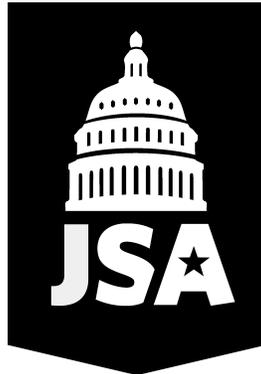


SOUTHERN CALIFORNIA  
JUNIOR STATE OF AMERICA  
PRESENTS:

# WINTER CONGRESS 2018

You write the bills. You give the speeches.  
You cast the votes. You make the laws.



FEBRUARY 24-25, 2018  
WOODLAND HILLS, CA



## WINTER CONGRESS REGISTRATION PACKET

On February 24-25, 2018, the Southern California Junior State of America will hold its annual Winter Congress at the Warner Center Marriott in Woodland Hills. The SoCal student leaders and I hope you can join us along with hundreds of other students and teachers from across California for an exciting educational experience at this weekend-long, student-run simulation of the United States congressional legislative process.

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

The Southern California JSA student leaders create the Winter Congress simulation through assembling a team led by a Convention Coordinator and Bill Director and selecting students to serve as House and Senate leaders, party whips, committee chairs and clerks, etc. Through engaging in spirited debates, Winter Congress will give you the unique opportunity to think critically, express your own opinions, and challenge the opinions of others in a tolerant, supportive atmosphere. You will also have the opportunity to meet students from other schools throughout Southern California through a variety of other events, including a dance and other activities on Saturday night.

We hope you leave Winter Congress 2018 with a broader perspective and deeper understanding of how our country's main legislative body functions and the process through which legislation is created.

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 2018 SOUTHERN CALIFORNIA WINTER CONGRESS INFORMATION
 

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**Location:** Warner Center Marriott, 21850 Oxnard St., Woodland Hills, CA 91367

**Check-In:** Registration will be from 8:00am – 9:30am on Saturday, February 24, 2018.

- Room keys will be available around late afternoon.
- Storage for luggage will be provided.

**Check-out:** The convention will end at approximately 3:00pm on Sunday, February 25, 2018.

- All students must be out of their rooms by 9:00am.
- Storage for luggage will be provided.

Student Rates:	EARLY REGISTRATION OPENS DECEMBER 1 <sup>ST</sup>		
	Registration Deadline	Early <u>Jan 16</u>	Regular <u>Feb 6</u>
Students	\$160.00	\$190.00	\$205.00
Extra Night (Friday)	\$65.00		
Outreach School Rates	\$100.00		\$115.00

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

We are happy to organize accommodations for anyone needing special arrangements due to a physical disability or handicap. Please call or email the Southern California Program Director before the standard registration deadline to make these accommodations.

**Teacher Rates:** Shared Double Room: Free  
Private Room: \$130.00 per room, per night

Teacher/Advisors: JSA will provide free accommodations for advisors/chaperones willing to share a room (two advisors of the same gender housed in a room with two double beds).

Every school MUST bring at least one advisors/chaperone for every fifteen students. Your school district may require a higher ratio of teachers to students or teachers of both genders. Please check with your administration and comply with these policies.

**Cost Covers:** One night's lodging at the hotel, all educational materials, two days of exciting educational programs, the Saturday evening activities



**Refunds:** You cannot remove a student from your registration after the regular registration deadline. If a student drops after the deadline, that student should try to find another student of the same gender from your school to go in their place and reimburse them the cost. If you cannot find a replacement, your chapter is still responsible for that cost.

Chapter Presidents and Teacher/Advisors: Please notify the Southern California Program Director if you switch delegates.

**Scholarships:** The Southern California Junior State is pleased to offer scholarships to help students attend our overnight conventions. Students can apply at <http://bit.ly/2iyOY8j>. Deadline is January 14<sup>th</sup>. Applicants and Teacher/Advisors will be notified of awards granted ASAP.

**Meals:** Meals are not included. Be prepared to purchase your own meals during the convention.

**Transit:** No student may travel to the convention in a student-driven car. Chapters are encouraged to form carpools with parents and/or Teacher/Advisors. Parking is available at the hotel. Note: If needed, bus driver rooms are \$130 per driver, per night.

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

Chapter Presidents and Teacher/Advisors: Please review these forms with your chapter and receive either verbal or written guarantees all members will honor them.

**Delegates:** Each delegation will be made up of a combination of Senators and Members of the House of Representatives. Chapters can provide up to 4 senators; the rest of their members will be in the House. Chapters with fewer than 8 attendees should split their delegates evenly between the Senate and the House. Note: delegates can be marked as Senators when registering on MyJSA.

**Committees:** Students will have the chance to participate in committees on Saturday. Each delegate will have the opportunity to select the committee of their choice. To ensure an equal breakdown of attendees in blocks, we have a rule of "Sitting room only." We will not admit delegates to a committee room if all of the seats are full. Delegates who arrive late will have to find another committee with additional room.



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## STUDENT PARTICIPATION AND PARENTAL PERMISSION FORM

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

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

By signing the Student Registration and Permission Form above, you agree to pick up or arrange transportation for your child at your own expense if they violate a rule. Since JSA must pay and make guarantees far in advance, by signing below, you also agree to ensure payment to JSA for all registration costs if your child cancels after the JSA registration deadline. If your child can no longer attend, try to find a replacement, and have that student reimburse the cost. If you have any questions, please call the JSA office at (800) 334-5353.

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

### JSA CONVENTION RULES

1. All rules for school field trips prevail. Possession or use of alcohol or illegal drugs is strictly prohibited. JSA has a "no tolerance" policy. All students found in a room with alcohol and/or illegal drugs will be sent home immediately. The use of tobacco products is prohibited.
2. Teacher/Advisor(s) and The Junior State of America must approve the attendance of each student and reserves the right to deny any student the privilege of attending the event.
3. At no time during the weekend convention are students of different sexes allowed in each other's rooms. In other words, no young men in young women's rooms and no young women in young men's rooms. Violations of this rule will likely result in dismissal of both students and a report made to their school(s).
4. Students are required to abstain from any activity of a sexual nature. In accordance with our role as mandatory reporters, JSA Staff and/or Teacher/Advisors will contact local law enforcement for a violation of this nature, if required.
5. Students may not leave the hotel without the express permission of their Teachers/Advisor(s) and must meet with their Teachers/Advisor(s) at designated times, including all mandatory chapter caucuses. Delegates must keep their Teacher/Advisor(s) informed of their activities and location throughout the convention. Under no circumstances may students leave the hotel after 9:00 p.m. At the end of the convention, students may not leave without the permission of their Teacher/Advisor(s).
6. At curfew, the Teacher/Advisor(s) will check that all students in their chapter are in their assigned rooms. Students must remain quietly in their own rooms after curfew. Room service and pizza deliveries are not permitted after curfew. Curfew lasts until 6:00 a.m.
7. All students assigned to a room are responsible for the condition of their room at check out and for all charges made to the room. Room service, in-room movies, outside phone calls, and other items may not be charged to a student's room and must be paid for at the time of purchase. JSA will notify Teacher/Advisors of any charges. Students must have all belongings out of their rooms by 9:00 a.m. on Sunday.
8. Students must attend all convention activities, dress appropriately and professionally as defined by the JSA Dress Code, and wear their official nametag visibly above the waist at all times. No student may go onto



guest floors or attend nighttime activities without their nametag. If a student loses their nametag, they must go to the JSA registration table with a photo ID to obtain a replacement.

9. Students must always conduct themselves according to the highest standards of behavior. Students must be considerate of, and respect the rights of, other students, staff, Teachers/Advisors, and hotel guests and use appropriate and respectful language at all times. Hazing or any action that creates physical discomfort or intends to embarrass or harass another student will not be tolerated. Music must be played through headphones. Students may not open, throw anything out of, or shout out of windows. Students must stay off roofs and all other restricted areas. Students must follow all public laws. Reasonable and due care shall be exercised by all students to ensure safety and good order as well as preserve the good reputation of their high school and the Junior State of America.
10. Use of electronic devices during keynote speeches and inside debate rooms, unless the user is a main speaker, is prohibited except in emergencies.
11. No student may drive a car to the convention or ride in a student-driven car during the convention.
12. Unregistered students may not attend any convention activities. If any unregistered students from a school arrive at the hotel during the convention, the entire chapter may be sent home.
13. Students may not associate with any visitor who is not an official guest of the Junior State program unless the student has received prior express permission from their Teacher/Advisor(s), parent(s), and Junior State Staff.
14. The Junior State/The Junior State of America Foundation is not responsible for items stored in a luggage storage area. JSA/JSF is not responsible for valuable items brought by students to the event.
15. Students who cancel after the JSA registration deadline or are sent home for rule violations will not receive a refund.
16. Students and their parents agree that The Junior State may use any photographs taken during the convention for promotional purposes.
17. For the safety of the students, JSA Staff reserve the right to enter and search any room should we suspect a student is in danger, in possession of drugs or alcohol, or is in violation of the rules.

**Rule violations will result in expulsion from the convention, notification of parents and school, one-year suspension from JSA, and other appropriate measures.**

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## JSA VALUES

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

### **Leadership**

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

### **Empowerment**

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



### Accountability

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

### Diversity & Inclusion

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

*Together, we are the Junior State of America!*

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## DRESS CODE

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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**

### What is appropriate?

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

### What is not appropriate?

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

### Teacher/Advisors:

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

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




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 STUDENT PERMISSION FORM
 

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Students: Give this form to your Teacher/Advisor once you and your parent/guardian have signed.

Teacher/Advisors: Please send all forms to the JSA office in Burlingame, CA by Friday, February 16, OR send a copy to [yengland@jsa.org](mailto:yengland@jsa.org) by Friday, February 23, OR bring additional copies to the convention.

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

High School: \_\_\_\_\_ Grad Year: \_\_\_\_\_ Gender: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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### Parent/Guardian Permission

My child and I have read over the JSA Convention Rules, JSA Values, and Dress Code. We agree to abide by said policies and allow our child to attend the Winter Congress convention to be held at the Warner Center Marriott in Woodland Hills, CA on February 24-25, 2018.

I agree to pay \$\_\_\_\_\_ to \_\_\_\_\_ for my child to attend the 2018 Southern California Winter Congress convention.

I understand my student cannot cancel their registration after February 6, 2018. They must find a replacement student of the same gender to replace them otherwise they must still pay their registration fees.

Please accept my additional tax-deductible donation of \$\_\_\_\_\_ to go to the So Cal Scholarship Fund to help a Southern California student or JSA chapter in need.

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

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

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

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

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



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## PREPARING FOR CONGRESS

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### **Serve as a Member of Congress**

Is there an issue that you are passionate about? Is there a law that can make a difference? Can you write a bill to propose that change? At Congress, as either a Senator or a member of the House of Representatives, you will experience the inner workings of the U.S. Congress firsthand, from writing bills, making amendments, working with opposition, and passing bills into law.

### **Write Legislation**

Student participation in Winter Congress starts before the convention as students work in teams to research and write legislation. Select an issue you really care about and determine how Congress can use its powers to change the law.

Every chapter must submit one bill for every five delegates attending the convention. Deadlines for bills: January 21 and January 28. Bills submitted by January 21, 2018 will receive priority. Chapters whose bills are selected for the convention will receive points in our Chapter Sweepstakes. You can find complete information on writing and preparing a bill in the So Cal Winter Congress Booklet on the [So Cal JSA website](#). For a bill to be considered, all delegates must be tax-paid members.

### **Committee Action and Mark-up**

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

### **Floor Debate**

Build your public speaking skills when you take the podium in the full House and Senate sessions. The chambers are always packed as supporters and opponents of each bill get a chance to speak and persuade the members to support their position. Students will have the chance to speak out on the most pressing issues facing our nation today.

### **Joint Rules Committee**

If too many bills pass to be considered in the full session then some will be cut. The Joint Rules Committee, modeled after the House Rules Committee, will decide which bills to be debated in the full session. The committee will be comprised of all Committee Chairs, and will be moderated by the Director of Moderators.

### **Convention Overview**

#### Saturday, Day 1 – House and Senate Committee Hearings

Each student will attend a House or Senate committee that meets to consider bills. A student chairs each committee, assisted by a clerk. Students interested in serving as a committee chair or clerk will be able to apply for before the convention. Apply online at [bit.ly/WinterCongressLeadership](http://bit.ly/WinterCongressLeadership).

#### Sunday, Day 2 – Full House and Senate Floor Sessions

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



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SAMPLE WINTER CONGRESS AGENDA AT A GLANCE

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SATURDAY, FEBRUARY 24

**Registration:** 8:00 AM – 9:30 AM

**Opening Session & Keynote Speaker:** 9:30 AM – 10:45 AM

**Party Caucuses:** 10:50 AM – 11:40 AM

**Lunch:** 11:40 AM – 1:00 PM

**Committee Hearings I:** 1:00 PM – 1:50 PM

**Committee Hearings II:** 1:55 PM – 2:45 PM

**Political Fair:** 2:45 PM – 3:10 PM

**Committee Hearings III:** 3:10 PM – 4:00 PM

**Committee Hearings IV:** 4:05 PM – 4:55 PM

**Committee Hearings IV:** 5:00 PM – 5:50 PM

**Chapter Check-Ins / Key Distribution:** 6:00 PM – 6:15 PM

**Dinner:** 6:15 PM – 7:30 PM

**Chapter Caucus:** 7:30 PM – 7:45 PM

**Party Caucus:** 7:45 PM – 8:00 PM

**Nighttime Activities:** 8:00 PM – 11:30 PM

**Curfew:** 11:45 PM

SUNDAY, FEBRUARY 25

**Breakfast & Luggage Storage:** 7:00 AM – 9:00 AM

**Full Floor Session I:** 9:00 AM – 9:50 AM

**Full Floor Session II:** 9:55 AM – 10:45 AM

**Lunch:** 10:45 AM – 12:05 PM

**Full Floor Session III:** 12:05 PM – 12:55 PM

**Full Floor Session IV:** 1:00 PM – 1:55 PM

**Closing Session / Candidate Declarations:** 2:00 PM – 3:00



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## INFORMATION FOR CHAPTER PRESIDENTS AND TEACHER ADVISORS

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

**Questions:** Please do not hesitate to call or email the Southern California Program Director, Yvonne England at [yengland@jsa.org](mailto:yengland@jsa.org) if you have questions or run into any registration problems.

**Delegation:** When looking for students to join your delegation to Winter Congress, 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 Winter Congress. 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 deadline, JSA will likely have to house students based on available space, rather than by your requested rooming list. Contact the Southern California Program Director Yvonne England at [yengland@jsa.org](mailto:yengland@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.
- **You must note whether a delegate will be a Senator or a Representative.**
- 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.





## CONVENTION CHECKLIST

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

### 1. Get School Approval

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

### 2. Publicize

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

### 3. Write Legislation (Bills are due by January 28<sup>th</sup> at the latest)

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

### 4. Register and Pay

- Find out the procedure for obtaining a school check or purchase order for the entire chapter's registration cost. If the school cannot do this, a Teacher/Advisor or parent can write the check. If this occurs, tell chapter members to whom they should make their checks payable. JSA cannot accept individual checks from every student.
- Put the cost you are charging for Winter Congress on the **Student Permission and Registration Form** and pass out registration packets to all interested students. If they don't already, have them create MyJSA accounts.
- Set a deadline for returning registration checks and permission forms. This deadline should be at least ONE FULL WEEK before the January 16 or February 6 registration deadlines.
- Collect registration and permission forms. Make sure every student has gone over the permission forms with their parents and has returned their permission form signed.
- Collect checks, process them with the school, Teacher/Advisor, or parent, and obtain one inclusive check for all registration costs and membership dues (for students who have not already paid dues for the 2017-2018 school year).
- Register your chapter at MyJSA. (See next page.) Make sure all names are spelled correctly and you have indicated which students will be Senators and Representatives. Your Teacher/Advisor must sign off on the Hotel Rooming List.
- Scan and send, or make copies and mail, the chapter registration form, payment, student permission forms and Teacher/Advisor Responsibility Form to the JSA office. Make a copy of each and keep one for the Chapter President and one for the Teacher/Advisor. Make sure registration materials are submitted by then registration deadline.

### 5. Arrange Transportation

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

### 6. Have Pre-Convention Meetings

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

### 7. What to Bring With You to the Convention

- A cell phone list of all students and a list of emergency telephone numbers for parents.
- All balances must be paid **before** the convention, but in the event the chapter has any outstanding convention charges, contact the Southern California Program Director Yvonne England at [yengland@jsa.org](mailto:yengland@jsa.org) make arrangements to pay the outstanding balance.



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## ONLINE REGISTRATION PROCESS

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The following step-by-step guide walks you through the online registration process. If you run into any problems, or if you have any questions, please do not hesitate to contact your Chapter Coordinator or the Southern California Program Director Yvonne England by email at [yengland@jsa.org](mailto:yengland@jsa.org).

**Step 1:** Log into MyJSA. Go to the "My Events" tab, and under "Register for a New Event" select "Winter Congress" and then click "Start registration." This will create a new event on the My Events page. Click on the link and select the student chapter leader and primary attending Teacher/Advisor. Please do this as soon as the chapter has permission to attend (even before knowing how many students will attend), as this helps JSA plan attendance.

- Please note: If you have a "My Chapter" tab but you do not see a registration option under "My Events", contact the JSA office at (800) 334-5353 or email [jsa@jsa.org](mailto:jsa@jsa.org) and a staff member will add this option to your account.

**Step 2:** Update the chapter roster. Make sure new and returning chapter members are listed under the chapter's membership roster in the JSA database. Ask all new and returning members to create or update their MyJSA account at [jsa.org/MyJSA](http://jsa.org/MyJSA).

- Suggestion: Bring a laptop to the first few meetings and have members create or update their MyJSA accounts.

**Step 3:** Collect registration forms, permission forms, and payment. During December and January, collect Winter Congress registration forms, permission forms, and payments from all members who will attend the convention.

- Suggestion: Use a spreadsheet to keep track of who has paid and/or submitted the registration forms.

**Step 4:** Create a rooming list. Once a list of members attending is finalized, create a rooming list putting all male students in one set of rooms and female students in another.

- Please note: Please try to put three to four students in each room. If you have a room with fewer than four students, students from another school may be added if that space is needed. You would be notified in advance if there is a high probability of this happening to any of your chapter's rooms.

**Step 5:** Log in and complete your chapter registration. The online registration form will ask for the information you have assembled, namely, the students and Teacher/Advisors for your group, your rooming list, and who in your chapter will be a Senator and who will be a Representative. Once all the information is entered correctly, click "Submit."

- Please note: You select all students and Teacher/Advisors from the chapter roster, so please make sure the roster is complete and updated as described in Step 3.

**Step 6:** After submitting your chapter registration online, a preliminary invoice will be created showing the total amount due and a list of students and Teacher/Advisors attending. Review the payment options and arrange to pay before the convention.

- Yvonne England, the Southern California Program Director, will review and confirm your registration details and then send you a final invoice.

**Step 7:** Send in your chapter's convention payment (including membership dues if applicable), signed student permission forms, signed Teacher/Advisor Responsibility Form(s), and any donations to the So Cal Scholarship Fund to the JSA office in Burlingame.

- Please note: If paying for the convention by credit card, please contact the Southern California Program Director to ensure you've received the correct link to pay online or feel free to call the JSA office and supply the credit card information over the phone.



CHAPTER REGISTRATION FORM

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

**STUDENT CHAPTER LEADER**

NAME \_\_\_\_\_

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

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

PHONE NUMBER \_\_\_\_\_ GRAD YEAR \_\_\_\_\_

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

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

**TEACHER/ADVISOR**

NAME \_\_\_\_\_

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

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

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

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

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

Our chapter at Winter Congress will consist of \_\_\_\_\_ people ( \_\_\_\_\_ students + \_\_\_\_\_ Teacher/Advisors)

<u>Number</u>	<u>Cost</u>	<u>Total</u>
_____ Student(s) – <b>Membership Dues</b>	<b>\$5.00 per student</b>	\$ _____
_____ Student(s) – <b>OUTREACH</b> Registration	<b>\$100.00 per student</b>	\$ _____
_____ Student(s) – <b>EARLY</b> Registration	<b>\$160.00 per student</b>	\$ _____
_____ Student(s) – <b>STANDARD</b> Registration	<b>\$190.00 per student</b>	\$ _____
_____ Student(s) – <b>LATE</b> Registration	<b>\$205.00 per student</b>	\$ _____
_____ Student(s) – <b>Friday Night</b>	<b>\$65.00 per student</b>	\$ _____
_____ Teacher-Advisor(s) – <b>Shared Room</b>	<b>\$0.00</b>	\$ _____
_____ Teacher-Advisor(s) – <b>Private Room (per night)</b>	<b>\$130.00 per T/A</b>	\$ _____
_____ Donations to the So Cal Scholarship Fund		\$ _____
	<b>Grand Total</b>	<b>\$ _____</b>

**Payment Method (Please mark one)**

- \_\_\_\_\_ Credit Card
- \_\_\_\_\_ School Check
- \_\_\_\_\_ Personal Check
- \_\_\_\_\_ Purchase Order

Make Checks Payable to and Mail to:

Junior State of America  
111 Anza Blvd., Suite 109  
Burlingame, CA 94010



JUNIOR STATE OF AMERICA MEMBERSHIP DUES

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

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

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

**CHAPTER PRESIDENT**

**TEACHER/ADVISOR**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

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

\_\_\_\_\_  
School Address

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

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

\_\_\_\_\_  
Home Phone Grad Year

\_\_\_\_\_  
School Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Cell Phone

**Membership Dues**

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

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

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

ATTN: Yvonne England  
Southern California Program Director  
Junior State of America  
111 Anza Blvd, Ste 109  
Burlingame, CA 94010-1932

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