

2025 FLORIDA JUNIOR CLASSICAL LEAGUE STATE FORUM
FORUM MATERIALS: WHAT, WHEN, AND WHERE TO MAIL MATERIALS

DATE OF STATE LATIN FORUM: MARCH 27-MARCH 29

REGISTRATION FEE: \$65 PER PERSON (ALL ATTENDEES, BOTH STUDENTS AND ADULTS)

WHEN: ALL REGISTRATION FORMS MUST BE SUBMITTED BY EMAIL NO LATER THAN March 1, 2025. ALL PRINTED FORMS MUST BE POSTMARKED by March 1, 2025. Forms submitted or postmarked March 2-7 must include a \$50 late fee. Forms submitted or postmarked March 8 and later must be approved at the sole discretion of the Registrar and will require a \$100 late fee. We strongly advise that all materials be sent CERTIFIED MAIL.

WHAT	WHERE	WHEN
<p>Online Forms: School Registration and Sponsor/Chaperone Information By Email: Delegate Form, JCL Membership list, Scanned Discipline Forms Submitted at Forum: Signed Sponsor and Chaperone Discipline Form</p>	<p>Kyle McGimsey FJCL Registrar Trinity Preparatory School 5700 Trinity Prep Ln Winter Park, FL 32792 registrar@fjcl.org</p>	<p>Emailed/uploaded by March 1</p>
<p>By Regular Mail: Registration Check Make check payable to: Escambia High School and in the memo line please add "Florida JCL State Latin Forum"</p>	<p>FJCL, c/o Escambia High School Amy Hornick FJCL Financial Director 1310 N 65th Avenue Pensacola, FL 32506</p>	<p>Postmarked by March 1</p>
<p>Hotel and Rooming Information: Room Reservation Form, Rooming List, copy of school's tax exempt certificate</p>	<p>DoubleTree by Hilton at the Entrance to Universal Orlando 5780 Major Blvd Orlando, Florida 32819 PHONE: 407-351-1000</p>	<p>MUST arrive by March 5 (payment due upon arrival; pre-payment is requested)</p>
<p>Copy of Rooming List (email is preferred method)</p>	<p>John Henson Plant High School John.Henson1969@gmail.com</p>	<p>Emailed by March 5</p>
<p>Certamen: Seeding tests* <i>*Seeding tests will only be done if more than 24 teams register at any level. Emails will be sent if necessary following registration.</i></p>	<p>Noah Harris Oak Hall School Al Kummer Leon High School certamen@fjcl.org</p>	<p>Dates will be communicated in seeded test emails</p>
<p>Creative Contests: Pre-judged projects (Audio/Visual, Modern Myth) must be submitted via this Google form. Digital scrapbooks must be submitted via this Google form. <i>All pre-judged projects must be submitted by the submission deadline and accessible to the project co-chairs; no late submissions will be accepted.</i></p>	<p>Emma Perry Maclay School Alexandra Ramsey Lincoln High School projects@fjcl.org</p>	<p>Submitted via Google Form by March 9 Pre-judged Projects Link: https://bit.ly/fjclprojects25 Digital Scrapbooks Link: https://bit.ly/fjclscrapbooks25</p>
<p>ALL LUDI <i>All ludi items must be submitted by March 5; no late registrations will be accepted. *PreJudged Only*</i></p>	<p>Zachary Mair Oak Hall School cafvp@fjcl.org</p>	<p>MUST be submitted by March 5</p>
<p>FJCL Scholarship Mama G NJCL Packet Scholarship</p>	<p>Phil Dillinger Dilliphi@berkeleyprep.org</p>	<p>Emailed by March 1</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 Olympika 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 14**. After **March 14**, 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.
- 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 **Escambia High School** 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.

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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.
- All chaperones must have passed a school administered background check. Contact the Registrar with any questions. **Chapters not affiliated with an individual school must secure appropriate liability insurance.**
- 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, but schools may opt for an earlier fellowship and/or curfew.
- Students should not telephone each other after curfew.

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HOTEL INFORMATION

Address and phone number: DoubleTree by Hilton at the Entrance to Universal Orlando
5780 Major Blvd
Orlando, Florida 32819
PHONE: 407-351-1000

Rates: The room rate is \$159 per night. The rooms contain two double beds (for up to 4 people). On site parking is available at a rate of \$20 per vehicle per night for cars and \$35 per night for busses.

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 DoubleTree must receive all of the following BY MARCH 5th:

1. a completed State Forum Rooming List,
2. a copy of your school's tax-exempt certificate,

Payment is due upon arrival, but the hotel requests that you pre-pay 10-14 days before arrival. **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 after the deadline may not be honored due to a lack of available rooms.

Please contact the hotel for information about changing reservations.

Arrival and departure: The DoubleTree 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 DoubleTree 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 DoubleTree 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, Mr. John Henson, John.Henson@hcps.net.**

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.