

2019 FLORIDA JUNIOR CLASSICAL LEAGUE STATE FORUM

FORUM MATERIALS: WHAT, WHEN, AND WHERE TO MAIL MATERIALS

DATE OF STATE LATIN FORUM: APRIL 4-6, 2019

REGISTRATION FEE: \$55 PER PERSON (STUDENTS AND ADULTS)

WHEN: ALL REGISTRATION FORMS MUST BE SUBMITTED BY E-MAIL NO LATER THAN MARCH 4th, 2019. ALL PRINTED FORMS MUST BE POSTMARKED by March 4th, 2019. Forms submitted or postmarked March 4-11 must include a \$50 late fee. Forms submitted or postmarked March 12 and later will not be accepted. We strongly advise that all materials be sent CERTIFIED MAIL.

WHAT	WHERE	WHEN
<p>Online Forms: Registration Form, Sponsor's Assistance Form, Chaperones' Assistance Form By Email: Delegate Form, JCL Membership list, Additional Delegates Form, Scanned Discipline Forms Submitted at Forum: Signed Sponsor and Chaperone Discipline Form New FJCL Link: fjcl.org/registerforstate</p>	<p>Kristen Youngblood FJCL Registrar Maclay School 3737 North Meridian Road Tallahassee, FL 32312 registrar@FJCL.org</p>	<p>Emailed/uploaded by March 4</p>
<p>By Regular Mail: Registration Check Make check payable to: Stanton College Prep and in the memo line please add "Florida JCL State Latin Forum"</p>	<p>Janice Lee FJCL Financial Director 1149 W 13th Street Jacksonville, FL32209</p>	<p>Post-marked by March 4</p>
<p>Hotel and Rooming Information: Room Reservation Form, Rooming List, copy of school's tax exempt certificate, check for first night.</p>	<p>Wyndham Orlando Resort 8001 International Drive, Orlando Florida 32819 PHONE: 407-351-2420 FAX: 407-351-5016</p>	<p>MUST arrive by March 4</p>
<p>Copy of Rooming List (email is preferred method)</p>	<p>Silvana Wilbur Holy Trinity Episcopal Academy silvana.wilbur@htes.org</p>	<p>Emailed by March 4</p>
<p>Certamen: Seeding tests <i>Results will be posted on FJCL.org after March 25</i></p>	<p>Generosa Sangco-Jackson Oak Hall School Al Kummer Leon High School certamen@fjcl.org</p>	<p>Scanned and emailed by March 15</p>
<p>Creative Contests: Pre-judged projects (Audio/Visual, Computer Programs, Modern Myth) may be submitted via e-mail or regular mail. <i>All pre-judged projects must be submitted by the registration deadline and accessible to the project co-chair; no late registrations will be accepted.</i></p>	<p>Joanna Piris FSUS 867 Willow Ave. Tallahassee, FL 32303 projects@fjcl.org</p>	<p>Post-marked OR emailed by March 15</p>
<p>ALL LUDI <i>All ludi items must be submitted by March 24; no late registrations will be accepted. *PreJudged Only*</i></p>	<p>Rachel Robison 5828 Nature View Drive Apt 301 Windermere, FL 34786 cafvp@fjcl.org</p>	<p>Post-marked by March 10 MUST arrive by March 14</p>
<p>FJCL Scholarship Mama G NJCL Packet Scholarship</p>	<p>Jana Wells Wellsj3@leonschools.net</p>	<p>Emailed by March 17</p>

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REGISTRATION INFORMATION

I. Number of students per delegation:

- Each school may bring up to 25 students who are members of the Florida Junior Classical League (“FJCL”) and the National Junior Classical League (“NJCL”). A state officer does **not** count as one of a school’s 25 students if the officer does not compete in a contest.
- Schools that offer grades 6 through 12 **and** register to compete in Junior (6th -8th grade) and Senior Divisions (8th/9th-12th grade) may bring 25 students in each division.
- A school that has reached the limit of 25 competitive delegates may bring up to 10 additional delegates. These delegates will **NOT** compete for Academic, Creative, Certamen, or Overall points. These delegates will be allowed to
 - take tests, which will be scored, but will not be awarded points or counted for placement
 - participate in all Ludi contests
 - participate in all Olympic contests
- These students must be identified ahead of time; you may not register 35 students and then choose your 25 competitive delegates at a later date.
- Changes may be made to your competitive and additional delegates until **March 21**. After March 21, no changes will be allowed except those required due to an unforeseen medical or family emergency.
- You may not register additional delegates unless you have reached the full complement of 25 competitive delegates.
- Sponsors will be made aware of the scores earned by their additional delegates, but these scores will not be announced at the Awards Assembly.
- The additional delegates must be registered separately; the registration form for the additional delegates is in document 3 of the State Packet.
- In order to ensure that there is no conflation of results between the competitive and additional delegates, a separate database will be used for scoring the additional delegates’ tests.

II. Registration fees:

- Registration fees are non-refundable and may be paid with a school check, a teacher’s personal check, a cashier’s check, or a money order; checks are to be made payable to the **FJCL** and must include the following on the memo line “Florida JCL Latin State Forum”. A delegation’s entire registration fee must be paid with one check or money order. **No** individual checks from students or parents will be accepted.
- All students must be registered with the school’s Latin club, and listed on both the school’s FJCL membership roster and the school’s NJCL membership roster. Students who are registered for Forum but who are not on the school’s FJCL or NJCL membership lists will be charged a \$5 penalty per student in addition to NJCL and FJCL dues. NJCL membership dues will need to be sent to NJCL (<http://www.njcl.org>). Late fees and FJCL dues will need to be paid to the Registrar before the registration deadline.

III. Chaperones:

- FHSAA regulations require that every school bring one adult for every ten students registered. Example: a school that registers 15 students must register two adults; a school that registers 25 students must register three adults.
- Include your chaperones’ names on the registration forms. If the chaperones’ names are not included on the school’s registration packet, the school will not be registered. If your school is sharing a chaperone with another school, please indicate this on your registration form or in an email to the Registrar; include the other school’s name **and** indicate which school is paying the chaperones’ fee.
- Because teachers will be occupied with their assigned duties during Forum, teachers are strongly encouraged to bring an additional chaperone. All chaperones will be assigned Forum duties.

- All adults attending for longer than 1 day need to be registered with the school they are with and need to pay the chaperone fee. Nametags will be checked at all FJCL functions during state in order to ensure the safety of all students.

IV. Delegation Membership:

- All students must be members of FJCL and NJCL. Foreign exchange students who are members of the school's Latin club, FJCL, and NJCL may participate at Forum as one of the school's 25-member delegation.
- Please see document 4 on fjcl.org regarding the Academics rules for additional information about eligibility and level of Latin.
- A member-at-large must be chaperoned by his/her own parent or may come under the authority of and be chaperoned by another delegation but is not counted as one of that school's delegation. However, all FJCL and NJCL membership dues for the member-at-large must have been paid. Members-at-large include home school students and those with other special circumstances.

V. Membership list:

- A copy of the school's up-to-date NJCL membership list must be emailed to the registrar.

VI. Contact Information:

- For Questions about **Registration or Eligibility** contact the Registrar registrar@fjcl.org
- For Questions about **Certamen and Agon** contact certamen@fjcl.org
- For Questions about **Pre-Judged Projects** contact projects@fjcl.org
- For Questions about **Projects** contact projects@fjcl.org
- For Questions about **Costumes, etc.** contact orals+costumes@fjcl.org
- For Questions about **Open Certamen** contact cafvp@fjcl.org

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INFORMATION FOR DELEGATES

I. Voting Delegates

- Every delegation is allowed three voting delegates. On the Delegation Nametag List or the Additional Delegate Form, please select the names of your three voting delegates. Additional delegates are permitted to be voting delegates. Please consider schedule conflicts when assigning voting delegates; delegates must be on time, or they will not be allowed into the “Meet the Candidates” meeting, the “Open Forum,” the “FJCL Business Meeting,” **or** the “Voting Delegates” meeting. Roll will be taken. A school with both Junior and Senior Divisions gets 3 delegates for each division.
- If no voting delegates are indicated on the Delegation Nametag List, the school will have no voting delegates and will not be allowed to vote.

II. Behavior and Discipline

- The Latin students at State Forum have established a good reputation for themselves, and students are expected to conduct themselves in a manner that will continue to reflect well upon the FJCL. All sponsors and chaperones are responsible for assisting with the supervision of all students.
- Students, chaperones, and sponsors will follow the rules and guidelines of the FHSAA. These rules and penalties are listed on the Florida Junior Classical League Discipline Form; every student must turn in an FJCL Discipline Form that has been signed by the student and his/her parent or guardian before the student will be registered for State Forum.
- If State Forum rules are broken, a Forum disciplinary board will be formed to deal with the discipline problem. Sponsors should go over the rules and regulations before they arrive at State Forum.

III. Dress Code

- Nametags must be worn around the neck at ALL times (except when in the pool, showering or sleeping!).
- All students are to dress in good taste **at all times**. Please follow your school’s dress code. Students must wear shoes and sandals at all times. Swimwear is restricted to the pool area.

IV. Curfew

- While students are in their hotel rooms, they should not play TVs, videos, music, etc. at a volume loud enough to be heard in the hallways. Anything that causes a disturbance at any time will be confiscated and not returned until the end of State Forum.
- No fellowship or chapter meetings are allowed after curfew
- Students should not telephone each other after curfew.

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HOTEL INFORMATION

Address and phone number: Wyndham Orlando Resort
8001 International Drive,
Orlando, Florida 32819
PHONE: 407-351-2420 FAX: 407-351-5016

Rates: The room rate is \$121 per night. The rooms contain two double beds (for up to 4 people).

General: The hotel will list each school's reservation under the teacher's name, school name, and "FJCL Convention." Please limit Forum registration to student delegates and the necessary adult chaperones.

The Wyndham Orlando Resort must receive all of the following BY MARCH 4:

1. a completed State Forum Rooming List,
2. a copy of your school's tax-exempt certificate,
3. a school check for **first night's payment** [preferably payment in full] for each reserved room. **Only chapters paying with a school check will be exempt from Florida taxes.** [If you send only the first night's payment, the balance must be paid on arrival.]

Please use FedEx or Express Mail to ensure your reservation arrives at the hotel as soon as possible. A teacher may use a credit card to guarantee reservations. Reservations received by March 19 will be honored at the FJCL room rate. Any reservations made after this date will be accepted at the best available rate.

4. Please contact the hotel for information about changing reservations.

Arrival and departure: The Wyndham Orlando Resort will honor the FJCL rate Wednesday night through Sunday. Sponsors may register their delegations between 3:00 p.m. and 6:00 p.m. on Wednesday or Thursday; however, rooms WILL NOT be ready before 4:00 p.m. Check-out time is 11:00 a.m., and sponsors are asked to pay bills, check-out, and load luggage **before** the Awards Ceremony. *The Wyndham Orlando Resort will make a storage area available for sponsors to hold luggage until after Forum.* Sponsors who wish to hold one room until after the Closing Assembly **MUST** make arrangements with the hotel **BEFORE** arriving in Orlando. Note this request on your reservation form.

Required: All schools, including those in the Orlando area must attend the Opening Assembly on Thursday night and all other required meetings that will be held on Thursday, Friday and Saturday. Therefore, all schools **must stay** at the Wyndham Orlando Resort on Thursday and Friday nights because activities for the school's delegation will not be over until late and will begin again early the next morning. By FHSAA and school district rules, **students may NOT drive themselves on a field trip.** If they are not traveling with the teacher, they must be brought to the hotel by an adult over the age of 21, preferably a parent. **Any student or delegation that intends to arrive late or depart early must obtain clearance for the late arrival or early departure from the Facilities Liaison, Mrs. Silvana Wilbur, silvana.wilbur@htes.org.**

Food: Continental breakfast Friday and Saturday morning is **included** in the registration fee. Delegates are responsible for other meals. Some rooms have refrigerators, but it is impossible to know if you have been given a room with a refrigerator. Students may bring a small cooler. There are restaurants that offer lunch and dinner menus. Cash meals will also be offered by the hotel.

Noise: Students must be sensitive of other guests around the pool area and in other common areas of the hotel. Sponsors must make sure that students move quietly and courteously through the resort, especially after 9 p.m.

Curfews as noted on the discipline forms and in the Forum program are strictly enforced.