

The Junior State of America presents

# Spring State 2012

## “The American Identity: From the Founders to the Future”



### Registration Packet

April 28-29, 2012

Marriott Redmond Town Center, Redmond, WA

# **Registration Deadline: Tuesday, March 27, 2012**

## **Convention Planning Contact Information**

### **DEBATING, MODERATING, AND OTHER CONVENTION ACTIVITIES**

Debater and Moderator application forms and the convention brochure will be sent out shortly.

### **Student Leaders**

| <b>Overall Convention Planning</b> | <b>Debaters &amp; Moderators</b> | <b>Elections</b>         |
|------------------------------------|----------------------------------|--------------------------|
| Sarah Greenhall                    | Delaney Foreman                  | Travis Fox               |
| PNW Governor                       | Debate Director                  | PNW Lt. Governor         |
| sgreenhall@jsa.org                 | delforeman.jsa@gmail.com         | travisfox.jsa.@gmail.com |

### **Junior Statesmen Foundation Staff**

Steve Bayne  
Pacific Northwest Program Director  
800 334-5353  
sbayne@jsa.org

**The Junior Statesmen Foundation**  
**800 S. Claremont St, Suite 202**  
**San Mateo, CA 94402**

# PNW SPRING STATE 2012

## “Revolutionizing Democracy: Yesterday, Today and Tomorrow”

Marriot Redmond Town Center, 7401 164<sup>th</sup> Ave NE, Redmond, WA  
April 28-29, 2012

### Registration Deadline: March 27, 2012

The Junior State of America hopes you will be able to join students and teachers from throughout the Pacific Northwest for an exciting educational experience at this weekend-long convention.

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#### CONVENTION DETAILS

On April 28-29, 2012, the Pacific Northwest Junior State of America will sponsor its annual Spring State Convention, “**Life and Liberty: Reimagining the American Dream**” at the Marriot Redmond Town Center Hotel. Please check it out at:

<http://www.marriott.com/hotels/travel/seamc-redmond-marriott-town-center>

Spring State 2012 will give students the chance to debate and define “**Life and Liberty: Reimagining the American Dream**”. Through active participation in debates, seminars, thought talks and other activities, delegates will voice their opinions on the status of American society, the world community, and the future direction of the Pacific Northwest and the country.

The Spring State convention will also feature elections of next year’s PNW Junior State Officers. There will be a dance on Saturday evening where delegates will have the opportunity to relax and get to know students from other schools. This convention will be an educational and social highlight of the year.

All student participants from your high school and your Teacher/Advisor(s) will register together as one delegation. Chapter Presidents and Teacher/Advisors are responsible for organizing and submitting the registration information for their delegations online or to the Junior State office in San Mateo, CA in a well-organized and timely fashion.

Neatness is important—if you register by mail, we’ll be using your documents to generate rooming lists and nametags for your group. It’s a good idea to check with your Teacher/Advisor(s) to be sure that the hotel arrangements you are making for him/her are correct before you submit your registration packet to us. Of course, **if you and your teacher register your delegation online, it saves your delegation the \$25 fee for paper registration.**

JSA conventions are large and complex and take considerable advance planning, especially in reserving our space requirements with the hotel.

**PLEASE GET YOUR REGISTRATION MATERIALS IN ON TIME.** If your registration does not arrive before the deadline, we may have to house students based on available space, rather than according to your Rooming List.

**The Pacific Northwest Junior State of America  
“Revolutionizing Democracy: Yesterday, Today and Tomorrow”  
April 28-29, 2012**

**Location:** Marriott Redmond Town Center  
7401 164<sup>th</sup> Avenue NE, Redmond, WA 98052  
<http://www.marriott.com/hotels/travel/seamc-redmond-marriott-town-center/>

**Check-in:** \*Delegation registration will be from 9:00 a.m. – 10:00 a.m. on Saturday, April 28, 2012.  
  
\*Room keys may not be available on Saturday until 5:00 p.m., but luggage storage will be provided.

Students who live far from the convention site can arrange to arrive the night before the convention for a fee of \$45/student. They must be accompanied by a Teacher/Advisor who must stay overnight and supervise the students.

**Check-out:** The convention will end at approximately 2:00 p.m. on Sunday, April 29.

**School Approval:** Your Teacher/Advisor should check with the Principal, Vice-Principal or Activities Director at your school about any school approval that needs to be arranged. Do this well in advance to allow time for obtaining approval.

**Student Registration:** **\$ 105.00 Online Registration**  
**\$ 45.00 Extra Night (Friday)**  
\$ 25.00 Additional fee for Paper Registration (per delegation)  
\$ 10.00 late registration fee per student

The member rate is for tax-paid members of a chapter with 8 or more members. A Junior State chapter should not submit any non-member registration fees. If a Spring State delegate from your school has not paid taxes, submit \$3.00 taxes for everyone who hasn't already paid. **Please remember that chapters which have fewer than 8 tax-paid members will not be able to participate in the exciting elections for next year's leadership!** If you would like to start a Junior State chapter in your school, call Steve Bayne at the Junior State office at (800) 334-5353.

**At Spring State, four students of the same sex are housed in a room with two beds--make sure your delegates are aware of this. In cases where a delegation has fewer than four students of one sex assigned to a room, delegates from another high school will be housed with your delegates in that room.**

Students who need special arrangements due to a physical disability or handicap **must** make those arrangements with The Junior State staff before the registration deadline. Failure to do so may mean that such arrangements may not be possible.

**Teacher Registration:** For every group of 1-19 students in your delegation, you **MUST** bring at least one teacher (1 teacher for 1-19 students; 2 for 20-38 students, 3 for 39-57 students, etc.).

\* FREE registration for shared room accommodation (2 same sex teachers in a room w/ 2 beds) for one teacher per group of 1-19 students **OR**  
\* Registration fee of **only** \$85 for a private room

**Additional Teachers (More than 1 per group of 1-19 students):**

**In other words, one teacher in a shared room is free when the teacher accompanies a delegation of from 1 to 19 students. A second teacher is free for delegations which number 19 or more students. Additional teachers, outside this framework, are charged as \$85 for a shared room with another teacher advisor.**

**Registration**

**Deadline:**

**Tuesday, March 27, 2012**

**Online Registration:** See page 7 for full online registration instructions.

**What to Submit:** (Make copies of these forms for your records before you mail them to us.)

- \_\_\_ Registration form (unless you are registering online)
- \_\_\_ Hotel Rooming List form signed by your Teacher/Advisor (if you register online you will be emailed this form to fill out and email back).
- \_\_\_ Permission Slip for each student signed by the student and a parent or guardian (Make copies of the Permission Slip with the rules on the back from this packet for delegates).
- \_\_\_ Payment in full (see Payment Options below) or evidence that you've made arrangements to have a check sent. **Don't postpone sending in your materials if there will be a delay in obtaining the school check. It is helpful for us to know your school is coming as soon as possible.**
- \_\_\_ A separate check for taxes, if applicable.

**What Fee Covers:** One night's lodging at the hotel, all educational materials, two days of exciting educational programs and the dance on Saturday evening. Meals are not included, but there are several inexpensive restaurants nearby.

- Payment Options:**
- \* **ONE** inclusive check payable to The Junior State from the school. If your school takes a long time to process check requests, send a copy of the documentation showing that you have arranged with the school to send the check, **plus** a guarantee from the school that payment will be received **before** the start of the convention.  
**OR**
  - \* **ONE** inclusive check payable to The Junior State from a parent or teacher (delegates pay that individual)  
**OR**
  - \* A school purchase order (must be payable within 30 days).  
**Do not send individual personal checks from the delegates. Do not send cash.**

**Where to Send Forms & Payment:** **The Junior State of America, PNW Registration  
800 S Claremont Street, Suite 202  
San Mateo, CA 94402  
(800) 334-5353  
Fax: 347-7200**

**Refunds:** Because we have to make guarantees to the hotel far in advance of the convention, **we are unable to make refunds after the registration deadline has passed.** Likewise, if you send in a copy of documentation and a guarantee that a school check is being processed, you will be held to your original headcount and will be required to pay for any students who cancel.

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

**Transportation:** **Delegates may not travel to the convention in student-driven cars. Student drivers will be reported to their schools and their parents and sent home immediately.**

Delegations also are encouraged to form carpools with parent and/or Teacher Advisor drivers. Free parking is available at the hotel.

- Conduct:**
- \* Rules of conduct for the convention are listed on the **Parental Permission Slip** that each delegate and his/her parent or guardian must read and sign as part of the registration process. Delegation leaders (e.g. chapter presidents) and Teacher/Advisors should review the rules stated in the **Permission Slips** carefully and be confident that all members of their delegations can be counted upon to honor them.
  - \* **Additional rules may be announced by the Program Director or Teacher/Advisor at the convention.**
  - \* No visitors are allowed in the hotel. Delegates are not allowed to associate with any visitor who is not an official guest of the Junior Statesmen program.
  - \* We reserve the right to send home, without refund, any individual delegate, or even an entire delegation, for violations of these rules.

**Meals:** Delegates should be prepared to purchase their meals on during the convention. The hotel will prepare special meal options for Junior State delegates.

**Elections:** The feature event of every Spring State Convention is the exciting elections of Junior State officers. Your chapter is encouraged to actively participate in the elections by working for a candidate for Governor and Lt. Governor or by running your own candidate. Don't miss out on this opportunity to get involved and have a lot of fun. Election guidelines, describing the election procedures, will be sent to all Chapter Presidents and Teacher/Advisors.

**Fundraising:** We hope every delegation is actively raising funds to lower convention prices for its members. Many chapters sponsor fund raisers such as car washes, candy sales, and garage or yard sales to help defray convention costs. Some chapters write local businesses and service organizations to solicit funds. One key to a successful fund raising campaign is starting early. Discuss plans for Spring State fund raisers with your chapter members right away! For more fund raising ideas, contact your Governor or the Junior State Office.

# REGISTER ONLINE!

1. **Review the registration packet.** Read through this entire packet before registering your delegation.
2. **Make sure you have access to Chapter Management online.** Log in to the JSA Portal and make sure you have access to the chapter management features. If you are the Chapter President or Teacher/ Advisor you should see "Chapter Management" option under the Main Menu after you log in. If you do not see these options, contact the nearest JSF office.
3. **Update your chapter roster.** Make sure all of your new and returning chapter members are listed under your membership roster (under "Chapter Management"). We recommend that you bring a computer with an internet connection to your first few meetings, and have individuals [create their accounts on the JSA Portal](#). **All of your members should be shown on your chapter roster before you complete your registration for Congress.** If they are not, you can add them in the Chapter Management section.
4. **Collect payment and permission forms from all of your delegates.** Chapter leaders will be responsible for submitting a single payment for all of their delegates by either check or credit card.
5. **Register members of your delegation for Spring State, using My Events -> 2012 Spring State.** For Spring State 2012 we have created online registration forms for all chapters that have an active Chapter President or Teacher-Advisor, the event will be listed under the title "Chapter Event Registrations." The Spring State event should read "2012 Spring State – Your High School Here." **If you do not see your school's Spring State event, call the JSA office.** You will not be able to register if your event has not been created. Your event registration form contains your entire chapter roster and allows chapter leaders to indicate which members will attend Congress. However, the form is only visible to members designated as Chapter President or Teacher-Advisor. **Again, if you do not see an event listed for 2012 Spring State, [contact the nearest JSA office for assistance.](#)**
6. **Submit a single payment for your delegation and all permission forms prior to the registration deadline.** Your rooms will not be reserved until payment for your delegation is received. You will receive email updates with additional details about the convention. Important details such as rooming list details will be sent via email. **Make sure that email from jsa.org is not going to your spam folder to ensure that you get these important updates.**

View instructional registration videos at [www.jsa.org/register](http://www.jsa.org/register)

## Preparing Your Delegation for Spring State: Checklist

### 1.      **Get School Approval.**

- Give a copy of the convention flyer to the school official in charge of student activities.
- Find out and follow the procedure for obtaining school approval for the trip.
- Follow the procedure for obtaining a school check or purchase order.

### 2.      **Publicize.**

- Pass out convention flyers to interested students. Tell everyone to take the flyer home and show their parents, the Spring State brochure can also be downloaded at [www.jsa.org/downloads](http://www.jsa.org/downloads). More flyers are available from the Junior State Office, at 650/347-1600 or [sbayne@jsa.org](mailto:sbayne@jsa.org).
- Distribute flyers to teachers and club advisors who may know of other interested students.
- Post flyers around your campus. Write your name and phone number on the flyer as a contact person for interested students.

## REGISTER ONLINE!

**Register Online by March 27 and Online registration is \$25.00 less than paper registration.**

- Find out the procedure for obtaining a school check for your entire delegation's registration fees. If your school cannot do this for you, you may have to have a Teacher-Advisor or parent write the check. If this is the case, tell your chapter members to whom they should make their checks payable. **The Junior State cannot accept an individual check from each of your delegates.**
- Pass out Parent Permission Forms to all interested students (make copies from this packet).
- Set a deadline for returning registration checks and permission forms to you. This deadline should be at least ONE FULL WEEK before the JSA convention registration deadline.
- Collect checks and process them with your school in order to obtain one inclusive check for all registration fees. Remember, you need a separate check for your membership taxes (for those students who have not already paid taxes for the 2011/2012 school year).
- Collect permission slips. Make sure every delegate has gone over the permission slip with their parents and has returned the signed slip to you.
- If you are registering using paper forms, fill out Registration Form and Hotel Rooming List. Make sure these forms are legible and all the names are spelled correctly. Have your Teacher-Advisor sign the bottom of the Hotel Rooming List.
- Mail the Registration Form, Hotel Rooming List, registration check, and permission slips. Make three copies of each of the forms, keep one for yourself, give one to your Teacher-Advisor and send the third copy to Steve Bayne, JSF CA Office 800 S Claremont Street, Suite 202 San Mateo, CA 94402. Double check all registration materials for accuracy. Make sure your registration materials are **postmarked by the registration deadline to avoid incurring a late fee of \$10.00 per delegate.**

### 3.      **Arrange Transportation.**

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

- Determine how your delegation will travel to the hotel.
- If your delegation is large enough, you may want to arrange buses through your school district or an outside bus company. If you chose to do this, **START EARLY**. The process could take a few weeks.
- If you decide to car pool, make sure to find enough parent drivers to accommodate your entire delegation. Set a time and place for everyone to meet before the convention and the estimated time of arrival for drop off after the convention.

### 4.      **Have Pre-Convention Meetings.**

- Invite all delegates, their parents, and your Teacher-Advisor(s) to a pre-convention meeting (schedule it for the evening hours). Go over transportation, what to bring, the format of the convention, and the convention rules. Discuss appropriate behavior during the convention and especially at the dance.
- Discuss the candidates for Junior State Governor and Lt. Governor with your delegates.
- Schedule one chapter meeting where you debate or discuss one or more of the debate topics from the convention.

### 5.      **What to bring with you.**

- A cell phone list of all of your delegates. A list of emergency telephone numbers for parents.
- All fees must be paid **before** the convention. In the event your delegation has any outstanding convention fees, you should contact Steve Bayne at 650/347-1600 and make arrangements to pay the outstanding fees by credit card or check before Spring State.

**Please make copies of all registration materials, particularly permission forms and convention rules, for your students and for yourself.**

**Junior State  
Dress Code Policy**

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

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

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

**Women:**

**What is appropriate:**

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

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

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

**Men:**

**What is appropriate:**

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

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

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

\*\*\*\*\*REGISTRATION DEADLINE – March 27, 2012\*\*\*\*\*  
**SPRING STATE REGISTRATION—Marriott Redmond Town Center**  
**April 28-29, 2012**

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

**STUDENT DELEGATION LEADER**

**TEACHER/ADVISOR**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
 AREA CODE/PHONE NUMBER GRAD YEAR

(\_\_\_\_\_) \_\_\_\_\_  
 AREA CODE/SCHOOL PHONE NUMBER

CELL PHONE NUMBER \_\_\_\_\_

SCHOOL FAX NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ADVISOR'S E-MAIL ADDRESS \_\_\_\_\_

Our entire delegation will consist of \_\_\_\_ people ( \_\_\_\_ students + \_\_\_\_ Teacher-Advisors)

Number

|  |                             |                 |
|--|-----------------------------|-----------------|
| _____ Student(s) – <b>MEMBERS Only</b>   | <b>\$105.00 per student</b> | \$ _____        |
| _____ Student(s) -- <b>Friday Night</b>  | <b>\$45.00 per student</b>  | \$ _____        |
| _____ Teacher-Advisor(s) <b>Shared Room</b>  | <b>\$ 0.00</b>              | \$ _____        |
| _____ Teacher-Advisor(s) <b>Private Room (per night)</b>   | <b>\$85.00 per T/A</b>      | \$ _____        |
| _____ <b>Additional Teacher-Advisor(s)</b> (more than one T/A for 1-19 students)<br>for a <b>Shared Room</b> | <b>\$85.00 per T/A</b>      | \$ _____        |
| _____ Teacher-Advisor(s) <b>Shared Room for Friday Night</b>   | <b>\$ 0.00</b>              | \$ _____        |
| _____ Teacher-Advisor(s) <b>Private Room for Friday Night</b>  | <b>\$85.00 per T/A</b>      | \$ _____        |
| _____ <b>Paper Registration Fee</b>  | <b>\$25.00</b>              | \$ <u>25.00</u> |
|  | <b>Total -</b>              | \$ _____        |

Please enclose ONE CHECK for the amount of: \$ \_\_\_\_\_ or Purchase Order # \_\_\_\_\_

**NO REFUNDS after Registration Deadline**

**Make Check Payable to and Mail to:**

**THE JUNIOR STATE OF AMERICA, 800 S Claremont Street, Suite 202, San Mateo, CA 94402**  
**QUESTIONS? (800) 334-5353 TOLL FREE**

\*\*\*\*\*PLEASE NOTE THE NEW ADDRESS\*\*\*\*\*

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

HIGH SCHOOL \_\_\_\_\_ for Spring State 2012

- \* Please print clearly -- your name tags will be made from this list.
- \* Students from other schools should not be listed on your form.
- \* 4 students per room will share 2 double beds--fill each room to the extent possible.
- \* Students of the same sex who are staying an extra night should be roomed together.
- \* Make sure your teacher approves this list, including his/her room arrangements, by signing at the bottom.
- \* Make a copy of this list before you send us the original.

|   | ROOM #1 -- Females | Grad Year | Fri? |  | ROOM #1 -- Males                       | Grad Year  | Fri?                                   |
|---|--------------------|-----------|------|--|--|------------|--|
| 1   |                    |           |      |  | 1                                      |            |  |
| 2   |                    |           |      |  | 2                                      |            |  |
| 3   |                    |           |      |  | 3                                      |            |  |
| 4   |                    |           |      |  | 4                                      |            |  |
|   | ROOM #2 -- Females | Grad Year | Fri? |  | ROOM #2 -- Males                       | Grad Year  | Fri?                                   |
| 1   |                    |           |      |  | 1                                      |            |  |
| 2   |                    |           |      |  | 2                                      |            |  |
| 3   |                    |           |      |  | 3                                      |            |  |
| 4   |                    |           |      |  | 4                                      |            |  |
|   | ROOM #3 -- Females | Grad Year | Fri? |  | ROOM #3 -- Males                       | Grad Year  | Fri?                                   |
| 1   |                    |           |      |  | 1                                      |            |  |
| 2   |                    |           |      |  | 2                                      |            |  |
| 3   |                    |           |      |  | 3                                      |            |  |
| 4   |                    |           |      |  | 4                                      |            |  |
| TEACHER/ADVISORS (first and last name)<br>Please print clearly -- your nametag will be made from this list. |                    |           |      |  | Room Type or Private, Shared or Double | Room Price | Roommate Request or Spouse (List Name) |
| Mrs./Ms./Mr.  |                    |           |      |  |  |            |  |
| Mrs./Ms./Mr.  |                    |           |      |  |  |            |  |
| Mrs./Ms./Mr.  |                    |           |      |  |  |            |  |

**Teacher Advisor Approval:**

I have reviewed our school's Registration Form and Hotel Rooming List, and I approve of the students attending.

Teacher Advisor Signature \_\_\_\_\_

School Administrator Signature \_\_\_\_\_



# CONVENTION RULES

1. At no time during the weekend convention will mixed groups of students be allowed in delegate rooms. In other words, no boys in girls' rooms and no girls in boys' rooms. We hope that this rule will help keep the hotel floors quiet and discourage any serious conduct violations.
2. Delegates must attend all convention activities. Schools with poor attendance will not be allowed to attend future conventions.
3. Your name tag is your proof that you are a registered delegate. Please wear your name tag on the upper part of your shirt or blouse. Students from your school who are not paid convention delegates are not allowed to attend any convention activities. If students from your school show up at the hotel during the convention, your entire delegation may be sent home. Delegates are not allowed to associate with any visitor who is not an official guest of the Junior Statesmen program.  
If you lose your name tag, ONLY your Teacher/Advisor may obtain a replacement for you. Delegates are not allowed into convention activities such as the dance without their name tag. High school students without name tags are not allowed on the guest room floors. PLEASE TAKE PRECAUTIONS NOT TO LOSE YOUR NAME TAG.
4. **Students must dress appropriately at all times.** Teachers should discuss students wardrobe before attending the program
5. Possession or use of alcohol or illegal drugs is strictly prohibited. All students found in a room with alcohol and/or illegal drugs present will be sent home immediately. Smoking is also not permitted.
6. Students are not allowed to charge room service, in room movies, or other charges to the room account. All such charges must be paid for in advance at the front desk. If a room charge does appear on the room account, we will notify you on Sunday morning and you must pay the charges before the convention ends. Room service and pizza deliveries are not allowed after curfew.
7. All students must attend the mandatory chapter caucus after dinner on Saturday. Delegates are not allowed to leave the hotel after the chapter caucus.
8. Delegates must respect the rights of other hotel guests and the hotel property. Delegates should not do anything to damage the reputation of the Junior Statesmen program or their high school. Delegates must dress appropriately.
9. Curfew is at 12:15 a.m. At curfew, Teacher/Advisors will check to make sure that all students in their delegation are in the rooms assigned to them. Delegates will remain in their rooms until they checkout in the morning. Checkout time is 9:00 a.m.

**Serious violations of convention rules will result in expulsion from the convention, notification of parents and your school and/or other appropriate measures.**

## TEACHER/ADVISOR CONVENTION RESPONSIBILITIES

The Junior State of America and The Junior Statesmen Foundation sincerely thank you for agreeing to accompany your delegation to the upcoming convention. Outlined below are mandatory responsibilities of teacher/advisors at a Junior State convention. Please review them and send in this form, signed, with your registration materials. Ultimately, you are responsible for the students in your delegation so please check with your administration regarding rules pertaining to school trips.

1. **BE PRESENT.** In compliance with your school or school district rules, teacher/advisors must be present onsite at the convention hotel and/or accompany students during the convention. Additionally, being readily available and present during the convention helps keep students on track and motivated.
2. **CHECK-IN.** Teacher/Advisors must be present with the student delegation leader at registration to check-in the delegation in the morning. In the afternoon, the students' guest room keys are given to the teacher/advisor for distribution. Please make sure to bring contact information for all your students and establish a way that students can reach you during the convention either by cell phone and/or at specified locations and times during the convention.
3. **TEACHER/ADVISOR MEETING.** At every convention, teacher/advisors must attend a meeting with The Junior Statesmen Foundation staff to review convention logistics, convention and hotel rules and important announcements for the weekend.
4. **CHAPTER CAUCUS.** After dinner, all delegates must check in with their teacher/advisors. Teacher/Advisors must take roll at the caucus and report any missing delegates to the Junior Statesmen staff. Teacher/Advisors should review the convention rules, curfew time, and checkout time with the delegates.
5. **HALL MONITORING/DANCE SUPERVISION.** We require that all teacher/advisors sign up for shifts in the evening either to monitor the hallways of the hotel or to chaperone the dance. Instructions for signing up and performing hall monitoring and dance supervision will be covered at the mandatory teacher/advisor meeting at the convention.
6. **CURFEW -- ROOM CHECKS.** At curfew, teacher/advisors must go to all of their delegates' rooms and check to make sure they are present. Delegates that miss curfew may be sent home. At this time, please pass along any announcements for the next day.
7. **CHECKOUT.** All delegates must check out of their rooms by 9:00 a.m. Sunday morning. Luggage storage has been arranged for them. You should meet your delegates in the morning at 9:00 a.m. to collect their room keys. After making sure that all delegates have checked out of their rooms, you can turn the keys in to the registrar at the Junior State registration table.
8. **MEDICAL EMERGENCIES/DISCIPLINARY ISSUES.** The Junior Statesmen Foundation staff at the convention will contact you if a member of your school's delegation has a serious medical issue or violates major convention rules. Teacher/Advisors will coordinate with The Junior Statesmen Foundation staff to get medical attention for students, notify parents/guardians and school officials if necessary and send students home for serious rules violations. PLEASE REVIEW ALL THE RULES ON PAGE 13 OF THIS PACKET AND DISCUSS THEM WITH YOUR DELEGATION BEFORE THE CONVENTION.

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.

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Signature

---

Date

Print Name \_\_\_\_\_

School \_\_\_\_\_

Cell phone number for emergencies during the convention \_\_\_\_\_

## **ROLE OF THE TEACHER/ADVISOR AT JUNIOR STATE CONVENTIONS**

*The Junior State of America and The Junior Statesmen Foundation sincerely thank you for accompanying a delegation to the upcoming convention. We appreciate your dedication to furthering the goals of The Junior State 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 developing leadership skills.*

**Outlined below are the main responsibilities of a Teacher/Advisor at our convention:**

**REGISTRATION.** The Teacher/Advisor must arrive with the delegation Saturday morning for registration. The Teacher/Advisor is responsible for their delegation throughout the convention, so the Teacher/Advisor must stay at the hotel throughout the weekend.

**CHAPTER CAUCUS.** After dinner, all delegates must check in with their Teacher/Advisor. After the Chapter Caucus, delegates must remain inside the hotel. Teacher/Advisors must take roll at the caucus and report any missing delegates to the Junior Statesmen staff. Teacher/Advisors should review the rules, curfew time, and checkout time with the delegates. Also, if any delegates are missing name tags, the Teacher/Advisor and student should come to the information table at this time to get a replacement.

**CURFEW ROOM CHECKS.** At curfew we ask that you go to each of your delegate's rooms and check to make sure they are present. Delegates that miss curfew may be sent home. At this time you might want to pass along information for the next day.

**HALL MONITORING/DANCE SUPERVISION.** We ask that every Teacher/Advisor sign up for two one hour shifts in the evening either to monitor the hallways of the hotel or to chaperon the dance. We like to have adult supervision on the floors in the evening just to keep the noise level down for other guests and to discourage misconduct. Most teachers like to volunteer to patrol the floor that houses their own delegates. If you see Junior State delegates involved in any conduct that seems inappropriate, do not hesitate to intervene. If you feel uncomfortable dealing with students that are not from your high school, feel free to notify the Junior Statesmen staff person at the Junior State information table, and we will take care of the situation.

During the dance, we ask that teachers help us monitor the doors to ensure that **ONLY JUNIOR STATE DELEGATES** are attending the dance. We require that Junior State delegates wear their name tags at all times and no one is allowed into the dance without a name tag. (NOTE: Delegates who lose their name tags can only get a new name tag from the Junior State Information Table when ACCOMPANIED BY THEIR TEACHER.)

**CHECK OUT.** All delegates must check out of their rooms by 9:00 a.m. Sunday morning. Luggage storage has been arranged for them. You should meet your delegates in the morning at 9:00 a.m. to collect their room keys. After making sure that all delegates have checked out of their rooms, you can turn the keys into the Junior State Information Table. You may want to request a wake up call for your delegate's rooms to make sure they get up on time.

**MORAL AND EDUCATIONAL SUPPORT.** Teacher/Advisors can provide valuable moral support to delegates that are debating. If you have delegates that are main participants or that are planning to make subsequent speeches, you can really give them a boost just by attending their debate. Teacher/Advisors can also provide educational assistance. Many delegates use the time just prior to their debate to refine their argument. Being available to answer questions about a debate before it starts can be very helpful. Also, discussing a debate after it is over, can help delegates understand any points they missed or clear up any misinformation.

### **OTHER HELPFUL TIPS**

- Give your delegates your room number and always let them know where to find you in case of an emergency. If they lose their name tag or an emergency arises, they need to know where you are.
- Bring a list of your delegates and their day and evening phone numbers.

- Specify times and places to meet your delegates before the chapter caucuses so that you can check them in.
- On Sunday morning you may want to meet with your whole delegation to check them out.

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## The Ernest Andrew Rogers Outstanding Junior Statesmen Chapter of the Year Award

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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 the Chapter of the Year Award

1. An engraved plaque that can be prominently displayed in your school's award case.
2. A full scholarship to a Junior Statesmen Symposium for one member of the chapter.
3. The winning chapter will be one of the 10 chapters nominated for the Junior State of America's National Civic Impact Award.

### The National Civic Impact Award

Last year, The Junior State of America launched its National Civic Impact Award in order to recognize the chapter that has had the biggest impact on increasing the level of civic awareness and engagement at their school. The award goes to one of the 10 chapters nationwide that were chosen as their state's Chapter of the Year. The winning chapter will receive an engraved plaque that can be prominently displayed in your school's award case.

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

The Chapter of the Year is chosen at each state's Spring State Convention. In the past, Chapter Presidents and Teacher Advisors from each participating school were required to submit an essay and a scrapbook which provided an overview of the chapter's activities in order to be considered for the award. This year, in addition, Chapter Presidents and Teacher/Advisors will be asked to make a 5-10 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 to Program Director Steve Bayne, prior to the convention, or by noon on Saturday April 9, at Spring State;
3. At Spring State, submit an essay to your state's program director written by the Chapter President and Teacher/Advisor describing ways in which the chapter meets the judging criteria.
4. At Spring State, the Teacher/Advisor and the Chapter President or his/her designee, will give a 5-10 minutes presentation to a panel of Teacher Advisors and Junior Statesmen staff who will decide which chapter will win the Chapter of the Year.
5. **Presentation Requirements**

Chapters should prepare and submit a scrapbook. The scrapbook could include photos, charts, graphs, and any other visual aids that help to convey the chapter's achievements;

## **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 and state activities that could include fundraisers, 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 processes of democratic self-government, and participation in programs sponsored by the Junior State of America and the Junior Statesmen Foundation.

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

1. **Chapter Activities** - The chapter conducts activities that build interest in government and politics and in the Junior State of America throughout the school and their community.

Examples of Evidence:    -Conducts a variety of diverse activities such as debates, thought-talks, guest speakers, simulations such as mock trials, and mini-conventions;  
                                  -Holds political activities that involve its members such as mock elections and public opinion polls;  
                                  -Has good publicity for activities including signs, posters, articles in the high school newspaper, and announcements on the school website;  
                                  -Has effective membership drives; successful fundraisers; social “bonding” events for chapter members.

2. **Leadership** - The chapter has many people involved in the chapter leadership.

Examples of Evidence:    -The Teacher/Advisor and chapter leadership work together as a team;  
                                  -Officers attend all activities; communicate with other chapters;  
                                  -Officers prepare underclassmen to assume leadership roles to replace graduating seniors.

3. **Maintains Chapter Interest** - Interest in the chapter builds as the year progresses rather than wanes or remains constant.

Examples of Evidence:    -Members attend chapter activities, mini-conventions, regional conferences, and state conventions as the year progresses;  
                                  -Increase in the number of tax-paid members as the year progresses;  
                                  -Membership includes students from all grade levels within the school.

4. **Community Involvement** – The chapter is active in the community and engaged in the local political scene.

Examples of Evidence:    -Attends school board and city council meetings;  
                                  -Encourages members to work on political campaigns; Conducts voter registration drives;  
                                  -Invites politicians and elected officials to speak; Members are involved in school and community issues;

5. **Conventions and Conferences** – Chapter has members who regularly participate in chapter, regional, and state activities.

Examples of Evidence:    -Attendance at conventions and mini-conventions;  
                                  -Members who serve as main speakers and/or moderators;

## **6. Presentation Quality**

Examples of Evidence    -The presentation is original, creative, well-organized, and imaginative in presentation;  
                                  -All photographs and other materials are of high quality;  
                                  -The presenters were articulate and persuasive advocates for their chapter.

**The Ernest Andrew Rogers Outstanding Junior Statesmen Chapter of the Year Award  
APPLICATION FORM**

**Directions:** 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 the program director, Steve Bayne

|                           |                        |
|---------------------------|------------------------|
| <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>       |

**JSA PNW Program Director Contact Information**  
**Steve Bayne**  
**800 S Claremont Street**  
**San Mateo, CA 94402-1511**  
**(650) 347-1600 (800) 334-5353 (925) 300-7781 (cell)**  
**FAX: (650) 347-7200**

## JUNIOR STATE OF AMERICA TAX FORM

**SCHOOL NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

To start a JSA chapter at your school you will need the following:

- \* a minimum of 8 tax-paid student members listed on this form
- \* a Teacher/Advisor from your school \* school approval
- \* a chapter constitution (see example in handbook)

"Taxes" are the dues paid to join a chapter; \$3.00 per member, per year. After the initial eight students have joined, you may send in any number of additional members throughout the year, by mailing the taxes and completed tax form to:

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**For the West Coast and Arizona**  
**THE JUNIOR STATE OF AMERICA**  
**800 S CLAREMONT ST**  
**SAN MATEO, CA 94402**

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### CHAPTER PRESIDENT

(Must pay taxes as a regular member)

NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
 HOME PHONE NUMBER      GRADUATION YEAR

E-MAIL ADDRESS \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
 CELL PHONE NUMBER

### TEACHER/ADVISOR

NAME \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
 SCHOOL PHONE NUMBER

E-MAIL ADDRESS \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
 CELL PHONE NUMBER

### TAX-PAID STUDENT MEMBERS (Chapter President's information goes first):

|    |                    |               |              |       |     |
|----|--------------------|---------------|--------------|-------|-----|
| 1. | Name               | Address       | City         | State | Zip |
|    | Year of Graduation | Email Address | Phone Number |       |     |
| 2. | Name               | Address       | City         | State | Zip |
|    | Year of Graduation | Email Address | Phone Number |       |     |
| 3. | Name               | Address       | City         | State | Zip |
|    | Year of Graduation | Email Address | Phone Number |       |     |
| 4. | Name               | Address       | City         | State | Zip |
|    | Year of Graduation | Email Address | Phone Number |       |     |
| 5. | Name               | Address       | City         | State | Zip |
|    | Year of Graduation | Email Address | Phone Number |       |     |
| 6. | Name               | Address       | City         | State | Zip |

| Year of Graduation | Email Address      | City          | State        | Zip   | Phone Number |
|--------------------|--------------------|---------------|--------------|-------|--------------|
| 7.                 | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone        |       |              |
| 8.                 | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone Number |       |              |
| 9.                 | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone        |       |              |
| 10.                | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone Number |       |              |
| 11.                | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone        |       |              |
| 12.                | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone Number |       |              |
| 13.                | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone        |       |              |
| 14.                | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone Number |       |              |
| 15.                | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone        |       |              |
| 16.                | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone Number |       |              |
| 17.                | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone        |       |              |
| 18.                | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone Number |       |              |
| 19.                | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone        |       |              |
| 20.                | Name               | Address       | City         | State | Zip          |
|                    | Year of Graduation | Email Address | Phone Number |       |              |

MAKE ADDITIONAL COPIES AS NECESSARY