

STATE LEADERSHIP CONFERENCE

Advisors Registration Instructions

1. Review contents of packet for completeness. Each school packet should contain the following:
 - A. A pre-printed name badge for each participant,
 - B. A badge holder for each name badge,
 - C. A printout of pre-registered advisors & students in color chapters.
2. Please review the nametags and printout for required changes.
 - A. Check name badges for spelling or division corrections and note any corrections on the change sheet. Present nametags to be corrected to the registration personnel. They will provide labels with the corrected information.
 - B. List any participants to be substituted for those who were pre-registered but will not be attending on the change sheet. Present nametags to be substituted to the registration personnel. They will provide labels with the corrected information. Since chapters or schools must pay for the number of persons pre-registered on October 1, 2008, you may substitute another person for the ones on the registration list who are not attending. (We are required to pay for the materials and quantity of meals ordered and have obligated funds)
 - C. Note any persons who were pre-registered that will not be attending on the change form and return their nametags, labels, and plastic holders to the registration personnel.
3. Count name badge holders for correct number. (WE NEED ALL EXTRA BADGE HOLDERS).
4. Bring the Registration Change Form to the Changes Station (2). The registration personnel will complete new nametags and labels.
5. Organize registration materials to be passed out to your group.
 - A. Insert name cards into name badge holders.
 - B. Each student should have:
 - A name tag with badge holder
 - Program Booklet
6. Students and adults must wear their name badges to all conference functions. They should be worn so as to be quickly and clearly visible and must be worn on the upper part of the chest and not on or below the waist.

Registration Change Form

School Name: _____

Name Change ONLY (Please return incorrect name tag.)

Reg. No. _____ Correct Spelling: _____

Reg. No. _____ Correct Spelling: _____

Reg. No. _____ Correct Spelling: _____

Substitutions (Please return incorrect name tag.)

Reg. No. _____ _____ change to _____
(Name Registered) (Name of Substitute)

Reg. No. _____ _____ change to _____
(Name Registered) (Name of Substitute)

Reg. No. _____ _____ change to _____
(Name Registered) (Name of Substitute)

Persons Registered But Not Attending

Reg. No. _____ Name _____ Delete

Reg. No. _____ Name _____ Delete

Reg. No. _____ Name _____ Delete

Color Chapter **Color Chapter Advisors**
Room **Lead Advisor**

Black

Blue

Gold

Green

Orange

Red

Yellow

Contest

Contest **Room** **Chairman**

OCC

Quiz Bowl

Chapter Business
Job Interview

Public Speaking

Extemp. Speaking
Book Contest
Skit Contest

Job Demonstration

Poster Contest

Principals

School's list of participants and their color chapter in the Advisors packet.

Housing Check-in & Checkout Condition Inventory Sheet

Room N. _____ Guest Names _____

Advisor _____ School _____

Instructions: Please check your room and each of your students' rooms for existing conditions of each of the following areas when you enter the room. If the condition appears "new", mark "N" in the box for that item. If there are slight wear marks write "SW" in the box. If there is considerable wear mark "CW" in the box. If something has damage mark "D" in the box and describe the damage on the back of this sheet. If there is more than one item damaged, use numbers to identify each problem area. Notify the hotel of any damage discovered and have someone from the hotel verify the conditions before staying in the room. If something breaks in the rooms, investigate, and notify the hotel immediately. Don't wait until checkout!

Before checking out, recheck the condition of the room. If the condition is acceptable, write "Same" in the box. If you discover damage, describe the damage on the back of this sheet and notify the hotel to verify the condition. The occupants of the room, their parents and their school must be notified that they are responsible for damages to the room. Please understand that the Code of Conduct Agreement provides consequences for violations of this. The State Director can assist.

Condition Check List	Check-in	Check-out
Entry		
Entry table, pictures, & door		
Bath		
Countertop, ledges, & vanity front		
Counter mirror		
Towel rack, towels		
Toilet & sink		
Tub & shower		
Shower curtain, rod, & hooks		
Walls		
Floor & baseboards		
Trash can & trash bags		
Room		
Beds & headboard		
Night stands, drawers, & lamps		
Desk & telephone		
Dresser, mirror, lamps		
Lamps & tables		
Chairs & sofa		
Walls & Pictures		
Carpet		
Windows or patio door		
Draperies, rods, hooks		
Trash can & trash bags		
Other		

I have checked the room indicated above and have found the condition as marked. I have notified the facility of any preexisting damage. The rooms have been left in the same condition as check-in and an acceptable state of order. I understand that if any damage is discovered by the housing facility, that my school is responsible for any cost incurred for repair or replacement.

Advisor Signature _____ Date _____ Room No. _____