

# WJCL Convention Registration Directions and General Information

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 WJCL Convention.

**Registration:** Electronic information needs to be sent by December 1st. Please make sure all three pages of the excel document are complete: list of students by level of Latin, rooming list, and Certamen teams. Bring paper forms to the December WJCL Board meeting OR send them postmarked by the Friday before that meeting. You will find the necessary WJCL registration forms under the State Convention link on the [wjcl.org](http://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. The Registration Excel spreadsheet has THREE tabs on the bottom for the registration with level of Latin, the rooming list, and the Certamen registration

1. Register your chapter with WJCL and NJCL. Form and instructions can be found at [wjcl.org](http://wjcl.org). Each student attending a JCL Convention MUST be a WJCL and a NJCL member

2. Email the Excel spreadsheet containing student registration with level of Latin, rooming list, and Certamen registration to the following four people: Marianne Wallach <[mwallach@mtsd.k12.wi.us](mailto:mwallach@mtsd.k12.wi.us)>, Gale Stone <[gstone@madison.k12.wi.us](mailto:gstone@madison.k12.wi.us)>, Mary Conklin <[marytixx@gmail.com](mailto:marytixx@gmail.com)>, and Lindy Knight <[knightl@dsha.k12.wi.us](mailto:knightl@dsha.k12.wi.us)>.

3. Snail mail or hand in person ALL Delegate, Sponsor, Chaperone, Guest Registration and forms, Code of Conduct forms, and Medical Info forms to:

Ms. Lindy Knight  
[knightl@dsha.k12.wi.us](mailto:knightl@dsha.k12.wi.us)

4257 N 100th St  
Milwaukee, WI 53222

4. Snail mail or hand in person ONE SCHOOL check, made out to the WJCL, for the TOTAL amount necessary for all delegates, sponsors, chaperones and guests. With your check send an itemized list of each student (listed last name, first name) and payment info *including scholarships*, etc. Individual 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 after the December Board Meeting. The student then will be expected to pay any remaining balance by the January Board Meeting or the student will be denied admission to the convention. DO NOT SEND CHECKS TO MS. KNIGHT—Bring them to the November or December meeting OR send them to Magis/Ms. Wallach (email [mwallach@mtsd.k12.wi.us](mailto:mwallach@mtsd.k12.wi.us) for the address).

5. 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 make that change. Once your forms are in, they are in.

- Information about testing and non-testing competitions can be found at [wjcl.org](http://wjcl.org).

- Hotel – Student 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 (if chaperones have paid for a single, this must be noted on the rooming list form submitted by the school). No long-distance calls can be made from 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. **Note that there are many two-person rooms which must be filled on each floor, and some groups of four will be split to use the space available efficiently (so if two people of a group of four must room together, list them as 1-2 or 3-4). Also, as the electronic form states: students not listed four to a room will be combined.**

**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 Capitol Square or State Street or locations nearby.

- Participation - Convention participants must remain in appropriate Convention locations (e.g., students may not leave the hotel after first general assembly on Thursday night). Sponsors must control students' whereabouts at all times. Participants are required to attend all Convention assemblies and fellowships. Delegates are urged to try all types of convention opportunities—tests, Certamen, impromptu and prepared oratory, etc.—as well as all social events. Schools are also encouraged to submit State T-Shirt Designs, a school scrapbook, and war machine, as well as candidates for office.

- Respect - Respect for all property, locations, peers, chaperones, convention policies, staff and fellow guests of the hotel (i.e., “civilians”) is **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 at their own expense. **Alcohol and illegal drugs are strictly prohibited.**

- 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. All sponsors must register their entire delegation **IN PERSON**. Those arriving after 5:00 p.m. should locate Ms. Knight in the hotel.

- Hotel Contact Information:

Best Western Premier Park Hotel, (608) 285-8000  
22 South Carroll Street  
Madison, WI 53703