The Junior State of America presents

Spring State 2020

America Moving Forward: Democracy in the 21st Century

NorCal Registration Packet

April 25–26, 2020
Holiday Inn San Jose-Silicon Valley
Spring State 2020
America Moving Forward: Democracy in the 21st Century

On April 25-26, 2020, the Northern California Junior State of America will hold its annual Spring State Convention at the Holiday Inn-Silicon Valley in San Jose, California. The Northern California student leaders hope you can join hundreds of other students and teachers for an exciting educational experience at this weekend-long examination of the problems and solutions to the local, state, national, and global issues confronting democracy in the 21st century.

The United States’ democracy has adapted to countless social, cultural, and political changes throughout the years. From peace and prosperity to war and destitution, every era has brought change, and the 21st century is no different. While some adjustments were easier than others, the current ultra-polarization of the American public, their growing distrust of news, and their retreat to media echo-chambers reinforcing their opinions is straining the fabric holding our political system together in a way it has never been tested before. Combined with the decline of American influence across the world as more authoritarian leaders gain power and challenge the status quo, democracies across the world face serious challenges – including ours. Through spirited debates, thought talks, a mock trial, political fair, nighttime activities, and a dance on Saturday night, Spring State offers you not only a one-of-a-kind chance to discuss these issues and more, but also the opportunity to interact with hundreds of high school students from across Northern California, Nevada, and Utah, learning from each other and building friendships that will last long beyond your time in JSA.

The last of the three annual conventions, Spring State is the culmination of all the demanding work students, teachers, and chapters have put into JSA at their schools and their communities this year. At Spring State, NorCal JSA recognizes these efforts through the presentation of the Chapter, Statesperson, and Teacher/Advisor of the Year awards as well as the election of next year’s Governor, Lieutenant Governor, Speaker of the Council, and each NorCal region’s Mayor, Vice Mayor, and Senators. You will have the chance to hear from all the candidates, carefully consider their strengths and weaknesses, cast your vote for who you believe is best for each position, and leave knowing you had a say in who will lead the Northern California Junior State next year. Campaign season has already begun, so make sure to get involved!

We hope you leave Spring State 2020 having had the opportunity to think critically, express your opinions, and challenge the opinions of others in a tolerant, supportive atmosphere. It is through discussions like these that you can help America’s democracy, and other democracies around the world, move forward and thrive in the 21st century.

This registration packet has everything you need to register and prepare for Spring State:

- 2020 Northern California Spring State Information
- The Northern California JSA Scholarship Fund
- Sample Spring State Agenda At A Glance
- JSA Spring State Activities
- JSA Debates
- NorCal JSA Calendar of Events
- Northern California JSA State Officials
- Student Permission and Registration Form
- Student Participation and Parental Permission Form

For Chapter Presidents and Teacher/Advisors:
- Information for Chapter Presidents and Teacher/Advisors
- Spring State Election Process and Procedures
- Teacher/Advisor Convention Responsibility Form
- Convention Checklist
- Online Chapter Registration Guide
- Chapter Registration Form
- The Ernest A. Rogers Chapter of the Year Award
- The Ernest A. Rogers Chapter of the Year Award Application Form

If you have any questions or encounter any problems, please do not hesitate to call or email the Northern California Program Director Colette Ankenman at (650) 954-3143 or at cankenman@jsa.org. See you in April at Spring State!
2020 NORTHERN CALIFORNIA SPRING STATE INFORMATION

Location: Holiday Inn San Jose- Silicon Valley
1350 North 1st Street
San Jose, CA 95112

Check-In: Registration will take place from approximately 8:30am – 9:30am on Saturday, April 25, 2020
- Room keys will be available at approximately 6:00p.
- Storage for luggage will be provided.

Check-Out: The convention will end at approximately 3:30pm on Sunday, April 26, 2020
- Students must be out of their rooms by 8:45am.
- Storage for luggage will be provided.

Registration Deadlines
- **March 26th**
- **Final: April 8th**

<table>
<thead>
<tr>
<th>Registration Deadline</th>
<th>March 26th</th>
<th>Final April 8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>$175.00</td>
<td>$215.00</td>
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<tr>
<td>Extra Night (Friday)</td>
<td>$50.00 per student, per night</td>
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</table>

- A late fee of $10/student will be added to any registration received after April 7th.

  - **Chapter Presidents**: Every student attending must be a dues-paid member of JSA. $10.00 membership dues will be added to your chapter’s Spring State invoice for all non-members.

    - We are happy to organize accommodations for any students or Teacher/Advisors needing accessibility requirements for equal access. Please call or email the Northern California Program Director prior to the final registration deadline to make these accommodations.

Teacher Rates:
- **Shared Double Room**: Free
- **Private Room**: $160.00 per room (Saturday night)

- For teachers wishing to stay in a private room both Friday and Saturday nights, the cost is $270.

  - **Teacher/Advisors**: JSA will provide complimentary accommodations for Teacher/Advisors willing to share a room (two Teachers/Advisors of the same gender housed in a room with two double beds). Although not guaranteed, JSA will try to arrange early check-ins and late check-outs for all Teacher/Advisor rooms.

  - **Every chapter MUST bring at least one (1) Teacher/Advisor for every fifteen (15) students.** (i.e. One teacher/advisor for 1-19 students; two for 19-30 students, three for 31-45 students, etc.)

    - **Chapter Presidents**: Your school or 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, two days of meeting rooms, two full days of JSA activities and programs, all educational materials, and the Saturday evening activities.

Refunds:
- Because JSA must make guarantees to the hotel far in advance of the convention, **JSA cannot decrease the number of students registered from your school, or offer refunds to the school or any student, regardless of reason, after April 8th, 2020.**

  - **Chapter Presidents and Teacher/Advisors**: If a student drops after the final registration deadline, the chapter is responsible for the that cost. Any student who finds themselves unable to attend after the registration deadline is encouraged to find another student to go in their place and reimburse them the cost.

    - Please notify the Northern California Program Director as soon as possible if you switch delegates.
Scholarships: The Northern California Junior State is pleased to offer scholarships to help students in need attend our overnight conventions. Students who would like to apply for a Spring State scholarship, please go to https://jsa.wufoo.com/forms/r1yjodsh0wqya9n/ and fill out the scholarship application. The deadline for all scholarship applications is Friday, April 3rd. Applications will be reviewed on a rolling basis. Applicants and their Teacher/Advisors will be notified within a week of the scholarship awarded.

Meals: Meals are not included, so please be prepared to purchase your own meals during the convention.

Transit: **No student may travel to the convention in a student-driven car.** Student drivers will be reported to their schools and parents and sent home immediately. Chapters are encouraged to form carpools with parents and/or Teacher/Advisors. Bus and car parking is available at the hotel.

- **Chapter Presidents and Teacher/Advisors:** If your chapter is taking a bus to the convention, bus driver rooms are $160 per driver, per night.

Elections: The feature event of Spring State is the election of next year’s Northern California Junior State officers. You are encouraged to participate in the election not only by voting, but also by working for a candidate for Governor, Lieutenant Governor, Mayor, Vice Mayor, Senator or by running your own campaign. Don’t miss out on this opportunity to get involved and have a lot of fun! Please check out the Spring State Election Process and Procedures section on page 16 of the registration packet for more information.

Debates: Students will be able to sign up to debate or moderate beginning in March. Debater/Moderator selections will be made and notifications sent out in advance of the convention. More information about debates is included later in this registration packet, and details about how to sign up will be sent to all chapter presidents and Teacher/Advisors soon.

Chapter of the Year Award: The Professor Ernest A. Rogers Chapter of the Year Award is presented at each Spring State Convention in memory of the founder of the Junior State of America. The award is presented to the most outstanding chapter in each state of the Junior State.

Chapters wishing to apply for the 2019-2020 award must submit an essay by the Chapter President and Teacher/Advisor describing the chapter’s on-campus activities throughout the year and its participation in regional and state activities. Judging is based on the content of the chapter’s essay, materials, and live presentation. JSA Teacher/Advisors and JSF staff members will review the chapter’s overall achievements and their efforts to encourage involvement in, and understanding of, the processes of democratic self-government. The essay might describe chapter activities, improvements in the chapter since last year, special chapter events, and any other comments that will help the judges make their decision. Chapters are welcome to submit other materials in support of their application as well.

Chapters interested in competing for the Chapter of the Year Award must notify the Program Director one week prior to Spring State (by April 17th) if they intend to apply. The deadline for complete applications is 12:00pm on the Wednesday prior to Spring State (April 22nd). Chapter Presidents and Teacher/Advisors will be interviewed in case of a tie. The Professor Ernest A. Rogers Chapter of the Year Award will be announced at Closing Session. The winning chapter will receive an engraved plaque to be displayed at their high school. Please read the information included later in this packet for more information.

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. Please contact the Northern California Program Director to receive examples of written declarations you can use.

Questions: Please do not hesitate to call or email the Northern California Program Director Colette Ankenman at (650) 954-3143 or at cankenman@jsa.org.
Over the last five years, Northern California JSA students, parents, family members, friends, and alumni have worked together to raise almost $60,000 for the Northern California JSA Scholarship Fund to not only make it possible for hundreds of students to experience a Northern California JSA convention who would otherwise have been unable to attend because of economic constraints, but also help create new JSA chapters in Northern California.

During just this 2019-2020 school year, because of the generosity of people like you, Northern California JSA has already been able to give more than 185 unique students over $16,500 in scholarship awards to help them attend Fall and/or Winter State!

Unfortunately, this pace is unsustainable. If we want to continue being able to help every student who needs that assistance to get to conventions, and support new chapters trying to get off the ground, we need your help.

Would you please consider making a tax-deductible donation to the Northern California JSA Scholarship Fund to help Northern California students in need attend conventions and help support new JSA chapters trying to get off the ground?

Northern California JSA receives hundreds of scholarship applications each year, and the effect those convention scholarships have often reach far beyond what we ever knew at the time. From a NorCal Teacher/Advisor:

“Thank you so much for your generous donation to JSA. You have made it possible for one of my students to not only attend the JSA Spring Convention, but stay in school. ****** has led a difficult life and [their] passion is changing the criminal justice system. This singular focus has made the regular high school experience irrelevant in [their] mind. When [they] started to come to JSA meetings, [they] found a reason to come to school; it gives [them] purpose. Without your help, [they] would never have the opportunity to come to the convention where [they] truly find success. Your kindness and generosity are truly appreciated.”

The Northern California JSA Scholarship Fund is frequently the only way we can help students in need attend our conventions. We want every student, no matter the economic realities they face, to have the chance to voice their opinions, grow in confidence, and become more active, educated citizens in our democracy. In the words of one JSAer:

“Thanks for much for your donation to JSA. Because of you, I was able to attend this amazing conference. I met so many amazing people, learned new things, and broadened my horizons. I learned not only how to voice my opinions, but also how to be compassionate and listen to others who have different opinions than me. JSA has made me more confident in public speaking, pushed me to step out of my comfort zone, and bond with the people in my community. Once again, thank you so much for your donation and the amazing memories that you have allowed me to create.”

Anything you can contribute to the Northern California JSA Scholarship Fund to help the students, families, and chapters who need that help most will go a long way:

- $25 pays for a start-up kit and all materials a new chapter needs to get off the ground
- $50 can reduce a student’s Spring State convention cost by almost ⅓
- $100 will provide a full scholarship to a student in need who attends a Title I school
- $250 can cover almost 75% of the cost for two students in need to attend Spring State
- $500 can send five students attending a Title I school to Spring State
- $750 can start a brand new JSA chapter

You can donate to the Northern California Scholarship Fund either by donating online at fundraise.jsa.org/NorthernCaliforniaState or sending a check made out to JSA along with your Winter State payment (noting the check is for the Northern California Scholarship Fund). 100% of your donation will go to help NorCal JSA students in need.

➢ If you send a donation as part of your student’s Spring State payment, please note your donation on the Student Permission and Registration Form. Receipts and acknowledgement will be sent upon receiving the chapter’s Spring State payment.

Thank you for your time, and for your generosity. The entire Northern California JSA community, especially the Northern California students and chapters in need, greatly appreciate your help.
SAMPLE SPRING STATE AGENDA AT A GLANCE

Saturday, April 25

Registration: 8:30 AM – 9:30 AM
Opening Session & Keynote Speaker: 9:30 AM – 10:45 AM
Organizational Block: 10:50 AM – 11:30 AM
Lunch: 11:30 AM – 1:00 PM
Block I: 1:00 PM – 1:45 PM
State Nominations & Candidate Forum / Q&A: 1:50 PM – 2:35 PM
Block II: 2:40 PM – 3:25 PM
  • Teacher/Advisor Reception & Chapter of the Year Presentations
  • Political Fair
Block III: 3:30 PM – 4:15 PM
  • Political Fair
Regional Nominations & Candidate Forum / Q&A: 4:20 PM – 5:05 PM
Block IV: 5:05 PM – 5:50 PM
Chapter Check-In / Key Distribution: 5:50 PM – 6:00 PM
Dinner: 6:00 PM – 8:00 PM
Regional Caucus & Elections: 8:00 PM – 9:00 PM
NorCal Nightlife: 9:30 PM – 11:00 PM
  • Governor’s Ball
  • Karaoke
  • Game Room

Sunday, April 26

Breakfast & Checkout: 7:30 AM – 8:45 AM
Block V: 8:55 AM – 9:40 AM
Block VI: 9:45 AM – 10:30 AM
Block VII: 10:35 AM – 11:20 AM
Lunch: 11:20 AM – 12:50 PM
Block VIII: 12:50 PM – 1:35 PM
State Elections & Closing Session: 1:40 PM – 3:30 PM
Debates
Debates serve as the cornerstone of the Junior State by giving delegates a forum to express their views in an orderly fashion, while promoting a clash of ideas that leads to deeper understanding of controversial issues. Using parliamentary debate style, delegates develop political awareness, attitudes, and public speaking skills through participation.

JSA debates center around “resolutions” that outline the issue being discussed. For example, “Resolved, Social Security should be privatized”. Debates begin with six-minute opening speeches by the main affirmative and negative speakers. These two debaters are selected prior to the convention; they research and prepare their arguments beforehand. A pre-selected student moderator guides the action following the opening speeches, where any student in the audience may volunteer for three-minute subsequent speeches in support of either side.

Students vote for a “Best Speaker” at the end of each debate. The main focus of JSA debate is, however, on persuading the audience and imparting a greater understanding of the issues involved, rather than competition between speakers.

Thought Talks
Thought talks are student-led discussions on pressing issues or questions. These activities don’t have the formal structure of a debate and allow students to explore issues in-depth, in a less confrontational setting. A moderator guides the participants by posing questions and offering facts about the topic; however, students will have an open opportunity to express their thoughts and let their comments take the discussion in many different directions. No main speakers are chosen for Thought Talks, and no awards are given. This pressure-free atmosphere engages students very differently than debates and helps students gain confidence with their public speaking skills.

Keynote Speaker
Distinguished politicians, statespersons, journalists, and public policy experts across the political spectrum are invited to address JSA conventions. Delegates gather for opening and closing sessions where these high-profile speakers address the students and answer their questions. JSA members have met and posed questions to key personalities from across the entire political spectrum.

In addition, some conventions feature Political Fairs that enable students to meet representatives of lobbying and political groups and get to ask questions regarding their policies and views. In recent years, our Political Fairs have included groups like the National Rifle Association & Handgun Control Inc., NARAL Pro-Choice America, & the National Right to Life Organization, the Republican, Democratic, Green, Libertarian, and other political parties.

Social Activities
JSA conventions combine the intellectual stimulation of intense political dialogue with some activities in the evenings after dinner time that are just plain fun. Students get a chance to relax in less formal settings including dances, karaoke, impromptu debates, a game room, and relax with their friends. JSA conventions let students meet others with similar interests and diverse talents which helps them build a life-long network of friends.

Other Activities
In addition to debates and thought talks, JSA conventions include a variety of other activities. Spring State conventions feature dramatic and exciting elections for Junior State offices. Mock trials allow delegates to explore our nation’s judicial system and examine how legal and constitutional controversies are resolved in the United States. Crisis simulations and problem scenarios help students grapple with how to handle and resolve challenging situations. These and various other political seminars give students a wide-range of ways to get involved.
# JSA Debates

## Debate Procedure

1. **Pro Opening Speech, 6 minutes**
2. **Con Opening Speech, 6 minutes**
3. **Subsequent Pro Speech, 3 minutes**
4. **Subsequent Con Speech, 3 minutes**
5. **More Subsequent Pro and Con Speeches**
6. **Move to Previous Question**
7. **Con Closing Speech, 3 minutes**
8. **Pro Closing Speech, 3 minutes**
9. **Vote on Resolution**

## Example Debate Styles

- **Traditional "Resolved" Debate**: Follows the above procedure.
- **National Resolved Debate**: A traditional JSA debate, however, the topic is being used across the nation by all JSA states.
- **Thought Talk**: Moderated open discussion of the topic. Best speaker is also recorded here.
- **National Thought Talk**: A traditional thought talk, however it is a topic being used across the nation by all JSA states.
- **First Convention Debate**: Same as traditional debates, but specialized for members attending their first JSA convention.
- **Cross Examination**: Allows for a more direct style of debate. The main speakers begin by each giving three-minute speeches. Then the pro speaker has three minutes to cross examine the main con speaker, followed by a three-minute cross examination of the pro speaker by the con speaker. Closing speeches are three-minute uninterrupted speeches.
- **Devil's Advocate Debate**: Students sign up for a specific debate resolution not knowing which side they will argue until the debate is assigned. The students must argue persuasively for the side they are assigned, whether they agree with it or not.
- **Foreign Language Debate**: Debate done entirely in a foreign language (e.g. Debate in Spanish about Catalonia, or in Armenian about Turkey).
- ** Literary/Fictional Debate**: Debate about a literary topic (e.g. Romanticizing Romeo and Juliet).
- **Speed Chess**: Allows for a more direct response and argument between speakers. The affirmative starts and may use as much time as they wish. When they are done, they hit the table with their gavel, and immediately their opponent’s time starts. When the negative wants to hand it back over to the affirmative, they hit their own gavel on the table. This continues until each speaker runs out of time. The closing speeches, however, are not in Speed Chess format.
- **Switch Debate**: At the moderator’s discretion, the speakers must switch their stance on the debate and argue for the other side.
- **Taboo Debate**: Speakers have a list of words/phrases they are forbidden from saying during the debate (and their speech ends immediately if they say one).
- **Time Travel Debate**: Speakers debate as though they were doing so at a specific point in time (e.g. 1945: Should the U.S. use the Atomic Bomb?).
- **Crisis Scenario**: Put yourself into the shoes of a world leader. It’s time for you to change the course of history by calling the shots. Speeches are given in the same format as a traditional debate, but instead of debating an issue, you debate a crucial decision that likely changed the course of history.

## Robert's Rules of Order

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<tr>
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</thead>
<tbody>
<tr>
<td>Close meeting</td>
<td>I move to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Take break</td>
<td>I move to recess for</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Caucus</td>
<td>I move to caucus for</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Register complaint</td>
<td>I rise to a question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Lay aside temporarily</td>
<td>I move to lay the question on the table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Close debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Limit or extend debate</td>
<td>I move that debate be limited to ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>Postpone to a certain time</td>
<td>I move to postpone the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Refer to committee</td>
<td>I move to refer the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Modify wording of motion</td>
<td>I move to amend the motion by ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Bring business before assembly</td>
<td>I move that or &quot;to&quot; ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Enforce rules</td>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Submit matter to assembly</td>
<td>I appeal from the decision of the chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Suspend rules</td>
<td>I move to suspend the rules which ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Demand rising vote</td>
<td>I call for a division</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Parliamentary law question</td>
<td>Point of parliamentary inquiry</td>
<td>Yes (if urgent)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Request information</td>
<td>Request for information</td>
<td>Yes (if urgent)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Reconsider motion</td>
<td>I move to reconsider the vote ...</td>
<td>No</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

Based on Robert’s Rules of Order Newly Revised (10th Edition)
NORTHERN CALIFORNIA JSA STATE OFFICIALS

Governor: Nicki Watt
nwatt@norcal.jsa.org
Maria Carrillo H.S.

Lieutenant Governor: Maddy Meekins
mmeekins@norcal.jsa.org
Maria Carrillo H.S.

Speaker of the Council: Hannah Kuhns
hkuhns@norcal.jsa.org
Alameda H.S.

Northern California Program Director: Colette Ankenman
cankenman@jsa.org

Central Valley Region

Mayor Joelynn Montelongo
jmontelongo@norcal.jsa.org
Mendota H.S.

Vice Mayor Micah Littlepage
mlittlepage@norcal.jsa.org
Pitman H.S.

Senator Huzaifa Mansoor
Cesar Chavez H.S.

Senator Alani Hodge
ahodge@norcal.jsa.org
Pitman H.S.

East Bay Region

Mayor Sophia Spallone
sspallone@norcal.jsa.org
Bishop O’Dowd H.S.

Vice Mayor Ariana Anayat
aanayat@norcal.jsa.org
Amador Valley H.S.

Senator Matthew Aini
maini@norcal.jsa.org
Dublin H.S.

Senator Jason Olaru-Hagen
jolaruhagen@norcal.jsa.org
Piedmont H.S.

Greater California Region

Mayor Katrina Tisell
ktisell@norcal.jsa.org Petaluma H.S.

Vice Mayor Whitney Pulice
wpulice@norcal.jsa.org
Shasta H.S.

Senator Sergio Hernandez
shernandez@norcal.jsa.org
Petaluma H.S.

Senator Paulo de Carvalho
pdecarvalho@norcal.jsa.org
Petaluma H.S.

Golden Gate Region

Mayor Milo Wetherall
mwetherall@norcal.jsa.org
San Domenico H.S.

Vice Mayor Carmyna Yu
cyu@norcal.jsa.org
Jefferson H.S.

Senator Mira Wakefield
mwakefield@norcal.jsa.org
Carlmont H.S.

Senator Quynh Anh Nguyen
qanhnghuyen@norcal.jsa.org
Del Mar H.S.
STUDENT PERMISSION AND REGISTRATION FORM

Northern California Spring State
Holiday Inn San Jose- Silicon Valley
April 25–26, 2020

Students: Please give this Student Permission and Registration Form to your JSA Teacher/Advisor once you and your parent/guardian have signed.

Teacher/Advisors: Please send all forms to the JSA office or to cankenman@jsa.org by Friday, April 10th.

Student Name: __________________________________  Student Email: ______________________________________

High School: ______________________________________  Grad Year: ______________  Gender: _______________

Home Phone: ____________________________________  Student Cell Phone: _________________________________

Address: _______________________________________  City: ____________________  State: ______  Zip: _________

Parent/Guardian Permission

(This is the only JSA form that needs to be signed by students and parents and collected. The guidelines in the following pages are for reference.)

☐ 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 2020 Northern California JSA Spring State convention to be held at the Holiday Inn San Jose- Silicon Valley on April 25-26, 2020.

☐ I agree to pay $__________ (minus any applicable scholarship award) to __________________________________ for my child to attend the 2020 Northern California JSA Spring State convention.

☐ I understand JSA cannot decrease the number of students registered from my child’s school for the 2020 Northern California JSA Spring State convention, or offer any refunds to the school or any student, regardless of reason, after April 8th, 2020.

☐ Please accept my additional tax-deductible donation of $__________ to go to the Northern California JSA Scholarship Fund to help a Northern California student or JSA chapter in need. (Please make checks out to JSA, noting it is for the Northern California JSA Scholarship Fund. JSA will send a donation receipt upon receiving the chapter’s Spring State payment.) You can also donate to our scholarship fund online at fundraiser.jsa.org/NorthernCaliforniaState.

Student Signature: _________________________________________________   Date: __________________________

Parent/Guardian Signature: ___________________________________________   Date: __________________________

Parent/Guardian Name: ________________________________________________  Home Phone: ________________________

Parent/Guardian Email: _______________________________________________  Parent Cell Phone: ______________________

Emergency Contact: _______________________   Relationship: ____________  Phone Number: ___________________
**STUDENT PARTICIPATION AND PARENTAL PERMISSION FORM**

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

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

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

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

**JSA CONVENTION RULES**

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 and vaporizers 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 genders 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 name tag visibly above the waist at all times. No student may go onto guest floors or attend nighttime activities without their name tag.** If a student loses their name tag, they must go to the JSA registration table with a photo ID to obtain a replacement.

9. **Students must always conduct themselves according to the highest standards of behavior. Students must be considerate of, and respect the rights of, other students, staff, Teachers/Advisors, and hotel guests and use appropriate and respectful language at all times. Hazing or any action that creates physical discomfort or intends to embarrass or harass another student will not be tolerated. Music must be played through headphones. Students may not open, throw anything out of, or shout out of windows. Students must stay off roofs and all other restricted areas. Students must follow all public laws. Reasonable and due care shall be exercised by all students to ensure safety and good order as well as preserve the good reputation of their high school and the Junior State of America.**

10. **Use of electronic devices during keynote speeches and inside debate rooms, unless the user is a main speaker, is prohibited except in emergencies.**

11. **No student may drive a car to the convention or ride in a student-driven car during the convention.**

12. **Unregistered students may not attend any convention activities.** If any unregistered students from a school arrive at the hotel during the convention, the entire chapter may be sent home.

13. **Students may not associate with any visitor who is not an official guest of the Junior State program unless the student has received prior express permission from their Teacher/Advisor(s), parent(s), and Junior State Staff.**

14. **The Junior State/The Junior State of America Foundation are not responsible for items stored in a luggage storage area. JSA/JSF is not responsible for valuable items brought by students to the event.**

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, and other appropriate measures.**


**JSA VALUES**

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

**Leadership**

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

**Empowerment**

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

**Accountability**

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

**Diversity & Inclusion**

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

Together, we are the Junior State of America!

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**JSA DRESS CODE**

All students and Teacher/Advisors participating in JSA overnight conventions must abide by the JSA dress code and dress modestly and professionally. Students found in violation of the dress code, as determined by a JSA Staff member, will be asked to change into more appropriate clothing. Multiple violations may result in termination of attendance privileges.

The following are a series of guidelines that will be enforced during “business hours” in JSA (i.e. from Opening Session to key distribution on Saturday, and morning until Closing Session on Sunday). There may be additional times that students will be asked to remain in this attire. **While the dress code will be relaxed during evening hours, JSA Staff and Teacher/Advisors retain the right to ask a student to change into more appropriate attire at any time.**

### What is appropriate?

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

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

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

**Teacher/Advisors:**

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

- Please dress professionally during business hours
- Jeans/corduroys are acceptable with a button-down shirt, sweater, or nice top
- Exercise clothes should not be worn unless immediately going to/from the gym
Approval: Check with your Principal, Vice-Principal, or Activities Director to find out what you need to receive school and district approval. Do this in advance to allow time for obtaining approval.

Questions: Please do not hesitate to call or email the Northern California Program Director, Colette Ankenman at (650) 954-3143 or at cankenman@jsa.org.

Delegation: When looking for students to join your delegation to Spring State, you should approach politically aware students. Students involved in JSA, Forensics, Mock Trial, Model UN, student government, your school’s newspaper, the speech and debate team, and honor society members might all have an interest in attending. 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 inform other students at your school that the convention is for registered students only, and the chapter will be in serious trouble if others drop by. If chapter members associate with non-registered students, The Junior State of America 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 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, so start planning now! Be aware of both school and school district deadlines!

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 April 8th deadline, JSA will likely have to house students based on available space, rather than by your requested rooming list. Contact the Northern California Program Director Colette Ankenman at cankenman@jsa.org if you think you might be delayed in submitting your registration.

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

- Accuracy is important – the names registered are used to create official name tags and are double checked against your submitted room lists, so please make sure names are spelled correctly and email addresses and other contact information are correct.

- JSA houses four students to a room with two double beds. If a chapter has fewer than four students 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.

- Because JSA must make guarantees to the hotel far in advance of the convention, JSA cannot decrease the number of students registered from your chapter, or offer refunds to the school or any student, regardless of reason, after April 8th, 2020.

  - If a student drops after the registration deadline, the student and chapter is responsible for the that cost. Any student who finds themselves unable to attend after the registration deadline is encouraged to find another student to go in their place and reimburse them the cost.
Fundraising: JSA encourages every chapter to fundraise to lower convention prices for their members. Many chapters sponsor fundraisers like car washes, food sales, and garage or yard sales, while others write local businesses and service organizations. For more fundraising ideas, contact any elected official or student leader, the Northern California Program Director, or download the Fundraising Guide at http://www.jsa.org/download/2018-fundraising-guide/. The key to any successful fundraising campaign is starting early, so discuss fundraising plans right away!

Scholarships: The Northern California Junior State is pleased to offer scholarships to help students in need attend our overnight conventions. Students who would like to apply for a Spring State scholarship, please go to https://jsa.wufoo.com/forms/r1yjodsh0wgya9n/ and fill out the scholarship application. The scholarship deadline is Friday April, 3rd. Applications will be reviewed on a rolling basis. Applicants and their Teacher/Advisors will be notified of the scholarship awarded within a week of submission.

Elections: The feature event of Spring State is the election of next year’s Northern California Junior State officers. Please see the information included in the next section about election procedures so you and your chapter members know how the Spring State election process will work.

Early Registration Deadline: March 26th

Final Registration Deadline: April 8th
**Spring State Election Process and Procedures**

**Voter Eligibility**

Only dues-paid members of the Northern California Junior State present at the commencement of the voting round may participate in a given round of voting, for State elections. Only dues-paid members of the region for which a given election is taking place, present at the commencement of the voting round, may participate in a given round of voting, for Regional elections.

**Election Process**

Prior to each round of voting, Fair Elections Committee (FEC) agents shall count and note the number of persons present from each chapter and distribute the number of ballots equivalent to the number of eligible voters present at the commencement of each voting round to each Chapter President.

- The Chapter President (or acting Chapter President) shall distribute one ballot to each voting member of the chapter.
  - If the Chapter President is not present, the Acting Chapter President must be designated prior to the convention.
- Each chapter member who receives a ballot shall write the name for whom they are voting on their ballot.
  - In cases where there is more than one candidate running, a delegate may vote for a candidate or may abstain.
  - In cases where there is only one candidate standing for election, a delegate may vote affirmative or abstain.
- When chapter members have finished voting, the Chapter President (or acting Chapter President) shall collect the ballots.
- The Chapter President (or acting Chapter President) shall then count all of the votes.
- The Chapter President (or acting Chapter President) shall approach the Chair and publicly announce their chapter’s vote for each candidate.
  - Chapters shall announce their votes in alphabetical order.
- The Chapter President (or acting Chapter President) shall immediately hand his or her chapter’s ballots to an FEC agent, and the FEC agent shall recount the ballots.
- The FEC Agent shall deliver to the FEC Chair the collected and counted ballots.
  - A Member of the FEC shall decide any discrepancies arising in vote count, and the FEC Chair may decide any discrepancies arising in the vote count after consideration of another Member of the FEC.
- The FEC Chair shall seal all ballots from each round of voting in separate boxes, which shall be officially stamped and sealed with a tamper-proof seal and signed by the FEC Chair.

**Election Procedure**

Elections shall take place in a run-off style:

- If a candidate receives 50% +1 of the votes cast, they shall automatically win.
- If no candidate receives 50% +1 of the votes cast, the candidate with the fewest votes shall be dropped from the ballot and voting will begin again with the constricted pool of candidates.
  - If any group of candidates has votes that total fewer than the votes of the next highest candidate, then those candidates shall all be removed from the race.

The process of elimination described in this section shall continue until one candidate gains a majority of the votes.

- For any election in which only one candidate has been nominated, the FEC Chair may conduct the voting by either a hand vote, voice vote, or by unanimous consent.

**Senate Elections**

For the office of Senator, delegates shall cast two votes, each for a different candidate, or to abstain. In cases with two or fewer candidates, voters may vote for yes or abstain for both candidates separately.

- If there are two or fewer candidates, a yes/no vote shall be held
  - If a candidate receives 50% +1, they shall be elected to the Senate
  - If the electorate fails to elect a Senator position, the Mayor shall appoint one
• If there are three candidates, an initial ballot shall be held. The candidate with the majority of votes shall be declared victorious. A runoff between the remaining candidates shall ensue with each delegate having only one vote to cast for a candidate or to abstain.

• If there are more than three candidates, an initial ballot shall be held. If any candidate receives 50% +1, they are automatically elected to the Senate, with a runoff occurring between the two candidates with the next-highest vote totals. If no candidate receives 50% +1, the top three candidates shall move on.

**Live Vote Totals**

Barring technological difficulty, a running count of the election results shall be updated as each chapter announces its votes.

For the purpose of ensuring confidentiality in counts of secret ballots, representation of votes displayed to the electorate in electronic form shall not under any circumstances display vote counts, but rather shall display percentages for each candidate only.

**Secret Ballots**

Any Chapter President (or acting Chapter President) may request for their chapter to vote by secret ballot. This request must be made to the FEC Chair before the commencement of each round of voting.

- If the FEC Chair approves a secret ballot, it shall only apply for the election of one office; however, it shall extend to all rounds of voting for that office’s election. For elections of different offices, a secret ballot must be requested again.

Any person within a chapter with a delegation of eight people or fewer may request a secret ballot for their entire chapter.

- **Chapters with a candidate running for office must vote by secret ballot for the election of that office.**
- FEC agents and members will not vote with their chapters. They shall cast their votes by secret ballot before chapters are given ballots.
- For any chapter casting votes for an election by secret ballot, the following procedures shall be observed:
  - No FEC Agent from a chapter voting by secret ballot shall be assigned to count the votes of another chapter voting by secret ballot for any election.
  - Chapter Presidents (or acting Chapter Presidents) of chapters voting by secret ballot shall deliver all ballots immediately to an FEC Agent. Upon confirming the correct ballot total, the FEC Agent shall immediately deliver all ballots to the FEC Chair.
  - The FEC Chair shall count all secret ballots, which shall be confirmed before reporting by an FEC Agent randomly selected by the Governor, that was not appointed from any chapter voting by secret ballot for any election.
  - The FEC Chair shall, for each round of each election, add all secret ballots from chapters and members of the FEC to the total vote count **after the conclusion of the main vote count announcements by Chapter Presidents.**
  - If the number of votes from secret ballot total enough to decide the winner of any election, an automatic recount of ballots shall be triggered, which shall take place immediately under the supervision of the FEC, at the same location at which the ballots are retained.

**Recounts**

- Any candidate may request a recount for their election if the vote is within a 3% margin.
- A recount may be conducted upon receipt by the FEC Chair of a petition of 50 or more dues-paid members of the Northern California Junior State, that specifically denotes the elections, rounds, and/or chapters to be recounted.
- Recounts will be carried out by a committee of the Members of the FEC, the Governor, the Program Director, and four FEC Agents randomly selected by the Governor who consent to assist in the recount.
- Vote counts must be confirmed by the Governor, the FEC Chair, the Program Director, and at least two of the four FEC Agents on the recount committee, and the election shall be declared certified by a majority vote of the FEC.

**Campaign Regulation**

- Block voting, or the practice of a majority of the members of a chapter casting all of a chapter’s votes, is prohibited.
- If an elector or member of the FEC believes that a chapter has falsified its votes, block voted, or coerced its delegates to vote a certain way, they may object to the FEC Chair. Upon receiving this objection, the FEC Chair will check and validate the individual ballot votes of each chapter member.
- If votes are cast for non-candidates, they shall be recorded as abstentions.
The Junior State of America sincerely thank you for accompanying your chapter to the upcoming convention. We appreciate your dedication to furthering the goals of JSA and to increasing the political awareness of today's youth. Without your help, students would not be able to attend conventions like these and would miss an opportunity to debate and discuss controversial issues, learn more about the democratic process, and develop leadership skills.

Outlined below are mandatory responsibilities of Teacher/Advisors at a Junior State convention. Please review them and send in this form, signed, with your chapter’s registration materials. Ultimately, you are responsible for the students in your chapter so please check with your administration regarding rules pertaining to school trips.

1. **BE PRESENT.** In compliance with school or school district rules, Teacher/Advisors must be present onsite and readily available throughout the entirety of the convention to accompany students and keep students on track and motivated. Please make sure to bring contact information for all students and establish a way students can get in touch during the convention by cell phone and/or at specified locations and times.

2. **CHECK-IN.** Teacher/Advisors must be present with the student chapter leader at registration to check in the chapter. Teacher/Advisors will receive their students’ guest room keys for distribution in the afternoon.

3. **TEACHER/ADVISOR MEETING.** All adult chaperones MUST attend the mandatory Teacher/Advisor meeting with the Junior State staff to review convention logistics, convention and hotel rules, and receive important announcements for the weekend.

4. **CHAPTER CAUCUS.** After dinner, all students must check in with their Teacher/Advisor(s). Teacher/Advisors must take roll at the caucus and report any missing students to the Junior State staff. Teacher/Advisors should review the convention rules, curfew time, and morning checkout time with the students. All students must remain inside the hotel after the chapter caucus.

5. **NIGHTTIME ACTIVITIES SUPERVISION.** Teacher/Advisors must sign up for shifts in the evening to monitor hotel hallways, common areas, or nighttime activities including chaperoning the dance. Teacher/Advisors will receive instructions for signing up to supervise these areas and activities at the mandatory Teacher/Advisor meeting.

   a. JSA has adult supervisors on the floors in the evening to keep noise levels down and to discourage misconduct. Most Teacher/Advisors volunteer to patrol the floor that houses their own students. If witnessing students involved in any inappropriate conduct, do not hesitate to intervene. If uncomfortable dealing with students from other high schools, feel free to notify the Teacher/Advisor from that school or Junior State staff to take care of the situation. During the dance, Teacher/Advisors monitor the doors and check name tags to ensure ONLY JUNIOR STATE STUDENTS attend the dance.

6. **CURFEW -- ROOM CHECKS.** Teacher/Advisors must go to all of their students’ rooms at curfew and check that all their students are present. Students missing curfew may be sent home. Please pass along any announcements for the next day at this time.

7. **CHECKOUT.** All students must check out of their rooms by 9:00 a.m. Sunday morning. Luggage storage has been arranged. Teacher/Advisors should meet their students in the morning at 9:00 a.m. to collect their room keys and make sure that all students have checked out of their rooms. Teacher/Advisors may turn keys in at the Junior State registration table.

8. **MEDICAL EMERGENCIES/DISCIPLINARY ISSUES.** The Junior State staff at the convention will contact Teacher/Advisors if a member of their chapter has a serious medical issue or violates major convention rules. Teacher/Advisors will coordinate with the Junior State staff to arrange medical attention for students, notify parents/guardians and school officials if necessary, and send students home for serious rules violations. PLEASE REVIEW ALL THE CONVENTION RULES IN THIS PACKET AND DISCUSS THEM WITH STUDENTS BEFORE THE CONVENTION.

9. **MORAL AND EDUCATIONAL SUPPORT.** Teacher/Advisors can provide valuable moral support to students. If a student is a main participant of a debate, or is planning to make a subsequent speech, Teacher/Advisors can give them a boost just by attending their debate. Since many students use the time just prior to their debate to reﬁne their argument, Teacher/Advisors can also provide educational assistance through providing advice or answering questions before a debate. Discussing a debate and their student's performance after it is over can also help students understand any points they missed or clarify any misinformation.

I have reviewed the above responsibilities and agree to faithfully execute the duties required of me as a Teacher/Advisor at a Junior State Convention.

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**Signature**

**Date**

**School**

**Print Name**

**Cell Phone**

**Email**
CONVENTION CHECKLIST

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

1. **Get School Approval (and District Approval if applicable as well)**
   - Find out and follow the procedure for obtaining approval for the trip. **(START THIS NOW!!)**
   - Give a copy of the convention flyer to the Student Activities Director.

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 the name and email of a person for interested students to contact.

3. **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 Spring State 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 March 26th registration deadline. Please review all forms for accuracy and completion prior to submittal!
   - Collect registration and permission forms. Make sure every student has gone over the permission forms with their parents and has returned their permission form with both their signature as well as their parent/guardian's signature.
   - 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 2019-2020 school year).
   - Register your chapter at MyJSA. **(See next page.)** 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 the registration deadline.

4. **Arrange Transportation**
   - Determine how the chapter will travel to the convention.
   - If the chapter is large enough, arranging a bus through the school district or an outside bus company may be necessary. **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 JSA conventions.**
   - Set a time and place for everyone to meet before the convention and the estimated time of arrival for drop off after.

5. **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 the legislation being debated at the convention.

6. **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 Northern California Program Director Colette Ankenman at (650) 954-3143 or at cankenman@jsa.org and make payment arrangements.

**Payment Options**

**School Check:** ONE inclusive check to the Junior State of America from the school. If the school cannot process the check before the deadline, please send documentation (i.e. purchase order) showing you have arranged with the school to send the check, plus a school guarantee that payment will be received **before** the convention.

**Personal Check:** ONE inclusive check to the Junior State of America from a parent or Teacher/Advisor (students pay them).

**Purchase Order:** A school purchase order (must be payable within 30 days of the registration deadline).

**Credit Card:** JSA will accept credit card payments for registration by phone or online. If you would like to pay by credit card online, please contact Colette Ankenman, the Northern California Program Director.
The following step-by-step guide walks you through the online registration process. If you run into any problems, or if you have any questions, please do not hesitate to contact the Northern California Program Director Colette Ankenman by phone at (650) 954-3143 or by email at cankenman@jsa.org.

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

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

**Step 3:** Collect registration forms, permission forms, and payment.
- During February and March, collect Spring State forms and payment 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 will be notified in advance if there is a high probability of this happening to any of your chapter’s rooms.

**Step 5:** Complete and submit your chapter registration.
- You will need to put the information you assembled into MyJSA, namely, the students and Teacher/Advisors for your group and your rooming list. 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:** Confirm your registration, review the invoice, and arrange to pay before the convention.
- Colette Ankenman, the Northern California Program Director, will confirm your registration and send you an invoice showing the total amount due and a list of students and Teacher/Advisors attending.
  - Please note: Review the payment options and arrange to pay before the convention.

**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 Northern California Scholarship Fund to the JSA office.
  - Please note: If paying for the convention by credit card, please contact the Northern 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**

Northern California Spring State  
Holiday Inn San Jose- Silicon Valley  
April 25–26, 2020

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 Spring State will consist of ______ people ( _____ students + ______ Teacher/Advisors)

<table>
<thead>
<tr>
<th>Number</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Student(s) – Membership Dues</td>
<td>$10.00 per student</td>
<td>$__________</td>
</tr>
<tr>
<td>_____ Student(s) – Registration</td>
<td>$170.00 per student</td>
<td>$__________</td>
</tr>
<tr>
<td>_____ Student(s) – FINAL Registration</td>
<td>$210.00 per student</td>
<td>$__________</td>
</tr>
<tr>
<td>_____ Student(s) – LATE Registration</td>
<td>$220.00 per student</td>
<td>$__________</td>
</tr>
<tr>
<td>_____ Student(s) – Friday Night</td>
<td>$50.00 per student</td>
<td>$__________</td>
</tr>
<tr>
<td>_____ Teacher-Advisor(s) – Shared Room</td>
<td>$0.00</td>
<td>$__________</td>
</tr>
<tr>
<td>_____ Teacher-Advisor(s) – Private Room (one night)</td>
<td>$160.00 per T/A</td>
<td>$__________</td>
</tr>
<tr>
<td>_____ Teacher-Advisor(s) – Private Room (two nights)</td>
<td>$270.00 per T/A</td>
<td>$__________</td>
</tr>
<tr>
<td>_____ Donations to the Northern California Scholarship Fund</td>
<td></td>
<td>$__________</td>
</tr>
<tr>
<td>_____ Northern California Scholarship Fund Awards / Discounts / Credits</td>
<td></td>
<td>($__________ )</td>
</tr>
</tbody>
</table>

Grand Total $__________

**Payment Method (Please mark one)**

_____ Credit Card  
_____ School Check  
_____ Personal Check  
_____ Purchase Order

Make Checks Payable to and Mail to:

The Junior State of America  
70 Washington Street Suite 320  
Oakland, CA 94607
Each year at Spring State conventions across the nation, the Junior State of America 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 political leaders and citizens of the future. Excited by the idea, the students began to set out the goals for their junior government. Non-partisan, non-sectarian, non-secret, and non-profit, the organization would rise above the evils of propaganda and dirty politics. Students would not just learn about democracy, but would practice it among themselves. The Chapter of the Year Award is given to schools that fulfill the ideals envisioned by Prof. Rogers.

Rewards for Winning Chapter of the Year
1. An engraved plaque honoring the chapter
2. One (1) $1,000 scholarship to a Junior State of America Summer School for one (1) dues-paid chapter member
3. One (1) full scholarship to a Junior State of America Institute for one (1) dues-paid chapter member
4. One free private room to the chapter’s Teacher/Advisor to all conventions the following year
5. Become eligible for the Junior State of America’s National Civic Impact Award

The National Civic Impact Award
The Junior State of America annually recognizes the chapter that has had the biggest impact on increasing the level of civic awareness and engagement at their school with the National Civic Impact Award. The award goes to one of the 10 chapters chosen as their state’s Chapter of the Year. The winning chapter receives:
1. An engraved plaque honoring the chapter.
2. A $500 stipend reward given to the chapter’s Teacher/Advisor.
3. A $2,000 grant to the chapter to continue their civic impact and engagement projects.

How to be Recognized as the “Chapter of the Year”
The Chapter of the Year is chosen at each state’s Spring State Convention. Chapter Presidents and Teacher/Advisors submit an essay and make a 6-8 minute presentation during Spring State to promote their chapter’s candidacy for the Chapter of the Year Award.

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

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

Criteria for Judging the Most Outstanding Chapter

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

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

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

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

5. JSA Participation –
   - Regularly attends JSA conventions, regional one-day conferences, and chapter conferences.
Chapters interested in competing for the Chapter of the Year Award must notify the Program Director one week prior to Spring State (by April 17th) if they intend to apply.

Chapters must submit complete applications by 12:00pm on the Wednesday prior to Spring State (April 22nd).

<table>
<thead>
<tr>
<th>Name of Chapter:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>School Address:</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Chapter President:</td>
<td></td>
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<tr>
<td>CP Phone:</td>
<td>CP Email:</td>
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<tr>
<td>Teacher/Advisor:</td>
<td></td>
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<tr>
<td>T/A Cell Phone:</td>
<td>T/A Email:</td>
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<tr>
<td>Description of Presentation:</td>
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<tr>
<td>Audio/Visual Requirements (Please contact the program director to ensure compatibility)</td>
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</tbody>
</table>

**JSA Northern California Program Director Contact Information:**

**Colette Ankenman**  
The Junior State of America Foundation  
70 Washington Street, Suite 320  
Oakland, CA 94607  
(650) 954-3143  
cankenman@jsa.org