THE DAWN OF A DECADE

SoCal Spring State 2020

EARLY REGISTRATION DUE DATE: MARCH 12

April 18th-19th, 2020
Irvine Marriott Hotel
Irvine, CA
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.

2019-2020 SoCal Governor Says Farewell

As I am writing this, I am overcome by a sense of disbelief — the notion of JSA ever coming to an end in my life is one too daunting to imagine. And yet, here we are: our last convention together for the 2019-2020 SoCal JSA year. It has been beyond bittersweet and I wouldn’t trade my experience within this organization for the world.

This year, we have accomplished so much, and I am so ecstatic to see you all at our final convention, Spring State. From having heated debates at Fall State to tracking the 2020 presidential elections at Winter Congress to ultimately, getting ready for our final convention of the year, it’s been a blessing to have served you all as Governor. The lessons, experiences, friendships, and values that I have learned through my tenure have hopefully created a more positive atmosphere for SoCal, and as I say goodbye to this state, I hope you have enjoyed your year in JSA as much as I have.

Right now is a crucial turning point in American democracy. With a Congress polarized as ever, an administration seeking its second term, and citizens dissatisfied with their government, I always turn to JSA as a beacon of hope — the metaphorical light at the end of the tunnel to save our country. For the mission of this organization rings true to us all: we aspire to foster student leadership and create genuine, tangible impacts on our community. As I leave this organization that has been my life for the last four years, putting away my “Governor hat” and hanging up my last convention name tag, I am beyond confident that the Southern California Junior State of America will continue to grow and empower students, building towards a better state, and a better country as a whole.

With immense love,
Your Governor
Judy Zhang
Logistical Information

**Location:**
Irvine Marriott Hotel  
18000 Von Karman Ave,  
Irvine, CA 92612  
949.724.3653

**Check In:**
Registration will be from 8:00am – 9:30am on Saturday, April 18, 2020. Room keys will be available in the afternoon. Storage for luggage will be provided.

**Check Out:**
The convention will end at approximately 3:30pm on Sunday, April 19, 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:**
Students may not travel to the convention in a student driven car. Chapters are encouraged to form car pools with parents and/or Teacher/Advisors. Bus and car parking is available at the hotel.

**Conduct:**
Please read all documents in the packet carefully. You are responsible for knowing and following the Rules of Conduct and Dress Code included in this packet. Students and parents/guardians must read this packet and sign the Student Permission and Registration Form acknowledging they agree to abide by these policies. 
Turn into JSA ONLY 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 contact the SoCal Program Director Andee Steinman at (949) 278-9373 or asteinman@jsa.org if you have questions or need assistance with your school or district administration.
Registration Information

Registration Deadlines:

Early - March 12
Regular - March 26

Chapter Presidents & Teacher/Advisors:
- A late fee of $15 will be added to any registration received after March 26.
- 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 12</th>
<th>Regular Registration: March 26</th>
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<tbody>
<tr>
<td>Registration Fee</td>
<td>$180.00*</td>
<td>$215.00*</td>
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Students are roomed four to a room with two double beds.

For Advisors

<table>
<thead>
<tr>
<th></th>
<th>Shared Double Room</th>
<th>Free</th>
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<tbody>
<tr>
<td>Private Room</td>
<td></td>
<td>$165</td>
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Shared rooming assignments are not guaranteed. If you are bringing a spouse or partner and want to be guaranteed a room together, you must purchase the private room.

Remember:
- Every chapter must bring at least one Teacher/Advisor for every nineteen students.
- All chapters must be approved by the school administration prior to registering for conventions.
- Any chapter not formally approved by their school or district will not be able to attend conventions.
- The chapter's Teacher/Advisor, or other school or district personnel should be the chaperone of the delegation. If that is not possible, alternate chaperones will have to be approved by the school or district in writing.

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 March 27, 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. Please notify the Program Director of any delegate changes that occur after registration.

*Outreach Rate $115.00
Spring State Sample Agenda*

**SATURDAY**

*Registration*: 8:00 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 - 1:00 PM

**Block I**: 1:30 PM - 2:30 PM

**Block II**: 2:30 PM - 3:30 PM
- Council of Chapter Presidents Meeting
- Regional Candidate Forum

**Block III**: 3:30 PM - 4:30 PM
- Teacher/Advisor Reception

**Block IV**: 4:30 PM - 5:30 PM

*Dinner*: 5:30 PM - 7:15 PM

**Regional Caucus & Elections**: 7:15 PM - 8:30 PM

Nighttime Activities: 8:30 PM - 11:00 PM
- 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

**Activism Block**: 9:45 AM - 10:30 AM

**Block VI**: 10:30 AM - 11:30 AM

*Lunch*: 11:30 AM - 12:30 PM

**Block VII**: 12:30 PM - 1:30 PM

**Candidate Forum**: 1:30 PM - 2:30 PM

**Closing Session**: 2:30 PM - 3:30 PM

*Agenda subject to change.*
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. 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.

Scholarships!
Scholarships are available and we encourage any student who thinks they may qualify for a scholarship to apply. There are two scholarship deadlines, depending on when you plan to register. Please check with your Chapter President or Teacher/Advisor, if you are not sure which deadline applies to you. Scholarship application can be found here.

<table>
<thead>
<tr>
<th>Scholarship Deadline</th>
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<tbody>
<tr>
<td>Early Registration</td>
<td>February 28, 2020</td>
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<tr>
<td>Regular Registration</td>
<td>March 12, 2020</td>
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Upcoming JSA Events

JSA Summer School
Pre-College Academic Experiences for High School Students
Stern Georgetown Summer School
July 12 - Aug 2
Stanford Summer School
July 5 - July 26
More Info at
www.jsa.org/summer

JSA Summer Institutes
Concise Programs on Leadership and Politics
Burd Institute on Media and Politics
July 6 - July 10
UCLA
Young Women's Leadership Institute
July 5 - July 10
New York
More Info at
www.jsa.org/summer

Important Links
Registration "How-To" Video
shorturl.at/dflSZ
Paying Dues Online
shorturl.at/akxLW
Chapter Resources
jsa.org/chapter-resources/
STUDENT PERMISSION FORM

SoCal Spring State
Irvine Marriott Hotel
April 18-19, 2019

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 asteinman@jsa.org by April 10, 2020.

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 SoCal JSA Spring State convention to be held at the Irvine Marriott on April 18-19, 2020.

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

☐ I understand JSA cannot decrease the number of students registered from my child’s school for the 2020 SoCal JSA Spring State convention, or offer any refunds to the school or any student, regardless of reason, after March 26, 2020.

Student Signature: ___________________________ Date: __________________

Parent/Guardian Signature: ___________________________ Date: __________________

Parent/Guardian Name: ___________________________ Home Phone: ___________________________

Parent/Guardian Email: ___________________________ Parent Cell Phone: __________________________

Emergency Contact: ___________________________ Relationship: ___________ Phone Number: ___________________________
Parents: Please read this information carefully and review it with your child before signing.

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 of 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 gender 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 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 an 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
**Information for Chapter Presidents and Teacher/Advisors**

**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 SoCal Program Director, Andee Steinman at (949) 279-9373 or at asteinman@jsa.org if you have questions or run into any problems.

**Delegation:** When looking for students to join your delegation to convention, 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!**

**Teacher/Advisors:** Delegations should be led by the chapter’s Teacher/Advisor, who should be a faculty or staff member of the school or district where the chapter is registered. In the event the T/A cannot lead the delegation, the appointed chaperone must be approved in writing by the school or district as the official chaperone of the delegation. Chapters without a T/A or officially designated chaperone will not be allowed to attend the convention. Please reach out to the Program Director if you need assistance with this process.

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 November 5 deadline, JSA will likely have to house students based on available space, rather than by your requested rooming list. Contact the SoCal Program Director Andee Steinman at asteinman@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 March 26, 2020.
  - If a student drops after the registration deadline, the student and chapter are responsible for the 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 SoCal Program Director, or download the Fundraising Manual. The key to any successful fundraising campaign is starting early, so discuss fundraising plans right away!

**Scholarships:** Need-based scholarships are available. Apply online by February 28 or March 12, depending on when you are registering. Decisions will be emailed by March 5 for Early Registration or March 19 for Regular Registration. Apply online at [https://jsa.wufoo.com/forms/r151806u15k4nwf/](https://jsa.wufoo.com/forms/r151806u15k4nwf/)

Register online at [www.jsa.org/MyJSA](http://www.jsa.org/MyJSA)

**Early Registration Deadline:** March 12

**Final Registration Deadline:** March 26
TEACHER/ADVISOR CONVENTION RESPONSIBILITY FORM

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 by 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
CONVENTION CHECKLIST

Use this convention checklist to help plan and get your chapter to convention. 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 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 Southern California Program Director 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 your 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 Program Director Andee Steinman by phone at (949) 278-9373 or by email at asteinman@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 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.
  - **Do not register students who have not completed a permission form.**

**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 Oakland.

- **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.