

## 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.

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

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

\_\_\_\_\_  
School

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