The Dawn of a Decade: Discussing America’s Past, Present, and Future

It is imperative that we take control of our future by understanding the past and maximizing the present. The world is changing at a more rapid rate than ever before- globalization, technological innovations, increased civil rights by governments, a diversified workforce, and more. The 20th century marked a revolutionary period in global history and the past of America. How the world has developed so quickly in the 21st century is a question we cannot answer without understanding our past. For our society to advance in the future in the best way possible we must come together to discuss how this can be done to avoid our past mistakes and present issues.

In the last decade of America’s history we faced events like no other. From astronomical advancements in technology to controversial discussions that split our nation, this country has seen it all. Looking back to 2010 and looking forward to the years ahead, what can we do to create a bright future for this nation? In order to analyze this, it is vital to acknowledge the past, how it has affected where we are now, and what it will do for the future. Whether it be discussing gun reform, abortion laws, climate change, or anything of importance, it all ties in to the existence and culture of the United States. It is our turn to take control of the next decade, but we need the knowledge and understanding of the past to prepare for the future.

Election Information

Please note, in order to qualify to participate in voting for next year’s elected officials, every chapter must meet the following criteria:

1. Have at least 8 dues-paid members for the 2019-2020 school year.
2. Have a teacher advisor who is approved by your high school.
3. Be an authorized chapter within your high school.

If your chapter does not meet this criteria, please reach out to your Program Director as soon as possible.
Logistical Information

Location:  Courtyard by Marriott Chicago Downtown/Magnificent Mile 165 E Ontario St, Chicago, IL 60611 (312) 573-0800

Check In:  Registration will be from 8:30am–9:30 am on Saturday, April 25th, 2020. Room keys will be available at approximately 5:30pm. Storage for luggage will be provided.

Check Out:  The convention will end at approximately 2:00pm on Sunday, April 26th, 2020. Students must be out of their rooms by 9:00am. Storage for luggage will be provided.

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

Transport:  No student may not 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.

Conduct:  Rules of conduct and dress code for the convention are listed on the Student Participation and Parent 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 any student or chapter without refund for violating any convention rules.

Questions:  Please do not hesitate to call or email the Midwest Program Director Jen Senna at (602) 834 - 4350 or at jsenna@jsa.org if you have questions.
Registration Information

Registration Deadlines:

Early - March 24th
Regular - April 7th

Chapter Presidents & Teacher/Advisors:
- A late fee of $15 will be added to any registration received after April 7th.
- Every student attending must be a dues-paid member of JSA. $10 membership dues will be added to your chapter's convention invoice for all non-members.

For Students

<table>
<thead>
<tr>
<th>Registration Deadline</th>
<th>Early Registration: March 24th</th>
<th>Regular Registration: April 7th</th>
</tr>
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<tbody>
<tr>
<td>Registration Fee</td>
<td>$175.00</td>
<td>$215.00</td>
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Extra Night Fee: $50.00 per student, per night. Applies to staying Friday or Sunday night.

Remember:

- Every chapter must bring at least one teacher advisor for every fifteen students.
- All chapters must be approved by the school administration prior to registering for conventions.
- Any chapter not formally approved by their schools administers will not be able to attend conventions.
- All chaperones will have to be approved by the school.
- Check if your school requires a higher ratio of teachers to students or teachers of both genders.

Refund Policy:

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 the reason, after April 7th, 2020. If a student drops after the registration deadline, the chapter is responsible for 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 the cost to them.

Chapter Presidents and Teacher/Advisors: Please notify your program director as soon as possible if you switch delegates.
Spring State Sample Agenda

Saturday

Registration: 8:30 AM - 9:30 AM
Opening Session & Keynote Speaker: 9:30 AM - 11:00 AM
Organizational Block: 11:15 AM - 12:00 PM
- Teacher/Advisor Meeting - JSA 101 - Beginner Debate Workshop - Advance Debate
- Workshop - Moderating Workshop
Lunch: 12:00 PM - 1:30 PM
Block I: 1:30 PM - 2:30 PM
- Resolved, that the Federal Government establish a national $15 minimum wage.
- Resolved, that feminism is no longer necessary.
- Resolved, that capitalism is no longer in the best interests of the American people.
- Thought Talk: Is marriage necessary to achieve the American Dream?

Block II: 2:30 PM - 3:30 PM
- Council of Chapter Presidents Meeting
- Resolved, that charter schools raise the quality of education in America.
- Novice Debate: Resolved, that physician-assisted suicide be legalized nationwide.

Block III: 3:30 PM - 4:30 PM
- Teacher/Advisor Reception
- Resolved, that all schools be required to provide gender neutral bathrooms.
- Resolved, that the death penalty is an appropriate response to premeditated murder.
- Thought Talk: Is isolationism a pragmatic solution to the economic situation?

Block IV: 4:30 PM - 5:30 PM
- Resolved, that the American Dream is no longer attainable.
- Resolved, that Congress adopts a policy of amnesty for all illegal immigrants.
- Thought Talk: Does China pose an imminent threat to the United States?

Key Distribution: 5:30 PM - 6:00 PM
Dinner: 6:00 PM - 8:00 PM
Chapter Caucus: 8:00 PM - 8:30 PM
Nighttime Activities: 8:30 PM - 12:00 AM
- Dance - Karaoke - Impromptu Debates

Sunday

Breakfast & Checkout: 7:45 AM - 8:45 AM
Block V: 8:45 AM - 9:45 AM
- Summer School Information Session
- Resolved, that standardized tests do not accurately measure student achievement.
- Resolved, that cable news is detrimental to the American people’s perception of politics.
- Thought Talk: What characteristics make up an ideal politician?

Activism Block: 9:45 AM - 10:45 AM

Block VI: 10:45 AM - 11:45 AM
- Resolved, that unions are necessary to protect workers.
- Resolved, that the United States create a publicly owned fiber optic network.
- Resolved, that lobbying is an obstruction to democracy.
- Thought Talk: How can the United States combat institutionalized racism?

Lunch: 11:45 AM - 12:45 PM

Block VII: 12:45 PM - 1:45 PM
- Resolved, that Supreme Court justices be subject to term limits.
- Resolved, that the United States pay reparations to descendants of slaves.
- Thought Talk: How should the United States pursue energy independence?

Closing Session & Elections: 1:45 PM - 2:00 PM
Spring State Activities

Keynote Speakers

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.

Classic JSA 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 the issues at hand. Using the Robert's Rules of Debate style, delegates develop civic awareness, the ability to find common ground, and public speaking skills.

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. The main focus of JSA debate is persuading the audience and imparting a greater understanding of the issues involved, rather than pure competition between speakers.

Thought Talks

Thought talks are student-led discussions on pressing issues or questions. These activities don't have the rigid structure of a debate and allow students to explore issues in-depth, in a less competitive setting. A moderator guides the participants by posing questions and offering facts about the topic. 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.

Social Activities

JSA conventions combine the intellectual stimulation of intense political dialogue with just plain fun. In the evenings students get a chance to relax in less formal settings including dances, quiz bowl, gaming, and chilling with their friends at a JSA Lounge among others. JSA conventions let students meet others with similar interests and diverse talents which helps them build a life-long network of civically aware friends.

Et Cetera

In addition to debates and thought talks, JSA conventions include a variety of other activities. Spring State conventions feature dramatic elections and fierce campaigning for Junior State student offices. Mock trials allow delegates to explore our nation's judicial system, while crisis scenarios provide opportunities to simulate the challenges facing government officials at the highest levels. Don't forget that because JSA is student run, you have the power to advocate for additional programs or activities at JSA conventions.
**STUDENT PERMISSION AND REGISTRATION FORM**

The Midwest Spring State  
Chicago Marriott Downtown Magnificent Mile  
April 25 - 26th, 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 jsenna@jsa.org by **April 17th**.

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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**

(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 Midwest Spring State** convention to be held at the **Chicago Marriott Downtown Magnificent Mile** on **April 25 - 26th, 2020**.

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

☐ I understand JSA cannot decrease the number of students registered from my child’s school for the **2020 Midwest JSA Spring State** convention, **or offer any refunds to the school or any student, regardless of reason**, after the registration period ends.

Please accept my additional *tax-deductible donation* of $__________ to go to the Midwest JSA Scholarship Fund to help a Midwest student or JSA chapter in need. (Please make checks out to JSA, noting it is for the Midwest JSA Scholarship Fund. JSA will send a donation receipt upon receiving the chapter’s Spring State payment.)

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Student Signature: _________________________________________________   Date: __________________________
Parent/Guardian Signature: __________________________________________   Date: __________________________
Parent/Guardian Name: ____________________________________________   Home Phone: __________________________
Parent/Guardian Email: ____________________________________________   Parent Cell Phone: __________________________
Emergency Contact: _______________________   Relationship: ____________  Phone Number: ___________________
**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 or vaping 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 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. **Curfew is 11:00 pm, every night of the conference.** 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

**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 approval. Do this in advance to allow time for obtaining approval.

Questions: Please do not hesitate to call or email the Midwest Program Director, Jen Senna at (602) 832-4350 or at jsenna@jsa.org if you have questions or run into any problems.

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 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! 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 7th deadline, JSA will likely have to house students based on available space, rather than by your requested rooming list. Contact the Midwest Program Director Jen Senna at jsenna@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 in 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 7th, 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 Midwest Program Director, or download the Fundraising Manual. The key to any successful fundraising campaign is starting early, so discuss fundraising plans right away!

Register online at www.jsa.org/MyJSA

Early Registration Deadline: March 24th

Final Registration Deadline: April 7th
Outlined below are mandatory responsibilities of Teacher/Advisors at a Junior State convention. Please review them and send in this form, signed, with your chapter’s registration materials. Ultimately, you are responsible for the students in your chapter so please check with your administration regarding rules pertaining to school trips.

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

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

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

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

5. NIGHTTIME ACTIVITIES SUPERVISION. Teacher/Advisors must sign up for shifts in the evening to monitor hotel hallways, common areas, or nighttime activities including chaperoning the dance. Teacher/Advisors will receive instructions for signing up to supervise these areas and activities at the mandatory Teacher/Advisor meeting.
   a. JSA has adult supervisors on the floors in the evening to keep noise levels down and to discourage misconduct. Most Teacher/Advisors volunteer to patrol the floor that houses their own students. If witnessing students involved in any inappropriate conduct, do not hesitate to intervene. If uncomfortable dealing with students from other high schools, feel free to notify the Teacher/Advisor from that school or Junior State staff to take care of the situation. During the dance, Teacher/Advisors monitor the doors and check name tags to ensure ONLY JUNIOR STATE STUDENTS attend the dance.

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

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

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

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

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

_____________________________    ____________________________   _____________________________________
Signature                                Date                        School

_____________________________    ____________________________   _____________________________________
Print Name                                Cell Phone                  Email
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
   - Find out and follow the procedure for obtaining school 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 24th early 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 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 2019-2020 school year).
   - Register your chapter at MyJSA. (See link in registration packet for help)
   - 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.

4. 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 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 one or more of the debate topics for 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 Midwest Program Director Jen Senna at (602) 832-4350 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. Please see your registration email for the online payment link.
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 Midwest Program Director Jen Senna by phone at (602) 832-4350 or by email at jsenna@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.
  
  - 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) 317-9338 or email 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.
  
  - 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 February and March, collect Spring State 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 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:** 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.
  
  - The 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 your state’s Scholarship Fund to the JSA office in Washington.

- Please note: If paying for the convention by credit card, please contact the 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.