

English Expo Checklist

1. Pay Materials Fee for your school (\$35). Fill out the School/Sponsor form completely. Every school that wants to send a team to compete **must** have a School Sponsor. The School Sponsor is an important contact for information dissemination and recruiting. The School Sponsor does not need to be the team sponsor/coach. Credit card payment is available on the website (englishexponm.org). School PO's can be emailed to the Expo Treasurer.
2. Sponsor and coaches advertise the event to begin team recruiting. Identify team participants.
3. Confirm all team participants' NMAA eligibility (2.0 GPA), student number, and email address.
4. Determine number of student participants and their contests.
5. Begin school payment process (PO or online credit card).
6. Determine number of adults needed and begin confirming commitments to monitor and/or judge. 1 adult for every 5 students
7. Electronic Registrations
 - All forms must be fully completed electronically using Microsoft Word.
 - Send all documents in the original WORD format found at englishexponm.org .
 - PLEASE, DO NOT send as pdf or other image substitutions (screen prints, photocopies, etc.). This does NOT help the Treasurer & Registrar. (They would s have to re-type all of your information.) To do so will delay your school/student registration.
 - Due to webpage limitations for online payments, only 20 students' names can be entered per payment. Additional student name submissions should be labeled SCHOOL1, SCHOOL2, etc.
 - Send all forms electronically to englishexponm@gmail.com . Put school name in email Subject line.
8. Register School participants.
 - One \$35 Materials Fee must be paid for each school.
 - All contact information is vital and must be current and accurate.

Although this year's event will be held both in person and virtually, the School Sponsor will still need help for monitoring and/or judging. One monitor/chaperone per 5 students should still be recruited. If school is participating only virtually, then all adult helpers will also be virtual. If school is participating only in-person then all adult helpers must be in person. If school is participating using hybrid format, then some adults must be in person, and some on-line.

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Check this wording.

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9. Student Registrations

- Student Registration Form(s) must be filled out completely.
- Note there are different forms for Virtual and In-Person competitors.
- This year, a non-school email addresses must be given for each participant in order to deliver invitations for digital contests and judging. Email addresses will not be shared to ensure student privacy.
- Student ID numbers are required as per NMAA regulations.
- **THINGS TO DOUBLE CHECK:**
 - Some contests are only offered during one session. When signing students up for their contests, please make sure that the contests selected are offered during the desired session time.
 - **Students can only sign up for 1 Speaking Contest.**
 - **Team Dialogue partners must be identified as partners on the Student Registration Form** to ensure that they are placed in the same contest at the same time.
 - Confirm students' contest placements when the confirmation is sent by the REGISTRAR to the Sponsor. Alert Registrar via email if there are any errors in the contest placements. Attendance will be taken at each contest, so no substitutions are possible.
 - Confirm that students who submitted artwork to be judged have received a confirmation email that their artwork was received. This email should be sent to students no later than February 21, 2023.
 - Promptly share contest schedules and other information sent by the REGISTRAR with the students and adults on your team. If there is a conflict for a participant, please contact the REGISTRAR to see if other arrangements are possible.

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Jeannie Stokes, 2022-10-01T14:21:27.453