

English Expo XXXII

English Expo is the premier English Competition in the state of New Mexico! Hundreds of middle and high school students from around the state compete every year, choosing between twenty-four different contests.

The 2022 Competition will be completely virtual! Please carefully read the following information which will explain the changes which have been made and how to register your school and students for this exciting event.

Contest Date

February 26, 2022



IMPORTANT DEADLINES

Registration: February 8, 2022
Cost: \$12 per student

Late Registration: February 16, 2022
Cost: \$15 per student

Submission of Art Contest Products:
February 18, 2022

Two Sponsor/
Chaperone
Meetings will be
held in January.
Dates to be
announced soon!

English Expo Timeline

Below is a quick look at important dates, deadlines, and events for the 2022 English Expo.



Recruiting

Begin immediately recruiting students and adults for the event.

Trainings

Contest training for teachers & judges were held in November.

Orientation

For all participants will be in January.

Registration

All registration forms and payments must be made electronically by February 8, 2022. Late registrations will be accepted no later than February 16, 2022.

Art Products

Submission of art contest products is due 2/18/22.

Orientation Meetings

For both students & teachers will be held before February 26, 2022.

English Expo

All contests will be held on February 26, 2022

Celebrate!

Present medals to students and celebrate!

Awards Ceremony

February 28, starting at 7:00 p.m.

Judging

All judging will be completed by midnight, Feb. 26.



Registration Information

When you have confirmed your participating students, the contests they are entering, and all adult participants, you are ready to begin the registration process.



Important!

All registration forms (located at the end of this brochure) must be submitted electronically as a **Microsoft Word** document. Pdfs, .pages, and other formats **will not be processed**. You can use the forms at the end of this brochure or on our website: www.englishexponm.org.

Divisions

Junior Division consists of grades 6-7-8 and Senior Division is grades 9-10-11-12. If your school is bringing students from both divisions, a separate School Registration Form and Student Registration form is needed for each division.

Registration: February 8, 2022; Cost: \$12 per student
Late Registration: February 16, 2022; Cost: \$15 per student

Registrations are not refundable.

THE REGISTRATION FORM IS YOUR SCHOOL INVOICE.
Please copy it and send it to your district office as the invoice for English Expo of New Mexico, inc.
Please remember that the volunteers who provide this service depend on your promptness and cooperation.

Two Ways to Submit Your Electronic Registration



Step #1: Download and complete the following forms. All forms are attached to this brochure and may be found on the English Expo website at www.englishexponm.org:

- School Registration Form
- Expo Contest Teacher/Chaperone Form
- Student Registration Form
- Student Registration Sheet
- Student Permission to Participate Form

Step #2: Print two copies of all forms. Keep one for your records and label the other “Invoice” and submit to your school.

Step #3: Submit electronic copies of all forms to Pam Wheeldon at englishexponm@gmail.com with TREASURER in the subject line.

Step #4: Pay using one of the methods below.

Credit Card

Pay online at www.englishexponm.org.

Purchase Order

Send your PO# to Pam Wheeldon at englishexponm@gmail.com with TREASURER in the subject line, then attach your registration forms.

English Expo Goes Virtual

What you need to know about participating in English Expo XXXII in 2022.



Before Competition Day

- Work for the art competitions will need to be scanned and uploaded no later than February 18, 2022. Location of the upload will be given during the Orientation Meetings on January, dates TBA.

Technology Requirements

- Verify that participating students will have access to devices and the internet in order to compete during the assigned competition times.
- Verify that all students are familiar with how to access and use Zoom.
- Verify that students participating in skills contests are familiar with Google Forms.
- Verify that all students in writing competitions know how to use Microsoft Word and how to attach a Word document to an email and send it.
- Verify that students have access to an email that is NOT their school email (school firewalls may prevent students from submitting written work to out-of-network addresses).

English Expo Goes Virtual

What you need to know about participating in English Expo XXXII in 2022.



Competition Day

- Competitions will be scheduled between 8 a.m. - 4 p.m. on Saturday, Feb. 26, 2022.
- All competitions will be done virtually through secure Zoom platforms.
- All competitors will meet with judges and proctors during the designated Zoom meeting time.

After Competition Day

- Writing contests will be scored by midnight on the day of the competition. All contest winners will be announced at the Awards Ceremony on Monday, February 28 at 7:00 pm..
- Medals will be delivered to winning schools for distribution to students after March 1.

English Expo Student Contest Descriptions

- A. Posters:** Displayed and explained on-site but prepared in advance and submitted electronically by February 18, 2022. Poster must promote some aspect of English language arts and can be no larger than 3' x 4'. The student explains his/her poster to a judge. The oral presentation/interview is part of the final score. Explanations may not exceed one minute. This contest is held during Round I, and the entrant **MUST** be present to explain the work. **DO NOT SIGN UP FOR ANY OTHER CONTEST IN ROUND I.**
- B. Book Cover:** Displayed and explained on-site but prepared in advance and submitted electronically by February 18, 2022. Students design an original book cover for one of the five titles on this year's book list. Students must read or research the book. The total book cover cannot exceed 8 1/2" x 14" in size. Covers developed by computer graphics must be drawn with graphics software, not scanned as a copy. At Expo, students explain their covers to a judge in one minute or less. The presentation/interview is part of the score. This contest is held during Round II, and the entrant **MUST** be present to compete. **DO NOT SIGN UP FOR ANY OTHER CONTEST IN ROUND II.**
- C. Literature:** Multiple choice test based on the appropriate division's reading list of the five books for this year's competition. Essays may be used as tie-breakers.
- D. Business Letters:** Students write a business letter(s) from information provided. Standard business letter format is used. Judges will look for consistency in format.
- E. Social Notes:** Students write at least two different social note(s) from information provided. Possible types include a thank you, sympathy note, invitation, letter of acceptance, etc.
- F. Poetry:** From a prompt, which may be music, video, art, or other stimulus, students write at least eight lines of verse.
- G. Prose:** Students write a descriptive paragraph in odd years or a persuasive essay in even years from given information.
- H. Personal Narrative:** From several prompts, students choose one and write about a personal experience.
- I. Short Story- Fantasy:** Students write a short story in the fantasy genre using a given set of characters, setting, and conflict.
- J. Short Story- Teen Life:** Students write a short story in the teen life genre using a given set of characters, setting, and conflict.
- K. Team Dialogue Writing:** From a given situation, students write dialogue to complete a story in play-type format. Different scenarios are provided. Students write in teams of two for this event. It is important that advisors indicate on the registration form which students are paired, so that they may be placed in the same room for competition.
- L. Technical Writing:** From a given set of scientific and/or technical facts, students write a piece of prose, which incorporates the necessary details in a clear, concise manner.
- M. Listening:** Multiple choice test over three to five different oral selections, which may include a television tape of a newscast, storytelling, poetry, instructions, etc. No note-taking is allowed.
- N. Proofreading:** Multiple choice test over grammar, punctuation, parts of speech, spelling, editing, capitalization, analogies, synonyms, antonyms, and other techniques for demonstrating knowledge.
- O. Vocabulary:** Multiple choice test over vocabulary words both in context and in isolation. The test may include analogies, synonyms, antonyms, and other techniques for demonstrating knowledge.

English Expo Student Contest Descriptions

STUDENTS CAN ONLY PARTICIPATE IN ONE SPEAKING CONTEST

- P. **Storytelling- Original:** Students tell original stories which they have created to a judge(s) in the room. Stories may not exceed five minutes in length. No costumes, props, set, make-up, or furniture, except a single chair, may be used in telling the story. While words from other cultures may be used, the majority of the story must be told in English. **Students can only participate in ONE speaking contest.**
- Q. **Storytelling- Traditional:** Students tell traditional stories which they have learned to a judge(s) in the room. Stories may not exceed five minutes in length. No costumes, props, set, make-up, or furniture, except a single chair, may be used in telling the story. While words from other cultures may be used, the majority of the story must be told in English. **Students can only participate in ONE speaking contest.**
- R. **Informative Speaking:** Students present original speeches of no longer than five minutes on a topic prepared in advance. Students are to incorporate visual aids (posters, easels, non-living objects, etc.) into their speeches. Computers and other electronic aids are not permitted. Notes are limited to one 3" x 5" index card. **Students can only participate in ONE speaking contest.**
- S. **Declamation:** Students memorize and deliver a speech given originally by a public figure at a public occasion. Minimum time: two minutes and maximum time: five minutes. **Students can only participate in ONE speaking contest.**
- T. **Poetry Recitation:** Students memorize and orally deliver published poems by recognized poets. Poems may be either narrative or lyric. Several poems may be combined if an introduction presents the theme. Students may NOT recite their own, original poetry. Minimum time: two minutes and maximum time: five minutes. **Students can only participate in ONE speaking contest.**
- U. **Children's Book:** Prepared in advance and submitted electronically by February 18, 2022, students write an original book designed for children in primary or elementary grades. Art and copy must be the student's original work. The book must be a minimum of six pages and a maximum of twenty pages. The student explains his/her book to a judge. The presentation/interview should not exceed two minutes and is part of the final score. This contest will take place in Round I, and students MUST be present to participate. **DO NOT SIGN UP FOR ANY OTHER CONTEST IN ROUND I.**
- V. **Photographic Essay:** Prepared in advance and submitted electronically by February 18, 2022, students mount three to five related pictures (color or black and white) on a poster not to exceed 3' x 4' or as a PowerPoint slide. In addition, the student must write up to 100 words describing the photos, expressing creativity, or otherwise enhancing the photos for the judge's view. The student will explain his/her photos and writing to a judge. The presentation/interview should not exceed two minutes and is part of the final score. This contest will take place in Round II, and students MUST be present to participate. **DO NOT SIGN UP FOR ANY OTHER CONTEST IN ROUND II.**
- W. **Shakespearean Monologue:** This contest requires students to memorize speech(es) from a single character in a play by Shakespeare, state the name of play, act number, scene number, and line numbers, and present a copy of speech to one judge. Judging is on memorization and pace; developing role into a distinct, believable character; understanding the emotional and intellectual context of the piece; scene honesty and believability; blocking; projection; enunciation; preparation; and effectiveness of the scene. Presentations must be between one and a half minutes and five minutes long and must be 40 lines or more from the play. No costumes, props, set, make-up, or furniture, except a single chair, may be used in doing the monologue. Text from more than one speech must be indicated both during the speech and on the paper. **Students can only participate in ONE speaking contest.**
- X. **Written Presentation:** Using D'Nealian or Zaner-Bloser, create one sample in manuscript print, one in cursive writing, and one in Blackletter style calligraphy. All must be original and personally created without electronic support or enhancement. In addition, write up to 100 words expressing which form best suits the sample writing. The student creates 3 sample pieces from a prompt during the contest time. This contest will take place in Round II. Sample alphabets are available in the Guidebook.

Contests by Category

Art Competitions

All art pieces are prepared in advanced and must be submitted electronically by February 18, 2022. Students must be present during the designed round to speak to judges.



- A. **Posters**: Displayed and explained on-site, Poster must promote some aspect of English language arts and can be no larger than 3' x 4'. The student explains his/her poster to a judge. The oral presentation/interview is part of the final score. Explanations may not exceed one minute. This contest is held during Round I, and the entrant **MUST** be present to explain the work. **DO NOT SIGN UP FOR ANY OTHER CONTEST IN ROUND I.**
- B. **Book Cover**: Displayed and explained on-site, students design an original book cover for one of the five titles on this year's book list. Students must read or research the book. The total book cover cannot exceed 8 1/2" x 14" in size. Covers developed by computer graphics must be drawn with graphics software, not scanned as a copy. At Expo, students explain their covers to a judge in one minute or less. The presentation/interview is part of the score. This contest is held during Round II, and the entrant **MUST** be present to compete. **DO NOT SIGN UP FOR ANY OTHER CONTEST IN ROUND II.**
- U. **Children's Book**: Students write an original book designed for children in primary or elementary grades. Art and copy must be the student's original work. The book must be a minimum of six pages and a maximum of twenty pages. The student explains his/her book to a judge. The presentation/interview should not exceed two minutes and is part of the final score. This contest will take place in Round I, and students **MUST** be present to participate. **DO NOT SIGN UP FOR ANY OTHER CONTEST IN ROUND I.**
- V. **Photographic Essay**: Prepared in advance, students mount three to five related pictures (color or blank and white) on a poster not to exceed 3' x 4' or as a PowerPoint slide. In addition, the student must write up to 100 words describing the photos, expressing creativity, or otherwise enhancing the photos for the judge's view. The student will explain his/her photos and writing to a judge. The presentation/interview should not exceed two minutes and is part of the final score. This contest will take place in Round II, and students **MUST** be present to participate. **DO NOT SIGN UP FOR ANY OTHER CONTEST IN ROUND II.**

Contests by Category

Skills Competitions



- C. Literature:** Multiple choice test based on the appropriate division's reading list of the five books for this year's competition. Essays may be used as tie-breakers
- M. Listening:** Multiple choice test over three to five different oral selections, which may include a television tape of a newscast, storytelling, poetry, instructions, etc. No note-taking is allowed.
- N. Proofreading:** Multiple choice test over grammar, punctuation, parts of speech, spelling, editing, capitalization, analogies, synonyms, antonyms, and other techniques for demonstrating knowledge.
- O. Vocabulary:** Multiple choice test over vocabulary words both in context and in isolation. The test may include analogies, synonyms, antonyms, and other techniques for demonstrating knowledge.

Junior Book List

Meg Goes to America by Katy Hammel*
A Good Kind of Trouble by Lisa Moore
Ramee *
Storm Runner by J.C. Cervantes
Pashmina by Nidhi Chanani
The Remarkable Journey of Coyote Sunrise
by Dan Gemeinhart

Senior Book List

Open Season by C.J. Box
Wit by Margaret Edson
Where the Crawdads Sing by Delia Owens
Ceremony by Leslie Marmon Silko
A Tale of Two Cities by Charles Dickens

*Carried over from English Expo 2020 Book List

Contests by Category

Writing Competitions



- D. **Business Letters**: Students write a business letter(s) from information provided. Standard business letter format is used. Judges will look for consistency in format.
- E. **Social Notes**: Students write at least two different social note(s) from information provided. Possible types include a thank you, sympathy note, invitation, letter of acceptance, etc.
- F. **Poetry**: From a prompt, which may be music, video, art, or other stimulus, students write at least eight lines of verse.
- G. **Prose**: Students write a descriptive paragraph in odd years or a persuasive essay in even years from given information.
- H. **Personal Narrative**: From several prompts, students choose one and write about a personal experience.
- I. **Short Story- Fantasy**: Students write a short story in the fantasy genre using a given set of characters, setting, and conflict.
- J. **Short Story- Teen Life**: Students write a short story in the teen life genre using a given set of characters, setting, and conflict.
- K. **Team Dialogue Writing**: From a given situation, students write dialogue to complete a story in play-type format. Different scenarios are provided. Students write in teams of two for this event. It is important that advisors indicate on the registration form which students are paired, so that they may be placed in the same room for competition.
- L. **Technical Writing**: From a given set of scientific and/or technical facts, students write a piece of prose, which incorporates the necessary details in a clear, concise manner.
- X. **Written Presentation**: Using D'Nealian or Zaner Bloser, create one sample in manuscript print, one in cursive writing, and one in Blackletter style calligraphy. All must be original and personally created without electronic support or enhancement. In addition, write up to 100 words expressing which form best suits the sample writing. The student creates 3 sample pieces from a prompt during the contest time. This contest will take place in Round II. Sample alphabets are available in the Guidebook

Contests by Category

Speaking Competitions



STUDENTS CAN ONLY PARTICIPATE IN ONE SPEAKING CONTEST

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- Q. Storytelling- Traditional:** Students tell traditional stories which they have learned to a judge(s) in the room. Stories may not exceed five minutes in length. No costumes, props, set, make-up, or furniture, except a single chair, may be used in telling the story. While words from other cultures may be used, the majority of the story must be told in English.
- R. Informative Speaking:** Students present original speeches of no longer than five minutes on a topic prepared in advance. Students are to incorporate visual aids (posters, easels, non-living objects, etc.) into their speeches. Computers and other electronic aids are not permitted. Notes are limited to one 3" x 5" index card.
- S. Declamation:** Students memorize and deliver a speech given originally by a public figure at a public occasion. Minimum time: two minutes and maximum time: five minutes.
- T. Poetry Recitation:** Students memorize and orally deliver published poems by recognized poets. Poems may be either narrative or lyric. Several poems may be combined if an introduction presents the theme. Students may NOT recite their own, original poetry. Minimum time: two minutes and maximum time: five minutes

Contest Descriptions

Speaking Competitions



STUDENTS CAN ONLY PARTICIPATE IN ONE SPEAKING CONTEST!

W. Shakespearean Monologue: This contest requires students to memorize speech(es) from a single character in a play by Shakespeare. State name of play, act number, scene number, and line numbers, and present a copy of speech to one judge. Judging is on memorization and pace; developing role into a distinct, believable character; understanding the emotional and intellectual context of the piece; scene honesty and believability; blocking; projection; enunciation; preparation; and effectiveness of the scene. Presentations must be between one and a half minutes and five minutes long and be 40 lines or more from the play. No costumes, props, set, make-up, or furniture, except a single chair, may be used in doing the monologue. Scenes from more than one speech must be indicated both during the speech and on the paper.

Participation Requirements



School Participation Requirements

Each participating school must pay a \$35 Materials Fee in addition to student registration fees. Upon payment of the Materials Fee, the school Sponsor will be allowed to enter students into any Expo contest, attend any Professional Development Workshop, and receive an invitation to access the English Expo drop box. The drop box will contain the current edition of the Competition Guidebook and other English Expo materials.

Student Participation

NMAA & GPA Requirements:

1. Student must have a school ID number.
2. Student must be enrolled more than half time at the school he/she is competing for.
3. Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six- or nine-week grading period can be used to regain eligibility. For further information see https://www.nmact.org/file/Section_8.pdf

English Expo Requirements:

1. Each student must submit an English Expo New Mexico Permission to Participate, Liability Release, Media Release, and Honor Code form signed by both the parent and participating student.

Trainings & Orientations



Contest Trainings

Tuesday, November 9, 3:00 pm
Thursday, November 11, 6:00 pm

This training is for Teachers and Judges and will be held via ZOOM. A link will be sent to participants by email before the training date.

Trainings are free for any English Expo sponsor, school representative, judge, monitor, or parent. The training will include instructions on how to access contests and how students will participate in various contests. Time will be provided to answer your questions.

Orientation Meetings

January 2022
Dates to be Announced

There will be an Orientation to help teachers, students, judges and monitors access contests and understand contest rules.

PAYMENT INFORMATION

Checks- Made to the order of English Expo of NM. Mail to Pam Wheeldon, 1032 Dakota St. SE, Albuquerque, NM 87108-4922
PO's- Made to the order of English Expo of NM. E-mail to Pam Wheeldon, plcwheeldon@gmail.com.
Credit Cards- Payments can be made online at englishexponm.org.

School Name:		School District:	
School Address:		school phone #:	
City:	State:	Zip:	
Materials Fee paid by (school employee):		School Position:	
Sponsor/ Primary Contact Teacher:		Home Phone:	
Home Address:		<u>E-Mail:</u>	
City:	State:	Zip:	
Best Contact Phone for Business Office or Bookkeeper:		PO#	

English Expo Event – Expo Contest Competitions <i>THIS FORM/PAGE MUST BE E-MAILED BY FEB. 8, 2022</i> <i>(late fee applied through FEB. 16)</i>	Division: Jr. (6-8) _____ Sr. (9-12) _____ Please check only 1 line. Use a separate form for each division, please.
English Expo Event – Sponsor Workshop	Guest _____ Guest _____

EXPO CONTEST TEACHER / CHAPERONE Registration Form

School: _____ District: _____

***A judge or monitor for every five (5) students is required. Registration cannot proceed until all necessary chaperones/sponsors are listed for judging or monitoring. Extra adults are NOT permitted on site.

ALL are expected to help judge and/or monitor competition contests ***

Please use another sheet if more judges/monitors will be attending.

Total Number of Students registered _____ / 5 = Number of Judges/ Monitors **required** _____

	<u>Adult Name</u>	<u>Parent / Teacher</u>
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

School Name: _____

Division: _____

STUDENT REGISTRATION FORM

THIS FORM/PAGE MUST BE E-MAILED AS A WORD DOCUMENT

BY FEB. 8 (late fee FEB. 16), 2022 TO

englishexponm@gmail.com with SCHOOL NAME in the email Subject line.

For questions or concerns contact REGISTRAR, Jeannette Vigil at englishexponm@gmail.com with REGISTRAR in the email Subject Line.

- Students must compete in two contests.
- Only one Speaking Contest may be entered.
- Participants must sign in to their assigned contests 5 minutes before Contest is to begin. Attendance will be taken.
- Team Dialogue partners must be available to collaborate at the same time.
- Enter COMPLETE student information on the Registration Sheet. (Student numbers are required.)
- Use more sheets as needed. Name the documents "school name 1 of 2" etc.
- Confirm that the number of registrations on the sheets match the number of registrations paid for.
- Send the completed form electronically. DO NOT change it to an image or pdf format.

**** No changes will be accepted after the registration deadline. Student contest registrations are Final!**

VITAL REQUIREMENT:

Number registering _____ / 5 = Number of Judges/ Monitors required _____

Use a separate form for each division.

Junior Division (Grade 6-7-8) _____ Senior Division (Grade 9-10-11-12) _____

<u>Main Adult</u> <u>Contact Name</u>	<u>Address, City, Zip</u>	<u>area code/</u> <u>Phone</u>	<u>E-mail</u>

A) Poster (Round I only)	I) Short Story: Fantasy	Q) Storytelling- <u>Traditional</u> (only I Speaking)
B) Book Cover (Round II only)	J) Short Story: Teen Life	R) Informative Speaking (only I Speaking)
C) Literature	K) Team Dialogue = (register pairs together)	S) Declamation (only I Speaking)
D) Business Letter	L) Technical Writing	T) Poetry Recitation (only I Speaking)
E) Social Note	M) Listening	U) Children's Book (Round I only)
F) Poetry	N) Proofreading	V) Photographic Essay (Round II only)
G) Prose	O) Vocabulary	W) Shakespearean Monologue (only I Speaking)
H) Personal Narrative	P) Storytelling- Original (only I Speaking)	X) Written Presentation

Enter students on STUDENT REGISTRATION SHEET.

Use more sheets as needed.

STUDENT REGISTRATION SHEET

SCHOOL: _____ DIVISION: _____

	<u>Student LAST NAME</u> Example: Doe	<u>Student FIRST NAME</u> Example: Jane	<u>Student Number</u> Example: 12345	<u>Reliable Email address that is not from your school district</u>	CONTEST CHOICE 1 STUDENTS CAN ENTER ONLY <u>1</u> SPEAKING CONTEST	CONTEST CHOICE 2 STUDENTS CAN ENTER ONLY <u>1</u> SPEAKING CONTEST.	If contest is K, name the partner here (Johnny Pupil):
1)							
2)							
3)							
4)							
5)							
6)							
7)							
8)							
9)							
10)							
11)							
12)							
13)							
14)							
15)							
16)							
17)							
18)							
19)							
20)							
21)							
22)							

Only 22 can be entered and paid on line at a time. Use "SCHOOL"2, 2, etc. for the next batches.



English Expo New Mexico Permission to Participate, Liability Release, Media Release, and Honor Code

Print

Student Name: _____ Division: _____ JUNIOR _____ SENIOR

School: _____

I, the parent or legal guardian of the participant, grant permission for my child to participate fully in the English Expo New Mexico State Competition (hereinafter "competition"). On behalf of myself and of any other parent(s) or guardian(s), the participant, personal representatives or heirs, I hereby voluntarily release, waive, forever discharge, hold harmless, defend, and indemnify English Expo New Mexico, and its agents, officers, boards, volunteers, and judges from any and all liability and all claims, actions or losses for bodily injury, property damage, wrongful death, loss of services or otherwise that arrive out of my child's participation in activities related to the competition, including preparation for and travel related to the competition. I further grant permission for English Expo New Mexico to publish images, videos and/or competition work product which may include my child's image, voice, name, school, grade level and teacher(s) for purposes of promotion and training.

Date

e-Signature of Parent or Guardian

Honor Code

I, the participant, recognizing that the 2022 competition will be held on-line, give my promise that I will adhere to the rules of competition and not seek or accept any unfair advantage, for example, use of unauthorized notes, props, coaching, or research, or the work product of others, during or for competition, recognizing that I owe a duty of fairness to myself and to all the participants of English Expo.

Date

e-Signature of Participant

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.
 - 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 still have to type in all of your information.) To do so will delay your school/student registration.
 - For online payment, 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 virtually, the School Sponsor will still need help for monitoring and/or judging. One monitor/chaperone per 5 students should still be recruited.

English Expo Checklist

9. Student Registrations

- Student Registration Form(s) must be filled out completely.
- **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** because they are all offered at the same time, during the same session.
 - **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 virtual contest, so no substitutions are possible.
 - Confirm that students who submitted art work 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, 2022.
 - 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.

10. As with state testing, NO extra electronic devices (cell phones, iPads, etc.) are allowed during contest times.

If You Need Help or Have Additional Questions:



- If you need help walking through the registration forms, send an email to englishexponm@gmail.com with Registrar or Vice President in the subject line.
- For questions regarding payments and fees, send an email to englishexponm@gmail.com with Treasurer in the subject line.
- For general questions, please contact Diana Valdez, at (505) 328-3669 or englishexponm@gmail.com with PRESIDENT in the subject line.
- After the Materials Fee has been paid, access your copy of *The English Expo Guidebook* in the Google drop box. The Guidebook contains additional information for organizing school groups; complete descriptions, rules, and rubrics for each contest; and information on other Expo activities.
- Check the website at englishexponm.org.

We look forward to seeing you at English Expo
Saturday, Feb. 26, 2022.

GOOD LUCK!