

You're in Charge of the A+ District Meet! Don't Panic

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Attention All Attendees:

Thank you for registering your attendance for **EACH SESSION:**

<http://www.uiltexas.org/academics/capital-conference/online>

Electronic handouts are available there too.



Take a deep breath....you can do this.

Make a checklist and just work your way
through it.

Don't be afraid to ask for help

- Local contacts
- Us
- Austin

High School vs Elementary

- Alignments are NOT set by UIL
- You decide what events to offer and how they will be divided
- You decide if teams will be awarded (actual awards and points)
- One Act Play is optional
- Will there be a district champion?
- You can pick any date throughout the year
- There is no UIL online entry system
- There is no conflict pattern

What You Can't Do

Do it “like we’ve always done it” if that
violates the rules

First Priorities

- Find out what decisions have already been made for you - schools, location, divisions, etc.
- Schedule the planning meeting for as soon as possible
- Print and Read A+ Handbook (Read multiple times before contest)

- If a location has not already been determined, determine it.
 - Usually your school
 - Consider other schools, colleges, and churches if that's not an option
- Create a schedule and conflict pattern
- Make a plan for hospitality and concessions (if needed)
- Arrange for help - tab room help and computer operator if using a computer

IMPORTANT DATES

Fall Meet: December 1 - January 31 (Earlier must buy invitational materials)

- Deadline to order materials - September 25

Spring Meet: February 1 or later

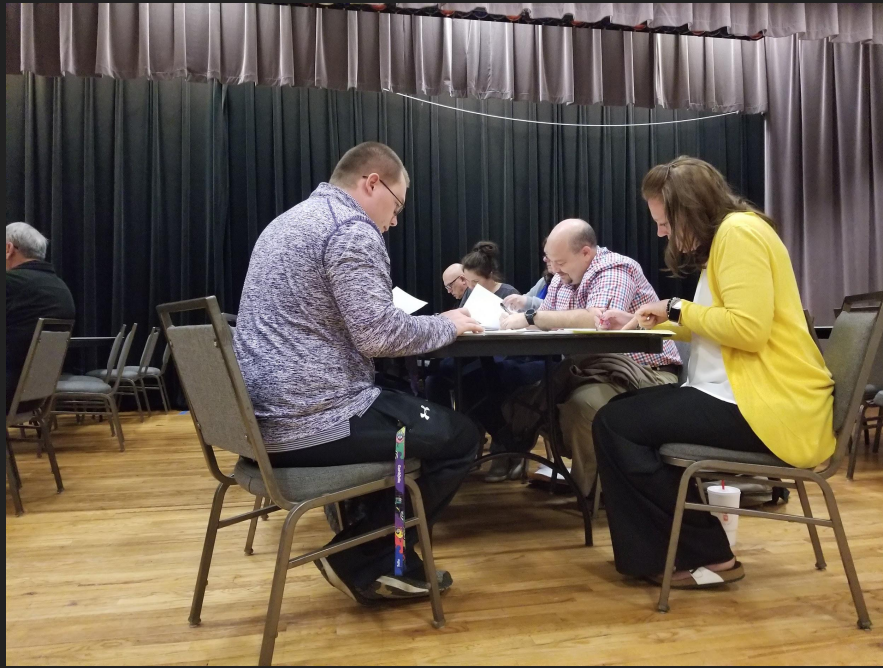
- Deadline to order materials - November 15

Building Your Schedule

VISUALLY SEE THIS LOCATION IN PERSON!!

(Even if it's your school)

- Tab Room
- Hospitality
- Student holding
- Grading
- Writing Grading (if happening at the meet)
- How many each room will sit comfortably
- Verification
- Competition rooms - don't use as many rooms back-to-back as possible



Have verification near grading



Have a designated grading area away from students

Schedule Tips

- Consider how long it takes to grade and place events that take the longest at the beginning of the day:
 - Example: Spelling, Maps, Graphs, and Charts, Art Smart
- Storytelling - takes a long time!!
- Consider similar events that students typically cross-enter and do not schedule at same time
 - Example: Math, Number Sense, Calculator, Science
- Schedule a director/judges meeting at beginning of the meet and go over your procedures

Once finalized, stick to it for your own sanity!!

Writing Events

- day of
- Week of/Week before (on or off your campus)

Remember rule on how many days the meet can be:

From the A+ Handbook, "Schools may use no more than one school day or two half-school days per school year to held a district contest."

copy papers if being taken back home to grade

Planning Meeting

- Create a folder (or two) for each school that contains agenda, schedule, conflict pattern, etc
- Gather contact information for each principal and UIL director,
 - Ask for cell phone numbers of UIL directors
 - Gather on colored paper
- Sign up contest directors, assistants, and spelling monitors
- Set early deadline to give yourself time to be ready

Decisions to Make at Planning Meeting

- Will there be overall divisions, and what grades will be in each division? (elementary/junior high)
- What events will be offered and how will they be divided? (Keep in mind room constraints)
- Will teams be awarded? (points/medals)
- How will writing be handled?
- How will speech events be judged? (hired or each school provide/panels)

- What awards will be given out? (medals/ribbons/plaques - through what place? Participation ribbons?)
- Will district champions/runner-ups be acknowledged?
- Will One Act Play be offered? (If so, need to setup separately)

School Folders

- Agenda
- Schedule
- Conflict Pattern
- Facility Map
- Concession Stand Menu (if applicable)

To Be Nice

- Sub Form
- A+ Meet Code
- Professional Acknowledgement

After the Meeting

- Send out minutes
 - Ask for confirmation of receipt to ensure you have all email addresses correct
- Complete the hiring process for judges, hospitality
- Order awards (inventory as soon as they arrive)
- Order supplies
 - Envelopes, paper clips, colored paper, printer ink, gallon zip lock bags (LOTS OF THEM: 1 per event per school)

- Create your envelopes with school tabs
- Gather 2 boxes for each school (paper box size)
- Gather shipping boxes and address them to each school
- Create “tab room boxes” of supplies and files
- Have a plan for labeling papers by contestant/school
- Create event folders
 - Contest director instructions
 - Verification sheets
 - Envelopes
 - Rosters (add later)
 - Results sheet

- Ensure you will have access to a copy machine if having contest at an offsite location
- Create pocket folders for each event that includes medals/ribbons, individual and team, and gallon ziplock bags
- Use high school guides to take kids to class (Student Council, HS UIL kids, etc - Community Service hours)
- Use high school students as time keepers
- Make time cards for speaking events
- Create room signs and guide signs
 - List event and time

- Make copies of competition day documents
 - School sign in
 - Judge Sign in (if applicable)
 - Judge pay sheets/W-9 (if applicable)
 - Director event sign out sheet
 - Sub forms
 - Verification Sheets
 - Event labels (if posting results)
 - Schedule/Maps

Tab Room Supply Box

- Stapler/Staples
- Tape dispenser/Tape
- Copy paper (at least 2 reams)
- Pens, Pencils, Highlighters
- Ziploc bags
- Envelopes
- Paper clips
- Binder Clips
- Candy Dish/Candy :-)
- Glue Stick
- Kleenex
- Permanent Markers
- Notepad/Post Its
- Power Strip(s)
- Rubber bands
- Scissors
- Sticky Tac
- Stop Watches

Tab Room File Box

- A+ Handbook
- Constitution
- Individual Contest Rules
- Sub forms
- Judge Pay Sheets (if applicable)
- Schedules/Maps
- Rosters



Month Before Your Meet

- Resend everything to UIL coordinators (minutes, schedule, maps, etc)
- Confirm hired positions and send specific details (if applicable)
- Read all the rules (again) and highlight areas you think you may need to refer back to during the meet.
- Read the A+ Handbook
- Reconfirm location details with host or reconfirm your rooms are correct for schedule
- Reconfirm hospitality details

Two Weeks Before Your Meet

- Print Rosters
 - 1 set for event rosters and 1 set for tab room
- Receive and sort materials (Optional: Receive on cd/would need to make copies)
- Send out reminders to schools

Days Before

- Provide spelling words to pronouncers
- Provide storytelling and listening stories to readers

The Day of Your Meet

- Arrive early. You don't want to feel rushed when schools start arriving.
- Check rooms to ensure they are set up how you want.
- Check Internet connections if using
- If possible, have an extra person in the tab room for the first hour or so
- Post results - paper and digital recommended
- Don't release any information - tests, keys, etc

Setting up The Tab Room



Have 2 boxes per school - one for awards, one for testing materials

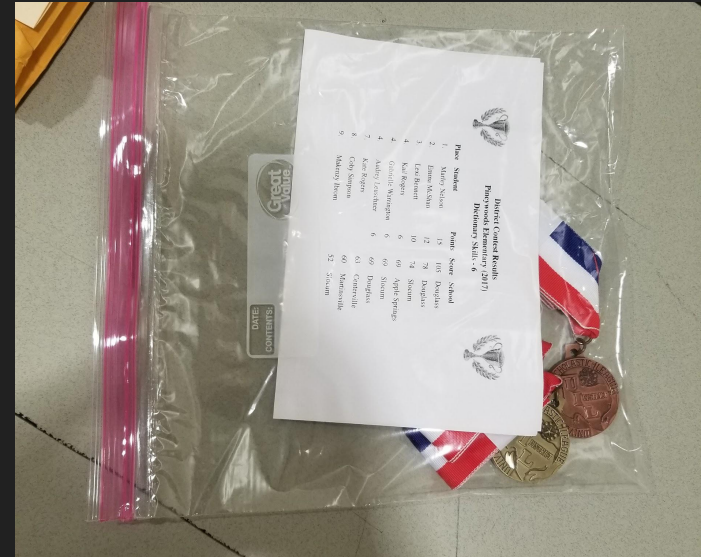


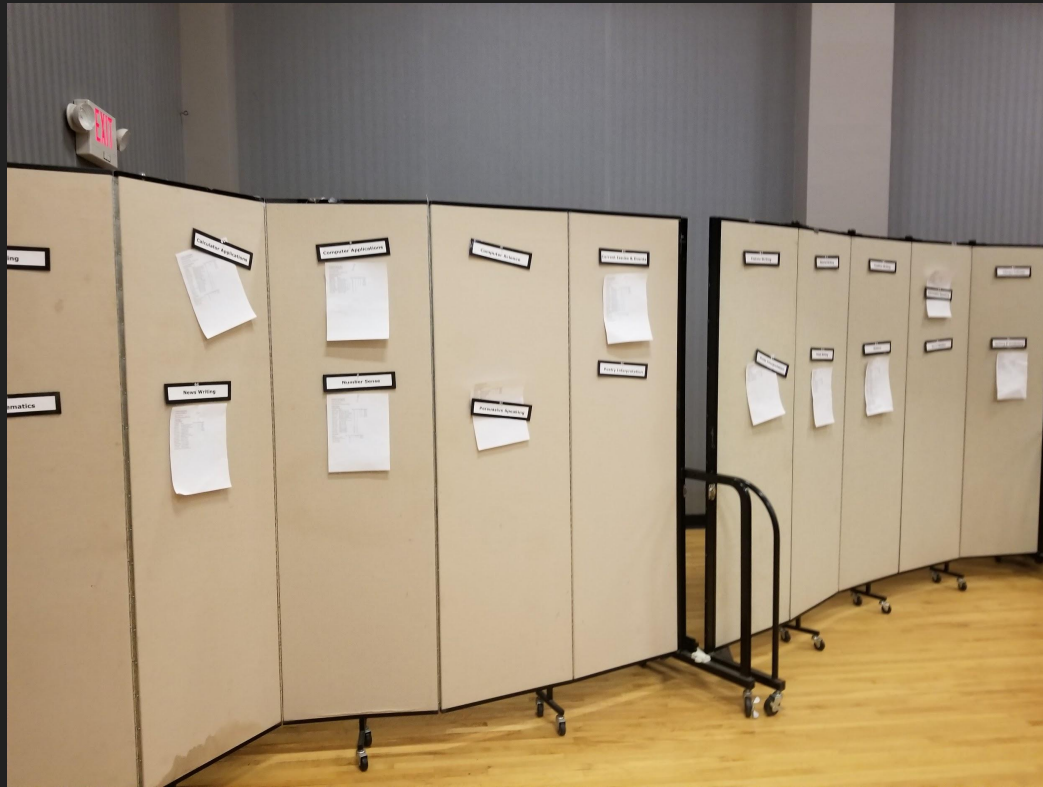
Be sure to have access to a computer, printer, and copier

Results/Medals/Awards

- Create a ziploc bag for each school for each event
- Place a school's awards with a copy of the results in each bag.

TIP: Gallon ziploc bags work best.





Post results - kids love to look for their name!!!

After the Meet

Haha! You just thought you were done!

After the Meet

- Release the tests on the allowed date from UIL
- Submit judge pay sheets (and follow up that they are paid if applicable)
- Calculate total expenses for district meet per school - provide to district fiscal agent
- Submit Participation Report to UIL
- Send thank you notes to the other UIL coordinators and all those that helped you (remember most UIL meet “jobs” are volunteer)

How to Make Your Meet Stand Out

- Organization and communication
- Hospitality (everyone remembers hospitality)
- Use TexasAcademics
- Have activities for students to do when not in competitions
- Be sure there is a student food option
- Have “guides” who will take contestants to and from rooms (high school students)
- Have timekeepers for speaking events (high school students)
- If at your school, decorate.

Conference Evaluation Survey

Please complete the online evaluation survey, as your feedback is very important. The survey web address is in the program and will be emailed to attendees following the conference.

You are encouraged to stop by and visit resource vendors between sessions and during lunch. Exhibitors will be set up outside the Zlotnik Family Ballrooms in Rowling Hall (AT&T first floor leads to Rowling Hall). WEDNESDAY ONLY - 8:00 AM - 2:30 PM.

Contact Information

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