



Greetings Administrators of the 2017-2018 UIL Academic Competition Cohort,

It is with great excitement that we, your UIL Academic Campus Coordinators, commence this year's UIL Academic Competition Season. Our 2017-2018 UIL Cohort is made up of representatives from 7 local schools in 4 districts. As you likely know, the competition is huge. Each school can bring up to 16 teams of 9 students. With full teams, that's approximately 144 competing students from each school, and about 1000 students possible at the actual competition. That's not even including staff, volunteers, judges, and parents!

Each school has a campus UIL Coordinator who plans, organizes, facilitates, and brings this impressive competition to fruition. Two coordinators split the hosting responsibility each UIL season. This year the competition hosts will be WRMS on Wednesday, March 21st and HCMS on Saturday, March 24th. Each of the 7 Campus Coordinators manage up to 16 Teacher Coaches at their own campus; they coach the UIL event teams, as well as assist the coordinators in running the competition. Other than that, the competition is run only by volunteers from our community and teachers and staff from participating schools. This is where you come in; this competition depends on man-power and community outreach and we need your support.

In order for our Campus Coordinators, and ultimately the competition to be successful, we as the 2017-2018 UIL Academic Cohort, have agreed on a minimum list of norms and supports required from each participating campus administration in order to participate in our Cohort. Please read below and sign afterward.

- Administration from each school should attend the competition for some period of time (even when not hosting the competition.)
- Administration should set the expectation for all Teacher Coaches to be present for the full day of competition, participate in running the competition, grade the competition materials, and complete all other responsibilities that involve UIL Academics, including attending all coaching meetings and responding to emails from the Campus Coordinator.
- Administration at the host school should encourage the whole staff to participate on the day of the competition, as the competition is largely volunteer based. This can be the difference between success and failure.
- Participating schools must send their Campus UIL Coordinator, or in case of emergency, another representative, to all UIL Academics Group Planning Session Meetings. They are listed on page 2.

❖ **The 2 Host School Campus Coordinators need**

➤ **(3) full substitute days on own campus to**

- Design campus use, plan location and timing of competition rooms, holding rooms, volunteer rooms, grading, tabulation, and verification rooms, location of art show, and other day of competition logistics
- Order, prepare, organize, and disseminate all competition materials, contest rules/expectations, timelines for recruitment and practice, verify and report competition dates to UIL, and assess and order office supplies for the competition
- Communicate with vendors for t-shirts, food, and concessions
- Make campus-use and bus-use requests
- Create and manage an online volunteering system, such as [Volunteerspot.com](http://Volunteerspot.com)
- Solicit volunteers from school, your district's high school, and community for competition management, holding, 4-12 art judges, 27 public speaking judges, etc.

❖ **All Campus Coordinators need**

- > **(3) ½ substitute days every year for the UIL Academic Cohort Group Planning Sessions**
  - Half day in early Fall- Coordinators meet to discuss previous competition successes and failures, and plan for upcoming competition in Spring.
  - Half day late Fall/Winter- Coordinators meet for campus logistics for day of competition, building tour, and final planning for upcoming competition
  - Half day late Spring- Coordinators meet to wrap up and reflect on competition, settle disputes, divide materials, and discuss cohort logistics for next season
- > **1 or more substitute days on own campus, as needed to**
  - Manage and communicate with 16 campus Teacher Coaches
  - Manage the campus UIL website information
  - Create campus try out policies and materials, including advertisements, posters, and announcements
  - Create or access, manage, and disseminate team materials, participation permission slips, t-shirts order forms, bus permission slips, etc.
  - Assign day-of-competition responsibilities to Teacher Coaches such as facilitating, monitoring, or grading
  - Enter all 144 participants into the digital documents for the competition
  - Collect and manage money and make deposits for t shirts, order shirts from the company,, sort the shirts, and disseminate to 16 teams
  - Answer all UIL questions from students, parents, staff, and admin

These preceding supports were created and agreed upon based on the collective experience of the 2017-2018 UIL Cohort in effort to provide a standard set of expectations for the administrators of all participating schools in order to be able to create the most successful UIL competition season possible.

Thank you for supporting UIL Academics! We as coordinators work so hard to make UIL Academics a success and having support for our administrators is essential! Please sign this document to show your district understands the norms and supports needed to be an active member of the 2017-2018 UIL Cohort. Each Campus Coordinator will scan their agreement into the 2018 Shared UIL Coordinator Google Drive Folder.

Campus \_\_\_\_\_

Campus UIL Coordinator \_\_\_\_\_

Campus Admin Rep \_\_\_\_\_

Contact Info for Administrator \_\_\_\_\_

**2017- 2018 UIL Cohort Members include**

- Gorzycki MS
- Lake Travis MS
- Hudson Bend MS
- Westridge MS
- Hill Country MS
- Dripping Springs MS
- Sycamore Springs MS (New member from a new school; Welcome to the Cohort!)