

WJCL Convention Registration Directions and General Information 2012

Salve! Please read the following carefully. It will explain registration procedures, the how, the when and the where to ensure that your delegation is registered correctly and will be allowed to attend the 2012 WJCL Convention.

• Registration: Due December 1st, 2011

You will find the necessary WJCL registration forms under the State Convention link on the WJCL.org website.

ALL CONVENTION ATTENDEES, delegates, sponsors, chaperones and guests, MUST fill out the following forms:

Registration
Code of Conduct
Medical Information

Delegates: EACH delegate (student) needs to fill out his/her forms (Registration, Code of Conduct, Medical Info), get the correct signatures on the Code of Conduct form, and submit that WITH the appropriate check amount to his sponsor (teacher).

A Student must register for her/his current level of Latin (at the time of registration), last level taken, or any higher level. AP is considered Level IV. All Certamen teams must play at the level of its most advanced player.

Sponsor: The Sponsor needs to register EACH student attending Convention for the WJCL and NJCL. Next, fill out the Registration Excel spreadsheet (Check the tabs on the bottom for the Registration, the Rooming list and Certamen Registration) and submit the following to the Registrar:

- 1.** Register your chapter with WJCL and NJCL. Form and instructions found at wjcl.org. Each student attending a JCL Convention MUST be a WJCL and NJCL member.
- 2. Email** WJCL Registration, Rooming and Certamen Excel spreadsheet to Jennifer Ganley, ganleyj@dsha.k12.wi.us, Gale Stone gstone@madison.k12.wi.us, and Mary Conklin marytixx@gmail.com.
- 3.** Snail mail or hand in person ALL Delegate, Sponsor, Chaperone and Guest Registration forms, Code of Conduct forms and Medical Info forms to:
Jennifer Ganley, Registrar
DSHA
4257 N 100th St
Milwaukee, WI 53213
- 4.** Snail mail or hand in person **ONE SCHOOL check, made out to the WJCL**, the TOTAL amount necessary for all delegates (pay attention to scholarship applicants), sponsors, chaperones and guests. Personal checks will NOT be accepted. Please note

that students who apply for scholarships should pay a deposit of \$25, and will be notified of any scholarship award BEFORE Convention. The student then will be expected to pay any remaining balance before Convention.

- 5. GET IT IN ON OR BEFORE THE DUE DATE OF DECEMBER 1st, 2012.** This year in order to make sure that all the names in the database are correct, we will NOT be able to make ANY changes to names after the names are submitted. That means, if you have a student who is not able to come and you want to add a different student in his place, you will NOT BE ABLE TO. Once it is in, it is in.

• **2012 Theme** — "dimidium facti qui coepit habet." He who has begun has half the deed done. ~Horace

• **Academics** — The 12 tests include: Mythology; Pentathlon; Private Life; Vocabulary; Reading Comprehension; Derivatives; Grammar; Mottoes; History; Literature; Greek Derivatives and Vocabulary; and Greek History, Literature, and Life.

• **Costume Characters** — The following characters have been selected by NJCL for this year:
Boys: Hypnos
Girls: Hippolyta
Couples: Uranus and Gaia

• **Spirit** — The themes for this year's Spirit are:
Thursday – TBA
Friday – TBA
Saturday – TBA

• **War Machine** — catapult

• **Hotel** — Students are booked four to a hotel room with two beds. Students may wish to bring sleeping bags if they object to sharing beds. Double rooms are available for an additional \$50 for each delegate in the room. Single rooms are an additional \$100. Adults are in double rooms.

Sponsors, don't forget to submit rooming lists electronically with the registration information.

Every effort will be made to honor roommate requests and locate schools conveniently. However, all rooming arrangements are at the discretion of the registrar. No long distance calls can be made from rooms. Pay phones are available in the lobby. Parents can be contacted collect or with credit cards and cell phones.

*****ABSOLUTELY NO ROOM CHANGES ARE ALLOWED WITHOUT THE PRESENCE AND PERMISSION OF THE REGISTRAR*****

• **Meals** — Friday and Saturday breakfast and Friday banquet dinner are included as part of your

registration. Friday lunch may be purchased at a plethora of restaurants on State Street within walking distance of the Memorial Union and the hotel.

• **Participation** — Convention participants must remain in appropriate Convention locations. Sponsors must control students' whereabouts at all times. Participants are required to attend all Convention assemblies and fellowships. Minimum participation requirements should be set by each sponsor.

Delegates are urged to try all types of convention opportunities—tests, Certamen, art (impromptu and prepared), oratory, workshops, etc. as well as all social events. Schools are also encouraged to submit State T-Shirt Designs, a school scrapbook and war machine, and candidates for office.

Alcohol and illegal drugs are strictly prohibited. Smoking is only allowed for those over 18 years of age and only in designated outdoor areas.

• **Respect** — Respect for all property, locations, colleagues, chaperones, convention policies, staff and fellow guests of the Hotel are **REQUIRED AT ALL TIMES**. We have an excellent reputation and are welcomed warmly at all locations. We will not tolerate poor behavior. Offenders will be sent home.

• **Dress** — Name tags must be worn visibly on the chest area of each Convention attendee at all times. Those who do not comply with this policy will not be allowed to participate in any competitions or events. Roman dress (togas, etc.) must be worn to the Banquet on Friday. **APPROPRIATE SCHOOL ATTIRE WILL BE REQUIRED AT ALL TIMES INCLUDING THE DANCE AND SWIMMING POOL**. Students not properly attired will be asked to change and noncompliance will result in exclusion from events. January weather in Madison can be harsh, so dress accordingly.

• **Registration at Convention** — will take place at the Hotel from 3:00 -5:00 p.m. on Thursday, January 26th.

All sponsors must register their entire delegation **IN PERSON WITH MS. GANLEY**. Those arriving after 5:00 p.m. should locate Ms. Ganley in the hotel (cell phone 414-405-8843).

• **Hotel Contact Information:**

Best Western Inn on the Park
22 South Carroll Street
Madison, WI 53703-3372
(608) 257-8811, (800) 279-8811