



**JSA. BE THE PEOPLE**

The Ohio River Valley Junior State of America presents

# **Spring State 2017**

April 29-30, 2017

Sheraton Columbus at Columbus Square

## **Registration Packet**

**Early Registration Deadline: March 27<sup>th</sup>, 2017**

**Standard Registration Deadline: April 15<sup>th</sup>, 2017**



# JSA. BE THE PEOPLE

## **Spring State 2016**

### *Millennial Momentum: Turning the Tide of American Politics*

On April 29-30, 2017, the Ohio River Valley Junior State of America will hold its annual Spring State Convention at the Hyatt Regency Schaumburg. The Ohio River Valley student leaders hope you can join hundreds of other students and teachers from across the Ohio River Valley for an exciting educational experience at this weekend-long examination of the policies and rhetoric at the center of this critical election cycle.

At a time when 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 issues that have divided the American public, elected representatives, and presidential candidates alike is more important than ever. Through engaging in spirited debates, thought talks, simulations, and other activities throughout the weekend, including nighttime activities and a dance on Saturday night, you will have the opportunity to meet students from other Ohio River Valley schools and leave Spring State 2017 with a broader perspective and deeper understanding of the issues facing our nation at a crossroads.

Spring State 2017 also features the presentation of the Chapter of the Year and Statesmen of the Year awards, the election of the Ohio River Valley Junior State governor and lieutenant governor, and the election of each Ohio River Valley region's mayor and vice mayor. You will have the chance to hear from all the candidates, carefully consider their strengths and weaknesses, cast your vote for who you believe is the best candidate for each position, and leave knowing you had a say in who will lead the Ohio River Valley Junior State next year. Campaign season has already begun, so make sure to get involved!



## Ohio River Valley SPRING STATE INFORMATION

**Location:** Sheraton Columbus at Columbus Square

**Registration:** Registration will be from 8:00am – 10:00am on Saturday, April 29, 2017.  
- Keys will be available at 5:00pm; luggage storage will be provided.

**Check-Out:** The convention will end at approximately 3:30pm on Sunday, April 30, 2017.  
- Students must check out of their rooms by 9:00am; luggage storage will be provided.

**Student Rates:** March 13<sup>th</sup> – March 26<sup>th</sup>: *Early Registration*

- Shared Double: \$150.00
- Extra Night: \$50.00

March 27<sup>th</sup> – April 14<sup>th</sup>: *Standard Registration*

- Shared Double (4 to a room): \$195.00
  - o **Chapter Presidents:** Every student attending must be a dues-paid member of JSA. Please add \$5.00 to any non-member's registration cost, fill out the Membership Dues Form included in this registration packet, and send in the \$5.00 membership dues for each new member in your chapter along with your Spring State payment.

**Teacher Rates:** Shared Double Room: Free  
Private Room \$110.00

- o **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 we will try to accommodate early check-ins for Teachers/Advisors, rooms may not be available until 5:00 pm.

**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 20-38 students, three for 38-57 students, etc.)

- o **Chapter Presidents:** School districts may require a higher ratio of teachers to students or teachers of both genders to attend. Please check with your administration and comply with these policies.

**Cost Covers:** Your registration covers two night's lodging at the hotel, all educational materials, two days of exciting educational programs and activities, and social events on Saturday evenings including a dance.

- o 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 Ohio River Valley Program Director before the registration deadline to make these accommodations.

**Meals:** Meals are not included, so be prepared to purchase your own meals during the convention. Arrangements have been made with the hotel and area restaurants to provide inexpensive meal options.

**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 parent and/or Teacher/Advisor drivers. Bus and car parking is available at the hotel.

**Conduct:** Rules of conduct and dress code for the convention are listed on the **Parental Permission Form** and **JSA Dress Code** that delegates and parents/guardians must read and sign. 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.

**Refunds:** Because JSA has to make guarantees to the hotel far in advance of the convention, **we are unable to give refunds after the standard registration deadline has passed.** If you find yourself unable to attend after the standard registration deadline, try to find another student from your school to go in your place and have them reimburse you the cost. Each replacement student MUST submit a permission form.

- o **Chapter Presidents and Teacher/Advisors:** Notify the Ohio River Valley Program Director as soon as possible if you switch delegates. Each chapter must pay for the number of students registered at the standard registration deadline. These students will not receive a refund if they cancel. However, if your principal or school board decides after the registration deadline that your entire chapter cannot participate due to inclement weather, you may request a full refund.

**Questions:** Please do not hesitate to call or email the Ohio River Valley Program Director Stuart Luther at (650) 393-7732 or at sluther@jsa.org if you have questions.

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

***Early Registration Deadline: March 27<sup>th</sup>, 2017***

***Standard Registration Deadline: April 15<sup>th</sup>, 2017***



## JSA SPRING 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 .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 session 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, Political Fairs enable students to meet representatives of lobbying and political groups and 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 and meet others with similar interests and diverse talents in less formal settings like dances, quiz bowl, impromptu debates, and JSA Socials, 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. Spring State conventions feature dramatic and exciting “political convention style” elections for Junior State offices. Mock trials allow delegates to explore our nation’s judicial system and examine how legal and constitutional controversies are resolved in the United States. Simulations of city council and school board meetings help students grapple with local governance issues. These and various other political seminars give students a wide-range of ways to get involved

## THE ERNEST A. ROGERS CHAPTER OF THE YEAR AWARD

Each year at Spring State conventions across the nation, the Junior Statesmen Foundation recognizes the most outstanding chapters in each of its jurisdictions. The award is named in honor of JSA's founder, Professor Ernest Andrew Rogers, who is more commonly referred to as "Prof. Rogers." The idea for what is now known as the Junior State was first conceived by Prof. Rogers, headmaster of the Montezuma School in California's Santa Cruz Mountains in the early 1930s. Rogers had long maintained that one of the primary needs of a democracy was to train its youth in the essentials of good government. Rogers believed that without an informed populace, a democracy is worthless.



On an autumn evening in 1934, Prof. Rogers put the question before his students. Someone suggested a junior government -- an educational project to help create the statesmen and citizens of the future.

Excited by the idea, the students began to set out the goals for their junior government. Non-partisan, non-sectarian, non-secret, and non-profit, the organization would rise above the evils of propaganda and dirty politics. Students would not just learn about democracy, but would practice it among themselves. The Chapter of the Year Award is given to schools that fulfill the ideals envisioned by Prof. Rogers.

### Rewards for Winning Chapter of the Year

1. An engraved plaque honoring the chapter.
2. A \$1,000 scholarship to a Junior Statesmen Summer School
3. A full scholarship to a Junior Statesmen Symposium for one (1) chapter member.
4. One free private room to the chapter's Teacher/Advisor to all conventions the following year.
5. Become eligible for the Junior State of America's National Civic Impact Award.

### The National Civic Impact Award

The Junior State of America annually recognizes the chapter that has had the biggest impact on increasing the level of civic awareness and engagement at their school with the National Civic Impact Award. The award goes to one of the 10 chapters chosen as their state's Chapter of the Year. The winning chapter receives:

1. An engraved plaque honoring the chapter.
2. A \$500 stipend reward given to the chapter's Teacher/Advisor.
3. A \$2,000 grant to the chapter to continue their civic impact and engagement projects.

### How to be Recognized as the "Chapter of the Year"

The Chapter of the Year is chosen at each state's Spring State Convention. Chapter Presidents and Teacher/Advisors submit an essay and make a 6-8 minute presentation during a special activity block at Spring State to promote their chapter's candidacy for the Chapter of the Year Award.

### Chapter of the Year Application Process

1. Review the "Criteria for Judging the Most Outstanding Chapter" listed below.
2. Submit a complete Chapter of the Year application and essay written by the Chapter President and Teacher/Advisor describing ways in which the chapter has been extraordinary through their activities, events, and participation in the community to your state's Program Director at least one week prior to Spring State.
3. At Spring State, the Teacher/Advisor and the Chapter President or her/his designee will give a 6-8 minute presentation to a panel of Teacher/Advisors and Junior State staff who will decide which chapter will be the Chapter of the Year.
4. Presentation Requirements
  - a. Chapters should prepare and submit a PowerPoint slideshow or video and have it ready in CD, DVD, or USB memory device.
  - b. The presentation should describe your chapter's achievements and include photos, videos, press clippings, text, charts, and any other audio/visual aids that help to convey the chapter's achievements;
  - c. The student should be able to operate all equipment. Junior State will provide an LCD projector and laptop PC computer. Students should contact their state's program director to ensure that the equipment is compatible for your presentation.
  - d. Videos should not last more than five minutes so that there is time for questions and answers.

### **Description of the Ideal Junior State Chapter.**

The ideal JSA chapter is the center of nonpartisan political activity and awareness on campus. A chapter that is doing the best possible job of educating, involving, and representing the youth of their school and community is living up fully to the goals of the Junior State of America. Outstanding JSA chapters have members who diligently plan, regularly attend, and actively participate in chapter, regional, and state activities such as: chapter conferences, regional one-day conferences, and JSA overnight conventions. Typical chapter activities include student debates of controversial issues, guest speakers, mock trials, candidate debates, and voter education and registration drives. Outstanding JSA chapters go out of their way to encourage involvement in, and understanding of, the democratic process, and participation in programs sponsored by the Junior State of America and the Junior Statesmen Foundation.

### **Criteria for Judging the Most Outstanding Chapter**

#### 1. *Political Awareness*

- Chapter hosts events such as debates, thought-talks, guest speakers, simulations such as mock trials and mock elections, and mini-conventions that are politically relevant and raise the level of engagement of chapter members and school.

#### 2. *Civic Engagement/Activism –*

- Participation in school governance, school board, and city council meetings.
- Conducts voter registration drives and letter writing campaigns to local, state, or federal representatives.
- Works with elected officials to raise awareness of student concerns and offer action plans, or policy recommendations.

#### 3. *Leadership –*

- Chapter members exemplify leadership qualities in their school, community, and at JSA events through active participation as speakers/moderators in debates, and thought talks.

#### 4. *Community Service –*

- Chapter contributes to the betterment of their city by participating and volunteering at charitable organizations such as food banks, care facilities, and community centers.

#### 5. *JSA Participation –*

- Regularly attends JSA conventions, regional one-day conferences, and chapter conferences.





# THE ERNEST A. ROGERS CHAPTER OF THE YEAR AWARD APPLICATION FORM

Chapters interested in competing for the Chapter of the Year Award should complete and submit this application form at least one week prior to Spring State Convention to their state's program director.

<b>Name of Chapter:</b>		<b>Date:</b>
<b>School Address:</b>		<b>City/State/Zip:</b>
<b>Chapter President:</b>		
<b>CP Phone:</b>		<b>CP Email:</b>
<b>Teacher Advisor:</b>		
<b>TA Cell Phone:</b>		<b>TA Email:</b>
<b>Description of Presentation:</b>		
<b>Audio Visual Req:</b>		



## INFORMATION FOR CHAPTER PRESIDENTS AND TEACHER/ADVISORS

**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.

**Questions:** Please do not hesitate to call or email the Ohio River Valley Program Director, Stuart Luther at (202)591-3732 or [sluther@jsa.org](mailto:sluther@jsa.org).

**Delegation:** When looking for students to join your delegation to Spring 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 Spring 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 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 March 24<sup>th</sup> deadline, JSA will likely have to house students based on available space, rather than by your requested rooming list. Contact the Ohio River Valley Program Director Stuart Luther at [sluther@jsa.org](mailto:sluther@jsa.org) if you think you might be delayed in submitting your registration.

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.

- **Your chapter may only include students from your high school.** What does this mean?
  - Every school needs a Teacher/Advisor for their chapter.
  - No student may attend the convention as part of another school's chapter.
  - No Teacher/Advisor(s) may chaperone students from a high school other than their own.
- JSA houses four students of the same sex 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 registration.

**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 Ohio River Valley Program Director, or download the Fundraising Manual at [www.jsa.org/downloads](http://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 Ohio River Valley Junior State is pleased to offer scholarships to help students in need attend conventions. If you would like to apply for a Spring State scholarship, please go to the following link to complete the application. Applications are due **March 13<sup>th</sup>, 2017.**  
<https://docs.google.com/forms/d/e/1FAIpQLSfhPm8bxNwyAUAw5tVASY7hGRhYRM82K7XkrbajFAMGFmNAGQ/viewform>

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

**Early Registration Deadline: March 27<sup>th</sup>, 2017**

**Standard Registration Deadline: April 15<sup>th</sup>, 2017**



## CONVENTION CHECKLIST

Use this convention checklist to help plan and get your chapter to Spring 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 a contact and email for interested students.
- Obtain copies of the *Preparing for Congress* booklet and make them available to students interested in attending.

### 3. Write Legislation (Bills are due to the Bill Director on January 9<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 *Preparing for Congress*.
- Have each team decide who will be the Senator and Representatives officially sponsoring the legislation. This information **MUST** be included with your registration.

### 4. Register

- 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.**
- Pass out registration packets to all interested students.
- Set a deadline for returning registration checks and permission forms.
- Collect permission forms. Make sure every student has gone over the permission form with their parents and has returned a signed permission form.
- Collect the chapter's new membership taxes (for students who have not already paid taxes for the 2015-2016 school year).
- Collect checks, process them with the school, Teacher/Advisor, or parent, and obtain one inclusive check for all registration costs.
- Fill out the Registration Form, Hotel Rooming List, Bill Summary Form, and Membership Dues Form. 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 registration form, hotel rooming list, registration check, permission forms, bill summary, and all bills to the JSA DC office. Make two copies of each and keep one for the Chapter President and one for the Teacher/Advisor. Double-check all registration materials for accuracy. Make sure registration materials are submitted by the 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 Ohio River Valley Program Director Stuart Luther at (202) 391-3734 to make a payment arrangement.

**Make copies of all registration materials including permission forms and convention rules.**



## CONVENTION REGISTRATION AND PAYMENT

Registering online is the quickest and easiest way to sign up to attend a JSA convention. It saves paper, money, and hassle. Use **MyJSA** ([jsa.org/myjsa](http://jsa.org/myjsa)) to register your chapter online.

To register online, you first must be designated as a Chapter President or Teacher/Advisor in the MyJSA membership management system.

There are three ways to have your MyJSA account upgraded to “Chapter President” or “Teacher/Advisor”:

- Submit an online request at [www.jsa.org/myjsa](http://www.jsa.org/myjsa) by logging in to your account, going to “My Personal Data”, and changing the JSA Role field to “Chapter President”.
- Complete the [Chapter Leadership Online form](#) or download the Chapter Leadership form and send it to the JSA DC office.
- Call or email the Ohio River Valley Program Director Stuart Luther at the JSA DC Office at (202)591-3732.

JSA staff will update the system to reflect the current chapter leadership within one business day.

Please make sure to complete your registration by the deadline. If you register any students after the deadline, JSA will house them based on available space, rather than according to your requested Rooming List. **NO CHANGES TO YOUR REGISTRATION WILL BE ACCEPTED AFTER THE MONDAY BEFORE THE CONVENTION.**

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.

**Please read the step-by-step instructions for online registration on the next page carefully.**

- **Payment Options**

**School Check:** ONE inclusive check payable to The Junior State of America from the school. If the school cannot process the check request before the registration deadline, send a copy of the documentation showing you have arranged with the school to send the check, **plus** a guarantee from the school that payment will be received **before** the start of the convention.

**Personal Check:** ONE inclusive check payable to The Junior State of America from a parent or Teacher/Advisor (students must pay that individual).

**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 Ohio River Valley Program Director, and he will walk you through the process.

DO NOT SEND CASH OR INDIVIDUAL PERSONAL CHECKS.

**SEND ALL FORMS AND PAYMENT TO:**

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



## 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 call the Ohio River Valley Program Director Stuart Luther at (202)591-3732 or [sluther@jsa.org](mailto:sluther@jsa.org).

- Step 1:** *Log into MyJSA. Go to the My Events tab, and under "Register for a New Event" select "Spring 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 allows JSA to plan for attendance. If you have a My Chapter tab but you do not see a registration option under My Events, contact the Ohio River Valley Program Director Stuart Luther.
- Step 2:** *Complete all of the forms in this registration packet as a guide for registering online.* Even though you will be registering online, these forms provide useful logistical information as well as other pertinent information.
- Step 3:** *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). Bring a computer with an internet connection to meetings and have members create or update their accounts.
- Step 4:** *Collect registration fees, membership dues, and permission forms.* During December and January, collect Spring State registration fees and permission forms from all members who will attend the convention as well as membership dues from new chapter members. Keep track of who has paid and who has submitted permission forms using the forms in this registration packet or a spreadsheet on a computer.
- Step 5:** *Create a rooming list.* Once a list of members attending is finalized, use the rooming list form in the registration packet as a guide to note who will room together.
- Step 6:** *Calculate the total cost for the chapter.* Use the instructions in this registration packet to make sure you have the correct total, including any extra fees for Teacher/Advisors, extra nights, etc.
- Step 7:** *Log in and complete the chapter registration.* The online registration form will ask for the information that has been assembled above, namely, the students and Teacher/Advisors for your group, the convention pricing packages for each, and your rooming list. The students and Teacher/Advisors are selected from the chapter roster, so make sure the roster is complete as described in Step 3. Once all the information is entered correctly, click "Submit."

**Step 8:** *After submitting registration online, a preliminary invoice will be created showing the total amount due and the chapter list. Stuart Luther, the Ohio River Valley Program Director, will review and confirm registration details and then send a final invoice. Review the payment options and arrange to pay before the convention.*

**Step 9:** *Send in the convention payment, tax forms and payment (if applicable), signed student permission forms, and signed Teacher/Advisor Responsibility form to the Junior State of America Washington, DC office. These can be scanned copies. If paying by credit card, call the JSA DC office to supply the credit card information.*





## STUDENT PARTICIPATION AND PARENTAL PERMISSION GUIDELINES

**Parents: Please read this information carefully and review it with your daughter or son 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 permission form, **you agree to pick up or arrange transportation for your daughter or son 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 daughter or son cancels after the JSA registration deadline.** If your daughter or son 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.

### **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 front desk before the convention ends. JSA Staff will notify Teacher/Advisors of charges. Students must have all belongings out of their rooms by 9:00 a.m. 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 Statesmen 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 position 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 CODE OF ETHICS**

### **Students participating in Junior State of America events must:**

1. Take pride in the organization, activities, leadership training exercises, and other educational and civic opportunities provided to them.
2. Respect the opinions of other students.
3. Conduct themselves in the manner of a **Statesperson at all times (See Rule #9)**, treating other students with respect and actively engaging them in educated and principled discussions of government affairs and policies.

## **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.**

### **Women:**

#### **What is appropriate?**

- Dress shirt with a collar, blouse, or sleeveless top with cap shoulders.
- Sweaters, coats, or suit jacket.
- Dresses or skirts reaching two inches above the knee.
- Dress pants or dress capris.
- Flats, three inch (or less) heels, dress slip-ons.
- Nylons, tights, or other solid colored hosiery.

#### **What will cause you to be asked to change?**

- Inappropriately short dresses or skirts.
- Jeans
- Revealing, strapless, spaghetti strap, or backless tops.
- T-Shirts, buttons, or jewelry with offensive and/or inappropriate messages.
- Tennis shoes, sandals, flip flops, or winter boots.
- 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 dress shirt and tie.
- Dress pants, dress chinos, or khakis.
- Dark tennis shoes
- Dress shoes. Loafers are acceptable.

#### **What will cause you to be asked to change?**

- Jeans, corduroys, or cargo pants.
- Polo shirts, rugby shirts, or other collared shirts.
- Athletic sneakers, sandals, flip-flops, Birkenstocks, or work boots.
- Hooded sweatshirts in lieu of a sweater.
- Pants worn without sufficient support, such as a belt or suspenders causing waist bands to fall past the waist.

### **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



**STUDENT PERMISSION AND REGISTRATION FORM**

**Ohio River Valley Spring State  
April 29-30, 2017**

Please turn in this Student Permission & Registration Form in to your JSA Chapter Teacher Advisor

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 student & parent and collected. The guidelines in the following pages are for student/parent 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 2016 Ohio River Valley Spring State convention to be held at The Raddison Resort Orlando in Kissimmee, FL on April 22-23, 2017.

I agree to pay \$ \_\_\_\_\_ to \_\_\_\_\_ for my daughter/son to attend the 2017 Ohio River Valley Spring State convention.

Please accept my additional tax-deductible donation of \$ \_\_\_\_\_ included in daughter/son's Spring State payment to go to the Ohio River Valley JSA Scholarship Fund to help a Ohio River Valley student in need attend Spring State. (JSA will send a donation receipt upon receiving the chapter's Spring State payment.) You can also donate online at [jsa.org/Ohio River Valley](http://jsa.org/Ohio River Valley).

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_ Parent Cell Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TEACHER/ADVISOR CONVENTION RESPONSIBILITIES

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.
  - a. 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 \_\_\_\_\_

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Print Name

Cell Phone

Email