections will be made and notifications sent out in advance of the convention. More information about debates is included later in this registration packet.

Questions: Please do not hesitate to call or email the Midwest Program Director Stuart Luther at (602) 832-4350 or at sluther@jsa.org if you have questions.

Register online at www.jsa.org/MyJSA

Early registration deadline: October 24th



STUDENT PERMISSION AND REGISTRATION FORM

**Midwest Fall State
The Madison Concourse Hotel
December 2-3, 2017**

Students: Please give this Student Permission and Registration Form to your JSA Teacher/Advisor once you and your parent/guardian have signed.

Teacher/Advisors: Please send all forms to the JSA office or to sluther@jsa.org by **Friday, October 24th**.

Student Name: _____ Student Email: _____

High School: _____ Grad Year: _____ Gender: _____

Home Phone: _____ Student Cell Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian Permission

(This is the only JSA form that needs to be signed by students and parents and collected. The guidelines in the following pages are for reference.)

My child and I have read over the JSA Convention Rules, JSA Values, and Dress Code. We agree to abide by said policies and allow our child to attend the 2017 Midwest JSA Fall State convention to be held at the The Madison Concourse Hotel in Madison WI on December 2-3, 2017.

I agree to pay \$_____ (minus any applicable scholarship award) to _____ for my child to attend the 2017 Midwest JSA Fall State

Please accept my additional *tax-deductible donation* of \$_____ to go to the [Midwest JSA Scholarship Fund](#) to help a Midwest student or JSA chapter in need. (Please make checks out to JSA, noting it is for the Midwest JSA Scholarship Fund. JSA will send a donation receipt upon receiving the chapter's Fall State payment.) You can also donate to our scholarship fund online at fundraise.jsa.org/MWJSA.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____ Home Phone: _____

Parent/Guardian Email: _____ Parent Cell Phone: _____

Emergency Contact: _____ Relationship: _____ Phone Number: _____



STUDENT PARTICIPATION AND PARENTAL PERMISSION FORM

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

The Junior State of America takes great pride in our students showing leadership, statesmanship, and leading by example. However, these ideals go beyond the debates, thought talks, and other activities that take place during our events. Students participating in JSA events are expected to speak, act, behave, and dress like the leaders they strive to be.

By signing the Student Registration and Permission Form above, **you agree to pick up or arrange transportation for your child at your own expense if they violate a rule.** Since JSA must pay and make guarantees far in advance, by

signing below, **you also agree to ensure payment to JSA for all registration costs if your child cancels after the JSA registration deadline.** If your child can no longer attend, try to find a replacement, and have that student reimburse the cost. If you have any questions, please call the JSA office at (800) 334-5353.

Students and Parents/Guardians: By signing the Student Registration and Permission Form above, you agree to be bound by the:

JSA CONVENTION RULES

- 1. All rules for school field trips prevail. Possession or use of alcohol or illegal drugs is strictly prohibited.** JSA has a "no tolerance" policy. All students found in a room with alcohol and/or illegal drugs will be sent home immediately. The use of tobacco products is prohibited.
2. Teacher/Advisor(s) and The Junior State of America must approve the attendance of each student and reserves the right to deny any student the privilege of attending the event.
- 3. At no time during the weekend convention are students of different sexes allowed in each other's rooms.** In other words, no young men in young women's rooms and no young women in young men's rooms. Violations of this rule will likely result in dismissal of both students and a report made to their school(s).
- 4. Students are required to abstain from any activity of a sexual nature.** In accordance with our role as mandatory reporters, JSA Staff and/or Teacher/Advisors will contact local law enforcement for a violation of this nature, if required.
- 5. Students may not leave the hotel without the express permission of their Teachers/Advisor(s) and must meet with their Teachers/Advisor(s) at designated times, including all mandatory chapter caucuses.** Delegates must keep their Teacher/Advisor(s) informed of their activities and location throughout the convention. **Under no circumstances may students leave the hotel after 9:00 p.m.** At the end of the convention, students may not leave without the permission of their Teacher/Advisor(s).
6. At curfew, the Teacher/Advisor(s) will check that all students in their chapter are in their assigned rooms. Students must remain quietly in their own rooms after curfew. Room service and pizza deliveries are not permitted after curfew. Curfew lasts until 6:00 a.m.
7. All students assigned to a room are responsible for the condition of their room at check out and for all charges made to the room. Room service, in-room movies, outside phone calls, and other items may not be charged to a student's room and must be paid for at the time of purchase. JSA will notify Teacher/Advisors of any charges. Students must have all belongings out of their rooms by 9:00 a.m. on Sunday.
8. Students must attend all convention activities, dress appropriately and professionally as defined by the JSA Dress Code, and wear their official name tag visibly above the waist at all times. No student may go onto guest floors or attend nighttime activities without their name tag. If a student loses their name tag, they must go to the JSA registration table with a photo ID to obtain a replacement.
9. Students must always conduct themselves according to the highest standards of behavior. Students must be considerate of, and respect the rights of, other students, staff, Teachers/Advisors, and hotel guests and use appropriate and respectful language at all times. Hazing or any action that creates physical discomfort or intends to embarrass or harass another student will not be tolerated. Music must be played through headphones. Students may not open, throw anything out of, or shout out of windows. Students must stay off roofs and all other restricted areas. Students must follow all public laws. Reasonable and due care shall be exercised by all students to ensure safety and good order as well as preserve the good reputation of their high school and the Junior State of America.
10. Use of electronic devices during keynote speeches and inside debate rooms, unless the user is a main speaker, is prohibited except in emergencies.
11. No student may drive a car to the convention or ride in a student-driven car during the convention.
12. Unregistered students may not attend any convention activities. If any unregistered students from a school arrive at the hotel during the convention, the entire chapter may be sent home.
13. Students may not associate with any visitor who is not an official guest of the Junior State program unless the student has received prior express permission from their Teacher/Advisor(s), parent(s), and Junior State Staff.
14. The Junior State/The Junior State of America Foundation are not responsible for items stored in a luggage storage area. JSA/JSF is not responsible for valuable items brought by students to the event.
- 15. Students who cancel after the JSA registration deadline or are sent home for rule violations will not receive a refund.**
16. Students and their parents agree that The Junior State may use any photographs taken during the convention for promotional purposes.
17. For the safety of the students, JSA Staff reserve the right to enter and search any room should we suspect a student is in danger, in possession of drugs or alcohol, or is in violation of the rules.

Rule violations will result in expulsion from the convention, notification of parents and school, and other appropriate measures.

JSA VALUES

The Junior State of America is a civil, all-partisan, welcoming community of students, teachers, alumni, board, staff, and supporters. We respect and care for each other, recognizing that the values that unite us as members of the Junior State community are grounded in learning together how to live together in a democratic society.

Leadership

We believe in lifelong engagement with others to affect positive change. We practice learning by doing, using a student-run and student-led model wherever possible. We support creative problem-solving, communication, delegation, and diplomacy. We embrace challenge, failure, and reflection as opportunities for growth.

Empowerment

We believe everyone should have the skills, resources, and opportunities to make their voices heard and generate impact. We promote informed and constructive dialogue through dialogue, debate, collaboration, and public speaking. We encourage service with peers, communities, and government. We offer access to college-level curriculum that teaches critical thinking, research skills, and analyzing and evaluating information.

Accountability

We believe in being informed, improving ourselves, and playing active and positive roles in community and country. We take ownership of our words, decisions, and their consequences. We live up to our commitments.

Diversity & Inclusion

We believe in active, equitable participation. We support opportunities for all. We negotiate and create a constructive environment for open-minded engagement and growth. Through respectful dialogue, sharing perspectives, and challenging ourselves and each other, we explore differences, foster understanding, and learn collaboratively.

Together, we are the Junior State of America!

JSA DRESS CODE

All students and Teacher/Advisors participating in JSA overnight conventions must abide by the JSA dress code and dress modestly and professionally. Students found in violation of the dress code, as determined by a JSA Staff member, will be asked to change into more appropriate clothing. Multiple violations may result in termination of attendance privileges.

The following are a series of guidelines that will be enforced during "business hours" in JSA (i.e. from Opening Session to key distribution on Saturday, and morning until Closing Session on Sunday). There may be additional times that students will be asked to remain in this attire. **While the dress code will be relaxed during evening hours, JSA Staff and Teacher/Advisors retain the right to ask a student to change into more appropriate attire at any time.**

What is appropriate?

- Dress shirt with a collar and tie, blouse, or sleeveless top with cap shoulders
- Shirt must be tucked in and worn with dress belt or suspenders
- Sweater, coat, blazer, or suit jacket
- Dress or skirt reaching two inches above the knee
- Dress pants, dress chinos, khakis, or dress capris
- Flats, three-inch (or less) heels, dress slip-ons
- Dress shoes. Loafers are acceptable
- Dark tennis shoes
- Nylons, tights, or other solid colored hosiery

What will cause you to be asked to change?

- Jeans, corduroys, or cargo pants
- Pants worn without sufficient support
- Inappropriately short dresses or skirts
- T-Shirts, Polo shirts, or rugby shirts
- Revealing, strapless, spaghetti strap, or backless tops
- Athletic sneakers, sandals, flip-flops, Birkenstocks, work boots, or winter boots
- Fishnet or patterned hosiery
- Hooded sweatshirts in lieu of a sweater
- Any clothing, buttons, or jewelry with inappropriate messages

Teacher/Advisors:

Teacher/Advisors, student leaders, and JSA Staff all set examples for students. JSA asks Teacher/Advisors to please follow the dress guidelines below:

- Please dress professionally during business hours
- Jeans/corduroys are acceptable with a button-down shirt, sweater, or nice top
- Exercise clothes should not be worn unless immediately going to/from the gym



SAMPLE FALL STATE AGENDA AT A GLANCE

Saturday, December 2

Registration: 8:30 AM – 9:30 AM

Opening Session & Keynote Speaker: 9:30 AM – 11:00 AM

Organizational Block: 11:15 AM – 12:00 PM

- Teacher/Advisor Meeting

- JSA 101
- Beginner Debate Workshop
- Advance Debate Workshop
- Moderating Workshop
- Resolved, that America employ a policy of imperialism.

Lunch: 12:00 PM – 1:30 PM

Block I: 1:30 PM – 2:30 PM

- Resolved, that the Federal Government establish a national \$15 minimum wage.
- Resolved, that feminism is no longer necessary.
- Resolved, that capitalism is no longer in the best interests of the American people.
- Thought Talk: Is marriage necessary to achieve the American Dream?

Block II: 2:30 PM – 3:30 PM

- Council of Chapter Presidents Meeting
- Resolved, that charter schools raise the quality of education in America.
- Novice Debate: Resolved, that physician-assisted suicide be legalized nationwide.
- Thought Talk: What should the government do to bridge the black-white education gap?

Block III: 3:30 PM – 4:30 PM

- Teacher/Advisor Reception
- Resolved, that all schools be required to provide gender neutral bathrooms.
- Resolved, that the death penalty is an appropriate response to premeditated murder.
- Thought Talk: Is isolationism a pragmatic solution to the economic situation?

Block IV: 4:30 PM – 5:30 PM

- Resolved, that the American Dream is no longer attainable.
- Resolved, that Congress adopts a policy of amnesty for all illegal immigrants.
- Thought Talk: Does China pose an imminent threat to the United States?

Key Distribution: 5:30 PM – 6:00 PM

Dinner: 6:00 PM – 8:00 PM

Chapter Caucus: 8:00 PM – 8:30 PM

Nighttime Activities: 8:30 PM – 12:00 AM

- Dance
- Karaoke
- Impromptu Debates

Sunday, December 3

Breakfast & Checkout: 7:45 AM – 8:45 AM

Block V: 8:45 AM – 9:45 AM

- Summer School Information Session
- Resolved, that standardized tests do not accurately measure student achievement.
- Resolved, that cable news is detrimental to the American people's perception of politics.
- Thought Talk: What characteristics make up an ideal politician?

Activism Block: 9:45 AM – 10:45 AM

- Political Fair
- Junior State Salute
- Winter Congress Bill Writing Workshop

Block VI: 10:45 AM – 11:45 AM

- Resolved, that unions are necessary to protect workers.
- Resolved, that the United States create a publicly owned fiber optic network.
- Resolved, that lobbying is an obstruction to democracy.
- Thought Talk: How can the United States combat institutionalized racism?

Break: 11:45 AM – 12:20 PM

Closing Session: 12:20 PM – 2:00 PM



JSA FALL STATE ACTIVITIES

Debates

Debates serve as the cornerstone of the Junior State by giving delegates a forum to express their views in an orderly fashion, while promoting a clash of ideas that leads to deeper understanding of controversial issues. Using parliamentary debate style, delegates develop political awareness, attitudes, and public speaking skills through participation.

JSA debates center around “resolutions” that outline the issue being discussed. For example, “Resolved, Social Security should be privatized.” Debates begin with six-minute opening speeches by the main affirmative and negative speakers. These two debaters are selected prior to the convention; they research and prepare their arguments beforehand. A pre-selected student moderator guides the action following the opening speeches, where any student in the audience may volunteer for three-minute subsequent speeches in support of either side.

Students vote for a “Best Speaker” at the end of each debate. The main focus of JSA debate is, however, on persuading the audience and imparting a greater understanding of the issues involved, rather than competition between speakers.

Thought Talks

Thought talks are student-led discussions on pressing issues or questions. These activities don’t have the formal structure of a debate and allow students to explore issues in-depth, in a less confrontational setting. A moderator guides the participants by posing questions and offering facts about the topic; however, students will have an open opportunity to express their thoughts and let their comments take the discussion in many different directions. No main speakers are chosen for Thought Talks, and no awards are given. This pressure-free atmosphere engages students very differently than debates and helps students gain confidence with their public speaking skills.

Keynote Speakers and Political Fairs

Distinguished politicians, statespersons, journalists, and public policy experts across the political spectrum are invited to address JSA conventions. Delegates gather for opening and closing sessions where these high-profile speakers address the students and answer their questions. JSA members have met and posed questions to key personalities from across the entire political spectrum.

In addition, some conventions feature Political Fairs that enable students to meet representatives of lobbying and political groups and get to ask questions regarding their policies and views. In recent years, our Political Fairs have included groups like the National Rifle Association & Handgun Control Inc., NARAL Pro-Choice America & the National Right to Life Organization, the Republican, Democratic, Green, Libertarian, and other political parties.

Social Activities

JSA conventions combine the intellectual stimulation of intense political dialogue with some activities in the evenings after dinner time that are just plain fun. Students get a chance to relax in less formal settings including dances, quiz bowl, impromptu debates, and relax with their friends at a JSA Lounge among others. JSA conventions let students meet others with similar interests and diverse talents, helping them build a life-long network of friends.

Other Activities

In addition to debates and thought talks, JSA conventions include a variety of other activities. Mock trials allow delegates to explore our nation’s judicial system and examine how legal and constitutional controversies are resolved in the United States. Such political seminars give students a wide-range of ways to get involved.



INFORMATION FOR CHAPTER PRESIDENTS AND TEACHER/ADVISORS

Approval: Check with your Principal, Vice-Principal, or Activities Director to find out what you need to do to receive school approval. Do this in advance to allow time for obtaining approval.

Questions: Please do not hesitate to call or email the Midwest Program Director Stuart Luther at (602) 832-4350 or sluther@jsa.org if you have questions or run into any problems.

Delegation: When looking for students to join your delegation to Fall State, you should approach politically aware students. Students involved in JSA, Forensics, Model UN, Student Government, your school's newspaper, the speech and debate team, and honor society members might all have an interest in attending Fall State. History, government, and social studies teachers may even wish to send their entire class.

Chapters are expected to screen prospective delegates. You are responsible for the delegates you bring, so 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 chapter 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 students only, and the chapter will be in serious trouble if others drop by. If your chapter members associate with non-registered students, the Junior State of America Foundation reserves the right to send the entire chapter home. Nametags will be checked at the dance and at other activities.

Registration: You are responsible for organizing and submitting your chapter's registration in an efficient and timely fashion. Bringing a chapter to a JSA convention takes considerable preparation and often includes receiving school approval for the convention, arranging transportation, and gathering and submitting all the required registration materials before the registration deadline. It can take weeks to get everything organized and finalized, so start planning now!

Putting a JSA convention together is also a large and complex task that takes JSA months to coordinate – especially when it comes to reserving hotel space and rooms. Please register on time and in full! If your registration is not submitted before the October 13th deadline, JSA will likely have to house students based on available space, rather than by your requested rooming list. **No changes to your registration will be accepted after the early registration date.** Contact the Midwest Program Director if you think you might be delayed in submitting your registration.

A few things to keep in mind while registering your chapter:

- Accuracy is important – the names registered are used to create official name tags and are double checked against your submitted room lists, so please make sure names are spelled correctly and email addresses and other contact information are correct.
- All students and Teacher/Advisor(s) from your high school must register as one chapter.
- Four students of the same sex are housed in a room with two double beds. If a chapter has fewer than four students of one sex assigned to a room, students from another school may be added.
- Elected and appointed JSA student officers (approved by the Program Director) who have been invited one day early and stay in a room with other JSA student officers must get the approval of their Teacher/Advisor(s) to do so and should still be listed in their school's chapter.

Fundraising: JSA encourages every chapter to fundraise to lower convention prices for their members. Many chapters sponsor fundraisers like car washes, food sales, and garage or yard sales, while others write local businesses and service organizations. For more fundraising ideas, contact any elected official or student leader, the Midwest Program Director, or download the Fundraising Manual at www.jsa.org/downloads. The key to any successful fundraising campaign is starting early, so discuss fundraising plans right away!

JSA also provides an effective online fundraising application that allows chapters to raise money online as a team. Visit the "Chapters" section under "About JSA" and click on "Fundraising for Your Chapter" on the navigation bar on the right or visit <http://jsa.org/about/chapters/fundraising-for-your-chapter/>.

- Additionally, the Midwest Junior State is pleased to offer scholarships to help students attend conventions who might otherwise be unable to go. Please encourage any members of your chapter needing help to apply!

Scholarships: The Midwest Junior State is pleased to offer scholarships to help students in need attend our overnight conventions. Students who would like to apply for a Fall State scholarship, please go to <https://jsa.wufoo.com/forms/2017-midwest-and-ohio-river-valley-scholarship-app/> and fill out the scholarship application. Applications will be reviewed on a rolling basis beginning **September 5th**. Applicants and their Teacher/Advisors will be notified within a week of the scholarship awarded.

Register online at www.jsa.org/MyJSA

Registration Deadline: October 24th



TEACHER/ADVISOR CONVENTION RESPONSIBILITY FORM

The Junior State of America sincerely thank you for accompanying your chapter to the upcoming convention. We appreciate your dedication to furthering the goals of JSA and to increasing the political awareness of today's youth. Without your help, students would not be able to attend conventions like these and would miss an opportunity to debate and discuss controversial issues, learn more about the democratic process, and develop leadership skills.

Outlined below are mandatory responsibilities of Teacher/Advisors at a Junior State convention. Please review them and send in this form, signed, with your chapter's registration materials. Ultimately, you are responsible for the students in your chapter so please check with your administration regarding rules pertaining to school trips.

- BE PRESENT.** In compliance with school or school district rules, Teacher/Advisors must be present onsite and readily available throughout the entirety of the convention to accompany students and keep students on track and motivated. Please make sure to bring contact information for all students and establish a way students can get in touch during the convention by cell phone and/or at specified locations and times.
- CHECK-IN.** Teacher/Advisors must be present with the student chapter leader at registration to check in the chapter. Teacher/Advisors will receive their students' guest room keys for distribution in the afternoon.
- TEACHER/ADVISOR MEETING.** All adult chaperones MUST attend the mandatory Teacher/Advisor meeting with the Junior State staff to review convention logistics, convention and hotel rules, and receive important announcements for the weekend.
- CHAPTER CAUCUS.** After dinner, all students must check in with their Teacher/Advisor(s). Teacher/Advisors must take roll at the caucus and report any missing students to the Junior State staff. Teacher/Advisors should review the convention rules, curfew time, and morning checkout time with the students. All students must remain inside the hotel after the chapter caucus.
- NIGHTTIME ACTIVITIES SUPERVISION.** Teacher/Advisors must sign up for shifts in the evening to monitor hotel hallways, common areas, or nighttime activities including chaperoning the dance. Teacher/Advisors will receive instructions for signing up to supervise these areas and activities at the mandatory Teacher/Advisor meeting.
 - JSA has adult supervisors on the floors in the evening to keep noise levels down and to discourage misconduct. Most Teacher/Advisors volunteer to patrol the floor that houses their own students. If witnessing students involved in any inappropriate conduct, do not hesitate to intervene. If uncomfortable dealing with students from other high schools, feel free to notify the Teacher/Advisor from that school or Junior State staff to take care of the situation. During the dance, Teacher/Advisors monitor the doors and check name tags to ensure **ONLY JUNIOR STATE STUDENTS** attend the dance.
- CURFEW -- ROOM CHECKS.** Teacher/Advisors must go to all of their students' rooms at curfew and check that all their students are present. Students missing curfew may be sent home. Please pass along any announcements for the next day at this time.
- CHECKOUT.** All students must check out of their rooms by 9:00 a.m. Sunday morning. Luggage storage has been arranged. Teacher/Advisors should meet their students in the morning at 9:00 a.m. to collect their room keys and make sure that all students have checked out of their rooms. Teacher/Advisors may turn keys in at the Junior State registration table.
- MEDICAL EMERGENCIES/DISCIPLINARY ISSUES.** The Junior State staff at the convention will contact Teacher/Advisors if a member of their chapter has a serious medical issue or violates major convention rules. Teacher/Advisors will coordinate with the Junior State staff to arrange medical attention for students, notify parents/guardians and school officials if necessary, and send students home for serious rules violations. PLEASE REVIEW ALL THE CONVENTION RULES IN THIS PACKET AND DISCUSS THEM WITH STUDENTS BEFORE THE CONVENTION.
- MORAL AND EDUCATIONAL SUPPORT.** Teacher/Advisors can provide valuable moral support to students. If a student is a main participant of a debate, or is planning to make a subsequent speech, Teacher/Advisors can give them a boost just by attending their debate. Since many students use the time just prior to their debate to refine their argument, Teacher/Advisors can also provide educational assistance through providing advice or answering questions before a debate. Discussing a debate and their student's performance after it is over can also help students understand any points they missed or clarify any misinformation.

I have reviewed the above responsibilities and agree to faithfully execute the duties required of me as a Teacher/Advisor at a Junior State Convention.

Signature

Date

School

Print Name

Cell Phone

Email



CONVENTION CHECKLIST

Use this convention checklist to help plan and get your chapter to Fall State. Remember, many of these steps take time so start planning early!

1. Get School Approval

- Give a copy of the convention flyer to the Student Activities Director.
- Find out and follow the procedure for obtaining school approval for the trip.

2. Publicize

- Pass out flyers to interested students. Tell everyone to take the flyer home and show their parents.
- Distribute flyers to teachers who may know of other interested students.
- Post flyers around campus. Write the name and email of a person for interested students to contact.

3. Register and Pay

- Find out the procedure for obtaining a school check or purchase order for the entire chapter's registration cost. If the school cannot do this, a Teacher/Advisor or parent can write the check. If this occurs, tell chapter members to whom they should make their checks payable. JSA cannot accept individual checks from every student.
- Put the cost you are charging for Fall State on the **Student Permission and Registration Form** and pass out registration packets to all interested students. If they don't already, have them create MyJSA accounts.
- Set a deadline for returning registration checks and permission forms. This deadline should be at least ONE FULL WEEK before the October 13th registration deadline.
- Collect registration and permission forms. Make sure every student has gone over the permission forms with their parents and has returned their permission form signed.
- Collect checks, process them with the school, Teacher/Advisor, or parent, and obtain one inclusive check for all registration costs and membership dues (for students who have not already paid dues for the 2017-2018 school year).
- Register your chapter at MyJSA. (See next page.)
- Scan and send, or make copies and mail, the chapter registration form, payment, student permission forms and Teacher/Advisor Responsibility Form to the JSA office. Make a copy of each and keep one for the Chapter President and one for the Teacher/Advisor. Make sure registration materials are submitted by then registration deadline.

4. Arrange Transportation

- Determine how the chapter will travel to the hotel.
- If the chapter is large enough, arranging a bus through the school district or an outside bus company may be necessary. If doing this, **START EARLY**. The process could take a few weeks.
- If the chapter decides to carpool, make sure to find enough Teacher/Advisor or parent drivers to accommodate the entire chapter. **Remember: No students may drive cars to JSA conventions.**
- Set a time and place for everyone to meet before the convention and the estimated time of arrival for drop off after the convention.

5. Have Pre-Convention Meetings

- Invite all students, their parents, and Teacher/Advisors to a pre-convention meeting (scheduled during the late afternoon or evening if possible). Go over transportation, what to bring, the format of the convention, and the convention rules.
- Discuss appropriate behavior and expectations during the convention.
- Have another meeting for the chapter to debate or discuss one or more of the debate topics for the convention.

6. What to Bring With You to the Convention

- A cell phone list of all students and a list of emergency telephone numbers for parents.
- All balances must be paid **before** the convention, but in the event the chapter has any outstanding convention charges, contact the Midwest Program Director Stuart Luther at (602) 832-4350 and make arrangements to pay the outstanding balance.

Payment Options

- School Check:** ONE inclusive check payable to the Junior State of America from the school. If the school cannot process the check before the registration deadline, send a copy of the documentation showing you have arranged with the school to send the check, **plus** a school guarantee that payment will be received **before** the convention.
- Personal Check:** ONE inclusive check payable to the Junior State of America from a parent or Teacher/Advisor (students pay them).
- Purchase Order:** A school purchase order (must be payable within 30 days of the registration deadline).
- Credit Card:** JSA will accept credit card payments for registration by phone or online. If you would like to pay by credit card online, please contact Stuart Luther, the Midwest Program Director.



ONLINE CHAPTER REGISTRATION GUIDE

The following step-by-step guide walks you through the online registration process. If you run into any problems, or if you have any questions, please do not hesitate to contact the Midwest Program Director Stuart Luther by phone at (602) 832-4350 or by email at sluther@jsa.org.

- Step 1:** *Log into MyJSA. Go to the "My Events" tab, and under "Register for a New Event" select "Fall State" and then click "Start registration."* This will create a new event on the *My Events* page. Click on the link and select the student chapter leader and primary attending Teacher/Advisor. Please do this as soon as the chapter has permission to attend (even before knowing how many students will attend), as this helps JSA plan attendance.
- *Please note: If you have a "My Chapter" tab but you do not see a registration option under "My Events", contact the JSA office at (800) 317-9338 or email jsa@jsa.org and a staff member will add this option to your account.*
- Step 2:** *Update the chapter roster. Make sure new and returning chapter members are listed under the chapter's membership roster in the JSA database. Ask all new and returning members to create or update their MyJSA account at jsa.org/MyJSA.*
- *Suggestion: Bring a laptop to your chapter meeting and have members create or update their MyJSA accounts.*
- Step 3:** *Collect permission forms and payment. During September and October, collect Fall State permission forms and payments from all members who will attend the convention.*
- *Suggestion: Use a spreadsheet to keep track of who has paid and/or submitted the registration forms.*
- Step 4:** *Create a rooming list. Once a list of members attending is finalized, create a rooming list putting students of the same gender together.*
- *Please note: Please try to put three to four students in each room. If you have a room with fewer than four students, students from another school may be added if that space is needed. You would be notified in advance if there is a high probability of this happening to any of your chapter's rooms.*
- Step 5:** *Log in and complete your chapter registration. The online registration form will ask for the information you have assembled, namely, the students and Teacher/Advisors for your group and your rooming list. Once all the information is entered correctly, click "Submit".*
- *Please note: You select all students and Teacher/Advisors from the chapter roster, so please make sure the roster is complete and updated as described in Step 3.*
- Step 6:** *After submitting your chapter registration online, a preliminary invoice will be created showing the total amount due and a list of students and Teacher/Advisors attending. Review the payment options and arrange to pay before the convention.*
- *Stuart Luther, the Midwest Program Director, will review and confirm your registration details and then send you a final invoice.*
- Step 7:** *Send in your chapter's convention payment (including membership dues if applicable), signed student permission forms, signed Teacher/Advisor Responsibility Form(s), and any donations to the Midwest Scholarship Fund to the JSA office in Burlingame.*
- *Please note: If paying for the convention by credit card, please contact the Midwest Program Director to ensure you've received the correct link to pay online or feel free to call the JSA office and supply the credit card information over the phone.*



JUNIOR STATE OF AMERICA MEMBERSHIP DUES

SCHOOL: _____ **DATE:** _____

Check below if you have completed the following steps to start a JSA chapter at your school:

- School approval
- Teacher/Advisor from your school
- Minimum of eight (8) student members verified as membership dues-paid in MyJSA (my.jsa.org)
- Chapter constitution (see example in "Starting a JSA Chapter")

CHAPTER PRESIDENT

+

TEACHER/ADVISOR

Name

Name

Email

Email

Home Address

School Address

City State Zip

City State Zip

Home Phone Grad Year

School Phone

Cell Phone

Cell Phone

Membership Dues

- Each student must pay \$5.00 membership dues to become an active member in JSA.
- Each chapter must submit membership dues to the Junior State of America to participate in JSA events.

_____ (Number of Dues-Paid Members) x \$5.00/per member = \$_____ Total

Please include your membership dues in your Fall State payment or mail a check and a **typed list of dues-paid members*** to:

ATTN: Stuart Luther
Midwest Program Director
Junior State of America
2001 S Street NW , Ste 510
Burlingame, CA 94010-1932

**Please include Name, Address, City, State, Zip Code, Grad Year, Email Address, and cell phone number for each student.*