

# English Expo Sponsor Teacher Registration Form (continued)

## JUDGE/MONITOR LIST

In order to insure that there are sufficient judges and monitors for contests, each school is required to provide **one judge or monitor for every five (5) students registered.** **All judges and monitors provided by the school are expected to stay on site during the entire event.** Please list each adult's name, address, and phone so that we can confirm their participation at English Expo. These individuals may be parents, other teachers, or community members who are willing to help during the day. They will be asked to help for 3-4 hours during the day and to attend the orientation meeting. Sign up for all contests will be available at the Tally Room. **PLEASE BE SURE THAT ALL ADULT PARTICIPANTS SIGN UP FOR AT LEAST 2 SESSIONS and that NO lunches are purchased off campus during the day and then brought on campus. Students can bring their own lunches or purchase them from the concession provided by our host school.**

All judges, monitors, and chaperones are served complimentary continental breakfast and lunch from Powdrell's barbecue, as our way of saying thanks.

School: \_\_\_\_\_ Please use another sheet if more than 6 adults will be attending.

<b>Adult Name</b>	<b>Address, City, Zip</b>	<b>Phone</b>	<b>E-mail</b>	<b>Parent/Teacher</b>
1.				
2.				
3.				
4.				
5.				
6.				

Entries must be accompanied by check or money order payable to English Expo, CRC-IRA for the **TOTAL ENTRY FEE**, plus CRC-IRA membership, if needed. Purchase orders will be accepted but the PO or R # must accompany the registration.

**DUE TO A COUPLE OF UNFORTUNATE MISBEHAVIORS AT LAST YEAR'S EVENT, ADDED SECURITY WAS REQUIRED THIS YEAR.** Therefore, a dollar increase in fees was necessary. **PLEASE BE AWARE OF ALL STUDENTS' LOCATIONS AT ALL TIMES** and remind your participants that it is a privilege that La Cueva extends to us to use their facilities. **NO SKATEBOARDS. ROLLER SKATES OR NON-COMPETING STUDENTS OR CHILDREN ARE ALLOWED.**

**Entry fees are NONREFUNDABLE.** For absent students, substitutions may be made within the same categories **ONLY**. Student names must be filled in **ON** the student registration form. Please do not ask for spots to be saved. Full payment is expected even if students do not attend.

## **CONFIRMATION WILL BE SENT WITHIN TEN DAYS OF RECEIVING REGISTRATION FORMS.**

If you have not received confirmation within two weeks, please contact Jeannette Vigil 505 328-5798 or vigil\_l@aps.edu (that's an L not a 1). Confirmations will include information on the program, maps, etc.

**UPON ARRIVAL ON EXPO DAY**, all chaperones and their students should arrive together. Check in will not be allowed without the faculty advisor. One school packet with all pertinent materials is given to the faculty advisor, whose responsibility it is to distribute the information to all of the attending teachers, chaperones, and students from their school. Registration check in will take place in the Commons at the school. Please arrange a meeting place, prior to check in. School placard signs will be available and can be picked up by the first arrival.

Students should remain with their assigned sponsor/chaperone and proceed immediately to the gym. Then, all school sponsors, chaperones, and adults should proceed to the Lecture Hall for orientation. Remember that **ALL** adults are expected to help with monitoring and judging Contests. Event volunteers will provide supervision for students during the Welcome Ceremony. Please inform your students that they should **NOT** wander through the building without a chaperone. They need to go to the gym and get seated as soon as possible.

**AFTER THE AWARD CEREMONY**, please arrange for someone to pick up your school bag with student work. **We try to make the ceremony rewarding and meaningful.** It is very disconcerting for departures before all awards have been distributed. **All winners deserve their accolades.** **Please make arrangements to stay for the entire ceremony.**