

You are registered for the Elementary Speech Meet at **Christian Hills School** on **Friday, March 16, 2018**.

The student participation form and fees deadline is: **Friday, February 16, 2018**

Chairperson: Kathy McCartney Chairperson Email: [kmccartney@chs.school.net](mailto:kmccartney@chs.school.net)

Host School: Christian Hills School, 9001 West 159th Street, Orland Hills, IL 60487

Host School Phone: 708-349-7166 Chairperson Cell:

Your chairperson will communicate with you about scheduling, directions, and other event specific information.

Fees: \$8.50 per student per entry. Late entries will be charged \$1.00 per student

Eligible Grade Levels: 1-6

Participation Limits: 2 students per category per classroom

Judging Requirements: Provide 1 qualified judge for every 5 entries.

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## HANDBOOKS AND FORMS

- Go to the Elementary Speech Meet website—[www.acsi.org/region/mid-america/student-activities/speech-meet-elementary](http://www.acsi.org/region/mid-america/student-activities/speech-meet-elementary)
- Download the handbooks and forms NOW! Passwords will be emailed to you from the regional office.

## WHERE TO SEND FORMS AND FEES

- Pay student participation fees with a credit card and upload your *Student Participation Spreadsheet* in Excel format at the [online participation fee form](#) (preferred method). Or, mail student participation fees (one check payable to ACSI) and a copy of your *Student Participation Spreadsheet* to the ACSI address listed at the top header of this page.
- At the same time, email to the chairperson the *Student Participation with Judge Recommendation Spreadsheet*. The Judge Recommendation Form is the 2<sup>nd</sup> tab in the Excel spreadsheet.

## CHANGES FOR 2017-18

- All changes are minor this year and are noted in the Coordinator Handbook in **red**—please refer to the handbook for details.

## NUMBER OF STUDENT PARTICIPANTS

- If the number of participants is not listed on this Host Info Sheet, contact the chairperson for the maximum participants allowed BEFORE you select your students.

## ADULT WORKERS REQUIREMENT

- See the judging requirements at the top of this page. No Exceptions will be granted! Begin NOW to recruit qualified judges from your school community.
- Please print and make copies of *the Judges' Packet* and distribute to your judges. Put this material in their hands early, so they are well prepared to handle their responsibilities when the event chairperson makes job assignments.
- Workers must be at the meet at least one hour early to attend an orientation then must stay throughout the entire event.
- All staff and volunteers the school is providing must meet the school's internal policies and standards as well as state requirements for working with children in a K-12 private school setting.