



Junior State of America

Founded in 1934, sponsored by The Junior Statesmen Foundation

Mid-Atlantic Junior State of America

# Winter Congress 2018

*YOU write the bills.*

*YOU cast the votes.*

*YOU make the laws.*

February 23–25, 2018

Doubletree Crystal City – Arlington, VA

## Registration Packet



# JSA. BE THE PEOPLE

## Winter Congress 2018

On February 23-25, 2018, the Mid-Atlantic Junior State of America will hold its annual Winter Congress minutes away from our nation's capital at the Doubletree Crystal City in Arlington, Virginia. The student leaders hope you can join hundreds of other students and teachers from across the Mid-Atlantic for an exciting educational experience at this three-day, two night, student-run simulation of the United States congressional legislative process.

Textbook accounts of how a bill becomes a law can never convey the passions of lawmaking. Even viewing Congress in session fails to give a sense of the heated debates that go on in committee hearings or the compromising done in back room meetings. Winter Congress lets you experience not only becoming a member of Congress and seeing everything from the back room logrolling to the fiery speeches on the floor of the House and Senate, but also the thrill of having your own legislation passed by Congress or the anguish of watching your bill defeated. You will also get to debate other student's bills, propose amendments to make them better, or do your best to prevent a bad bill from passing.

The Mid-Atlantic student leaders create the Winter Congress simulation through assembling a team led by a Convention Coordinator and Bill Director and selecting students to serve as House and Senate leaders, committee chairs and clerks, etc. Through engaging in spirited debates, Winter Congress 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 through a variety of other events, including a dance and a Washington, D.C. Moonlight Monument Tour.

This registration packet has everything you need to register and prepare for Winter Congress

If you have any questions or encounter any problems, please do not hesitate to call or email the Mid-Atlantic Program Director Elizabeth Ventura at (202) 591-3734 or at [eventura@jsa.org](mailto:eventura@jsa.org).

See you at Winter Congress!



## 2018 MID-ATLANTIC WINTER CONGRESS INFORMATION

**Location:** Doubletree Crystal City  
 300 Army Navy Drive  
 Arlington, VA 22202  
 (703) 416-4100

**Check-In:** Registration will be from 12:00pm – 5:00pm on Friday, February 23, 2018.  
 - Room keys will be available late afternoon.  
 - Storage for luggage will be provided.

**Check-Out:** The convention will end at approximately 3:30pm on Sunday, February 25, 2018.  
 - All students must be out of their rooms by 9:00am.  
 - Storage for luggage will be provided.

**Student Rates:**

	Early (Dec. 15- Jan. 16)	Standard (Jan. 17 - Feb. 5)
Student Reg (Friday-Sunday)	\$250	\$295
Student Reg + Extra Night	\$310	\$355
Student Reg + 2 Extra Night	\$370	\$415
Student Reg + JSA Bus	\$350	\$395
JSA Bus + Extra Night	\$410	\$455

**\*\* JSA Bus for New Jersey/Philadelphia Area Students only.  
 JSA Bus + Extra night must be a chapter (or combined chapters) of 45+ students.**

- **Chapter Presidents:** Every student attending must be a dues-paid member of JSA. \$5.00 membership dues will be added to your chapter’s Winter Congress invoice for all non-members.
- We are happy to organize accommodations for any students or Teacher/Advisors needing special arrangements due to a physical disability or handicap. Please call or email the Mid-Atlantic Program Director before the standard registration deadline to make these accommodations.

**Teacher Rates:** Shared Double Room: Free  
 Private Room (Friday – Saturday): \$220.00  
 Private Room (Thursday - Saturday) \$330.00

- **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 nineteen (19) students.**

(i.e. One teacher/advisor for 1-19 students; two for 20-39, 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.

**Cost Covers:** Lodging at the hotel, all educational materials, two days of exciting educational programs, and the 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 cancel a chapter registration after the early registration deadline.** If a student drops after the early registration deadline, the chapter is responsible for the cost. Students should try to find another student from the 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 MAS Program Director (eventura@jsa.org) as soon as possible if you switch delegates.

**Scholarships:** The Mid-Atlantic Junior State is pleased to offer scholarships to help students in need attend our overnight conventions. Students who would like to apply for a Winter Congress scholarship, please go to <https://jsa.wufoo.com/forms/20172018-midatlantic-scholarship-application/> to fill out the scholarship application, and submit it by **January 5th, 2018.** Applicants and Teacher/Advisors will be notified of awards granted 2-3 days after the scholarship deadline.

**Meals:** Meals are not included; students should be prepared to purchase your own meals during the convention. There are many low-cost options at the nearby mall (Fashion Centre at Pentagon City) food court.

**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 are available at the hotel for a fee.

- **Chapter Presidents and Teacher/Advisors:** If your chapter is taking their own bus (not a JSA sponsored bus) to the convention, bus driver rooms are \$110/night (the same cost as teacher advisor private rooms.)
- New Jersey/Philadelphia area chapters that register for the JSA Bus option will receive bus itinerary (pick-up times & locations) 2-3 weeks prior to the convention. Please note: some pick-up locations may be other nearby schools.

**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 acknowledging 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 rights 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.

**Rep/Sen:** Each delegation will be made up of a combination of Senators and Members of the House of Representatives. This will be filled in rooming portion of the online registration. For every three (3) delegates registered from your high school, one (1) may be designated as a Senator.

**Payment:** One single payment by school check, personal check or credit card should be made upon completion of the registration process. Email Elizabeth Ventura for online credit card payment link or mail checks to:  
**Junior State of America  
2001 S St. NW  
Suite 510  
Washington DC 20009**

**Questions:** Please do not hesitate to call or email the MAS Program Director Elizabeth Ventura at (202) 591-3734 or at eventura@jsa.org if you have questions.



# STUDENT PERMISSION AND REGISTRATION FORM

**Mid-Atlantic Winter Congress  
Doubletree Crystal City  
February 23-25, 2018**

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 [eventura@jsa.org](mailto:eventura@jsa.org) by **February 15th**

Student Name: \_\_\_\_\_ Student Email: \_\_\_\_\_

High School: \_\_\_\_\_ Grad Year: \_\_\_\_\_ Female [ ] Male [ ]

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 policies in the following pages are for reference.)

My child and I have read over the JSA Convention Rules, Code of Ethics, and Dress Code. We agree to abide by said policies and allow our daughter/son to attend the 2018 Mid-Atlantic Winter Congress convention to be held at the DoubleTree Crystal City, VA on February 23-25, 2018.

I agree to pay \$\_\_\_\_\_ to \_\_\_\_\_ for my daughter/son to attend the 2018 Mid-Atlantic convention.

Please accept my additional tax-deductible donation of \$\_\_\_\_\_ to go to the Mid-Atlantic Scholarship fund to help a Mid-Atlantic student or JSA chapter in need.

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

- 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.
- 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.
- 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).
- 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.
- 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).
- 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.
- 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.
- 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.
- 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.
- Use of electronic devices during keynote speeches and inside debate rooms, unless the user is a main speaker, is prohibited except in emergencies.
- No student may drive a car to the convention or ride in a student-driven car during the convention.
- 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.
- 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.
- 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.
- Students who cancel after the JSA registration deadline or are sent home for rule violations will not receive a refund.**
- Students and their parents agree that The Junior State may use any photographs taken during the convention for promotional purposes.
- 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.

## 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



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## PREPARING FOR CONGRESS

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### Serve as a Member of Congress

Can you protect your bill from amendments that might lessen its impact? Should you compromise to gain support or should you hold and try to persuade others your bill is perfect as is? Members of Congress face such questions every day, and now it's your turn. At Congress 2018, as either a Senator or a member of the House of Representatives, you will experience the inner workings of the U.S. Congress firsthand.

### Write Legislation

Students' participation in Congress 2018 starts before the convention begins, as students work in teams to research and write legislation. Students select an issue they really care about and determine how Congress can use its powers to change the law.

Every chapter must submit **one bill for every five delegates** attending the convention. All bills must be submitted by the early registration deadline. Many bills received will be placed on the bill docket for consideration at Winter Congress. You can find complete information on writing and preparing a bill at <http://jsa.org/wp-content/uploads/Congress-Manual-FINAL.pdf>

### Committee Action and Mark-up

At the convention, students are assigned to committees where all the legislation is discussed and marked up. Amendments are made and language is clarified while the students learn the art of compromise to earn the committee votes needed to send their legislation the floor of the House or Senate.

### Floor Debate

Public speaking skills are emphasized as the sponsors of the legislation that passed in committee take the podium in the full House and Senate sessions. The chambers are always packed as supporters and opponents of each bill get a chance to speak and persuade the members to support their position. Students will have the chance to speak out on the most pressing issues facing our nation today.

### Convention Overview

- Saturday, Day 1 – House and Senate Committee Hearings
  - Each student is assigned to a House or Senate committee that meets to consider bills. A student chairs each committee, assisted by a clerk. All bills passed by both a House and Senate committee are placed on the docket for Sunday.
- Sunday, Day 2 – Full House and Senate Floor Sessions
  - Students meet in full sessions of the Senate and House of Representatives to debate the bills which passed in both their House and Senate committees. A student will serve as the President Pro Tempore of the Senate and another will serve as the Speaker of the House of Representatives.





## PREPARING FOR CONGRESS

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

Many schools travel to Washington a day or two 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 schools who want to arrive early. These rooms will be filled on a first-come, first-serve basis.

### Friday, Day 1 – DC Chapter Excursions

Chapters register at the hotel upon arrival and then have Friday afternoon to attend their own Friday excursions at any of DC many attractions.

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

Each student is assigned to a House or Senate committee that will meet to consider bills. A student chairs each committee, assisted by a clerk.

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

Students will meet in full sessions of the Senate and House of Representatives to debate the bills that passed in both its House and Senate committees. A student will serve as the President Pro Tempore of the Senate and another will serve as the Speaker of the House of Representatives.

### Social Activities – Dance 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 and a moonlight tour of some of the most iconic memorials in Washington DC, including the Lincoln, Jefferson, MLK, Vietnam, Korea, and World War II Memorials, the Washington Monument, and many other sites on the Washington Mall on Saturday night.

### Sample Winter Congress Agenda

#### Friday, February 23<sup>rd</sup>

Registration	12:00 PM – 5:00 PM
Key Distribution	5:00 PM
Dinner	5:00 PM – 7:00 PM
Opening Session & Keynote	7:30 PM – 8:30 PM
Political Party Caucus	8:30 PM
Chair/Clerk/Logistics Agent Meeting	9:00 PM
Teacher Advisor Meeting	9:00 PM
Evening Activities	9:30 PM – 11:00 PM
Curfew	11:00 PM

#### Sunday, February 25<sup>th</sup>

Breakfast	8:00 AM – 9:00 AM
Full Session I	9:00AM – 12:00 PM
Lunch	12:00 PM – 1:00 PM
Full Session II	1:00 PM – 2:30PM
Closing Session	2:30 PM – 3:30 PM

#### Saturday, February 24<sup>th</sup>

Breakfast	8:00 AM – 9:00 AM
Committee Session I	9:00 AM – 12:00 PM
Lunch	12:00 PM – 1:30 PM
Committee Session II	1:30 PM – 5:00 PM
Political Fair	2:00 PM – 5:00 PM
Summer School Admissions	2:00 PM – 5:00 PM
Teacher Advisor Reception	3:00 PM
Dinner	5:30 PM – 8:30 PM
Chapter Caucuses	8:45 PM
Monument Tour	9:00 PM – 11:00 PM
Evening Activities	9:00 PM – 12:00 AM
Curfew	12:00 AM



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## INFORMATION FOR CHAPTER PRESIDENTS AND TEACHER/ADVISORS

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

**Delegation: 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 Statesmen 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 February 5<sup>th</sup> deadline, JSA will likely have to house students based on available space, rather than by your requested rooming list.

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

- All students and Teacher/Advisor(s) from your high school must register as one chapter.
- **You must note whether a delegate will be a Senator or a Representative.**
- JSA houses four students of the same sex are 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 registration.

**Rep/Sen:** Each delegation will be made up of a combination of Senators and Members of the House of Representatives. **For every three (3) delegates registered from your high school, one (1) may be designated as a Senator.**

**Bills:** Every chapter attending Winter Congress must submit at least **one bill for every five delegates.** Your chapter may submit as many additional bills as you wish, but there is no guarantee that it will be included in the bill docket. Students are encouraged to research the topic of their choice and volunteer to sponsor a bill at the convention. Each bill should have a House and Senate sponsor. All bills should be emailed to [wintercongress2018@midatlantic.jsa.org](mailto:wintercongress2018@midatlantic.jsa.org) by the bill deadline on January 16th.

The Winter Congress Cabinet will do their best to ensure that every bill is listed in the final bill docket, and will contact all students prior to the convention to resolve any problems with the bills as well as notify them of their bill's placement in the docket.

Your chapter is encouraged to research and discuss other chapter's bills before Winter Congress as well.

## **Key Deadlines**

**Register online at [www.jsa.org/myjsa](http://www.jsa.org/myjsa)**

***Early Registration Period: Dec. 15<sup>th</sup> – Jan. 16<sup>th</sup>***

***Regular Registration Period: Jan. 16<sup>th</sup> – Feb. 5<sup>th</sup>***

***Bill Deadline: Jan. 16<sup>th</sup>***

***Payment is due upon submission of registration***

***Payments can be made via credit card or by mailing one inclusive check:***

***Junior State of America  
2001 S St. NW  
Suite 510  
Washington DC 20009***



## 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.

- 1. 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.
- 2. 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.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. 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.
- 8. 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.
- 9. 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



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## CONVENTION CHECKLIST

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Use this convention checklist to help plan and get your chapter to Winter Congress. 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 a contact and email for interested students.

### 3. Write Legislation (Bills are due by December 30<sup>th</sup>!)

- Discuss federal issues with your chapter members and see who might be interested in writing legislation.
- Divide your chapter into teams of 3-5 people to research each subject.
- Have each subject team decide who will write the bill. Be sure to follow the format provided in the NorCal Winter Congress Booklet!
- Decide who will be the Senator and Representatives officially sponsoring the legislation. This information **MUST** be included with your registration.

### 4. 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 Winter Congress 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 registration deadlines.
- 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.) Make sure all names are spelled correctly and you have indicated which students will be Senators and Representatives. Your Teacher/Advisor must sign off on the Hotel Rooming List.
- 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.

### 5. 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 a 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.

### 6. 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.

### 7. 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 Mid-Atlantic Program Director Elizabeth Ventura at (202) 591-3734 and make arrangements to pay the outstanding balance.



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## ONLINE CHAPTER REGISTRATION GUIDE

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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 Mid-Atlantic Program Director Elizabeth Ventura by phone at (202) 591-3734 or by email at [eventura@jsa.org](mailto:eventura@jsa.org).

- Step 1:** Log into MyJSA. Go to the “My Events” tab, and under “Register for a New Event” select “Winter Congress” 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](mailto: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](http://jsa.org/MyJSA).
- Suggestion: Bring a laptop to the first few meetings and have members create or update their MyJSA accounts.
- Step 3:** Collect registration forms, permission forms, and payment. During December and January, collect Winter Congress registration forms, 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 all male students in one set of rooms and female students in another.
- 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, your rooming list, and who in your chapter will be a Senator and who will be a Representative. 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.
- Elizabeth Ventura, the Mid-Atlantic 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 Mid-Atlantic Scholarship Fund to the JSA office in Washington DC.
- Please note: If paying for the convention by credit card, please contact the Mid-Atlantic 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.