

A+ Tournament Host Survival Manual

DISCLAIMERS

*This is not a holy writ; it is merely our survival field manual to A+ UIL. We have created this primarily to assist the new coordinators in our district who will be assuming control of the elementary and junior high UIL programs. Please consider it a work in progress and please let us know if you reinvent a better wheel!

CREDITS

*A great deal of credit is owed to the giants who supported us on their shoulders. I was blessed to serve under 2 very capable and committed UIL coordinators before I assumed the reins (Rose King and Lisa Savage) and without their files, notes, advice, and empathy I would not have succeeded in this role.

**In high school, I was privileged to serve under a quadruple diamond NFL coach who put me in positions of leadership I did not deserve. Whether he likes it or not, I am a mini-Roger Brannan. Also, I have been attending and helping with competitions since I was 15 and I have attended at least 13 UIL Capital Conferences, so I'm sure I owe a lot more recognition to a lot more people who have taught me everything I know, but I hope this general mention will suffice.

DEDICATIONS

This manual is dedicated to all of the coordinators, coaches and student competitors who have made numerous sacrifices to make UIL a priority in our district. This includes our very patient husbands and families, who helped us load concession supplies and equipment, tolerated our kitchens being turned into catering services and did not complain when we rearranged our lives according to our competition schedules.

CONTACTS

Please do not hesitate to contact us if you have any questions, concerns, comments or suggestions! We're all in this UIL game together!

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Basic UIL Coordinator & Tournament Host Checklist

(This is an abbreviated checklist. Many of these items are covered in much greater detail in following sections).

_____ **Register** all schools online with UIL and designate the UIL coordinator for each campus and update all contact information

_____ **Set date for District Organizational Meeting (DEC)** and order/prepare/package all supplies needed for that meeting. Send email notification of the meeting to all stakeholders and send reminders the day before. (Some of the items below can be decided at the DEC meeting.)

_____ **Set the date** for competition in coordination with administration, coaches, etc. Avoid conflict where possible by contacting all schools and stakeholders (in our district, you must contact the band directors!).

_____ **Select Theme** options and confer with administration, coaches, etc

_____ **Assign tournament responsibilities** and duties (usually done at DEC)

_____ **Select and Reserve facilities** using appropriate procedures for district.

_____ **District Meet Organization form** (completed online at UIL if the competition is a district meet)

_____ **Order meet materials** online from UIL

_____ **Order supplemental materials** through vendors for the spelling & music memory contests (ASW, Tune In, etc)

_____ **Order Awards** from an appropriate vendor

_____ **Update/Revise entry forms** or online registration (like joy of tournaments). (See samples).

_____ **Email entry forms** to coordinators/coaches/schools or notify coaches/coordinators when **registration is open** online Be sure to clearly include deadline and eligibility information. *Send reminders immediately prior to deadline!*

_____ **Arrange for hospitality** room (for coaches, judges & volunteers)

_____ **Arrange for concessions** for contestants and guests

_____ **Arrange for hospitality for student volunteers** (if not handled by concession or adult hospitality). Make sure student volunteers know what their meal options are!

_____ **Recruit judges and graders**

_____ **Recruit volunteers** (student and adult)

_____ **Request welcome letter from campus principal** of host campus

_____ **Request letter from Superintendent** (for district meet)

_____ **Request judge and volunteer names (proctors, monitors, pronouncers, etc)** from campus coaches/coordinators (make sure to give them a specific deadline)

_____ **Update & Print contest instructions** & email/send to respective campuses/coordinators/coaches

_____ **Review entries and create contest rosters** (manual data entry or copying or by printing online registration documents). This must be done AFTER the entry deadline.

_____ **Section the speaking events** (specific sectioning instructions are available in the A+ Manual. Online registration sites like joyoftournaments.com can sometimes help section events for you automatically. High School speech coaches are also excellent resources for sectioning. If you are new and not familiar with speaking events, I recommend asking an experienced speech coach to run your speaking events for you (compensate them if you can).

_____ **Pre-package the contest materials** as they arrive and add any additional necessary supplies (pencils, pens, stopwatches, timecards, etc) as suggested by the A+ manual. You could simply have a ‘supply area’ in the tab room, but this slows your contest managers down and if they are not punctual it can impact your tournament schedule. (*See section on Preparing for Individual Contests*)

_____ **Record the listening and storytelling prompts** if they will be played on a cd player rather than read aloud by the monitor. (We prefer using a recorded cd because we can guarantee that it is relatively error free and that all contestants are provided with the same input/stimulus. We use a small hand-held recorder that makes downloading the recordings very easy (Olympus Digital Voice Recorder—WS-600S for approximately \$100.00). Check the recordings to make sure that they play.

_____ **Create the alternate event materials** for any events that are not designated UIL contests. We hold 2nd and 3rd grade Spanish Storytelling competitions to encourage fluency in our bi-lingual program students and to encourage our ELL students to get involved in academic competition early in the educational career. Some districts hold additional speaking or performing events in addition to UIL contests such as ballet folklórico or step dancing. The head of our bi-lingual studies program creates and records the Spanish Storytelling testing materials for us.

_____ **Assign judges and volunteers** (see Tournament Schedule with Names of Judges and/or Judges Matrix)

_____ **Make list of needed signs** (review “on hand” and create needs list)

_____ **Make needed signs** (or have ‘volunteers’ make them!)

_____ **Create Poop Book** (see Poop Book section)

_____ **Make school boxes/bags** or files (or have ‘volunteers’ make them!)

_____ **Make nametags for tournament staff & VIP’s**

_____ **Make generic “adult volunteer” and “student volunteer” nametags**

_____ **Assemble and deliver equipment and supplies** for TAB Room, Hospitality, Concessions, etc.

_____ **Send out last minute reminders and information to coaches/coordinators.**

This should include specific arrival times for staff, judges & volunteers, contestants and guests, final tournament schedules, directions, parking information, maps of the school, and any other information that might be helpful.

_____ **Pre-tournament Set Up and Work Session (Friday evening before meet)**

_____ **Tournament**

_____ **Post-Tournament Clean Up and Reorganization**

_____ **Tournament Recognitions (Press Releases & School Board Recognition)**

_____ **Thank You’s**

_____ **Post-Tournament Review, Debrief, and Recommendations**

To Theme or Not To Theme?

We have chosen to use themes for our A+ meets in much the same way that high schools use themes for their invitational meets. Themes can make the entire experience more cohesive, unique and fun for the hosts, coaches, volunteers and especially the competitors. Of course, themes can mean additional effort and expense.

In 2007 and 2008 (we kept themes for 2 years so that we could take maximum advantage of purchased items such as t-shirts, decorations, presentations, etc) our theme was **“UIL: Tomorrow’s Success Begins Today.”** Our concept involved college themed decorations and memorabilia to indicate that although college was still a long way off, our UIL students were laying the foundations for future college success. We created a t-shirt that coaches and competitors could pre-order and/or purchase on the day of the meet. Schools decorated their assigned cafeteria tables with college and football themed decorations (our meet happened to be on SuperBowl weekend). Volunteers wore college shirts and there was kind of a ‘pep rally’ feel to the meet.

In 2009 and 2010, our theme (for all levels) was **“UIL : The Final Frontier (to boldly go where no mind has gone before).”** We enjoyed taking maximum advantage of the newly released Star Trek and space movies to incorporate trivia into our cafeteria powerpoint presentation and we showed G-rated space entertainment in the auditorium to occupy students, parents and guests between competition rounds. We wore star trek shirts as the meet hosts and our high school student volunteers dressed as aliens. We put space-themed decorations, coloring pages and toys on the tables and walls and hung inflatable aliens and space shuttles from the ceiling. (Shameless Plug: Oriental Trading Company was a great source of low-cost theme decorations and toys).

Other theme ideas that have been suggested:

UIL Superbowl

UIL Boot Camp (with military themes and camoflauged t-shirts)

Wild About UIL (with an animal or jungle theme)

Decade Themes (focusing on the 50’s, 60’s, 70’s, 80’s, etc)

We have not cornered the market on theme ideas! Go crazy! But I suggest you run your theme by a variety of people (teachers, students, administrators, parents) and solicit suggestions. And always run your theme by administration for approval before purchasing anything.

Special Notes on T-Shirts—This can be a lucrative enterprise, but we found that we barely broke even because we were not willing to charge the prices necessary to make a profit and we had to ‘over-order’ to meet demand on the day of the contest. We also found the process of collecting and receipting money and taking orders from almost 20 different campuses was too time-consuming for the clerk and coordinator to be effective. We have now found it preferable to allow each competing campus to create their own t-shirts and handle their own production and expense. Be sure to follow UIL logo use rules!

Select and Reserve Facilities

Selection: The ideal host facility can easily accommodate the anticipated number of contests, competitors, coaches, volunteers, administrators, and parents/guests. This means that the facility:

1. **Parking:** Has enough parking to accommodate buses and personal vehicles for all involved (see above). *We had to change venues once because we were unaware of how limited the parking situation was.*
2. **Contest Space:** Has enough adequate classroom space for every grade level of every contest competing (with the understanding that some rooms can be used for multiple contests)
 - a. **Grade Level “Halls”**—We found it ideal to organize the contests in Grade Specific Hallways so that contestants and volunteers always knew where their grade level should be heading. It does make it a little more difficult for contest managers who are managing the same contest for multiple grade levels, but it really makes it simpler for everyone else. This also allows using the same room for multiple contests based on the contest schedule.
 - b. **Most Academic Contests**--Most contests are allowed a maximum of 3 entries, so for a district with 10 elementary schools (like AISD) per grade level you would need a classroom that could accommodate 30 students. *Example:* We had 10 schools competing in Number Sense at the 3rd, 4th and 5th grade level, so we needed 3 rooms that could accommodate 30 contestants. Of course, as districts continue to grow and add schools, this becomes increasingly difficult and sometimes contests must be held in two rooms or districts competitions must be split to accommodate the increasing size.
 - c. **Speaking Events**—ideally speaking events should be held in an area somewhat separated from ‘academic’ events because the volume from speakers can distract test-takers. We tried to use performing arts hallways whenever possible to accommodate this separation. This also meant that we could accommodate audience members in the final rounds of competition.
 - d. **Art Smart Contest**—Must accommodate 5 entries multiplied by the number of schools for each grade level and requires a laptop/projector or other means of clearly visually displaying the art so that all students have equal opportunity to view. Since we had 10 elementaries, we need a room that could accommodate at least 50 entries per grade level with a clear visual of the art slides. *Example:* We used our LGI (large-group-instruction facilities for our Art Smart contests) which was ideal because they accommodated up to 100 students with built-in computers and lcd projectors. For elementary, this accommodated our 4th and 5th grade contestants in the same room. We had 6 junior high programs, so 6th, 7th, and 8th grade students could be accommodated in the same room.

- e. **Music Memory Contests**—5 entries per grade level per school, so this contest also requires a large contest room or multiple rooms for large districts. We like to use our choir and band halls for the music memory contest. It seems thematically appropriate, these spaces tend to be large, and they usually have built-in sound systems for playing the music selections. They do not always have normal classroom furniture, so accommodations sometimes have to be made (we used lap desks in the music memory contest last year).
3. **Holding Area:** Has a cafeteria, gym or other “holding area” that can accommodate all contestants, coaches, staff, volunteers, parents and guests. Ideally this area also has access to an adequate concession space, public address system and mechanisms to project and/or post schedules, results, notices, etc.
4. **Hospitality:** Has a hospitality area large enough to accommodate coaches, judges, staff and volunteers for breakfast and lunch (with the understanding that there will be fluctuating use). We usually use work/staff rooms (with lunch facilities such as sinks and microwaves), catering or culinary arts facilities (in high schools that have such programs) or home economics/life skills rooms which tend to have sinks, stoves and tables for dining. Often these rooms are not as big as you would like them to be. We often designate ‘overflow’ or ‘student volunteer hospitality rooms’ to accommodate numbers. We have even been offered the nurse’s office as overflow seating! (Just ask maintenance to deliver tables and push the beds out of the way!)
5. **Tab Room:** Has an area/s that can accommodate grading, judging and tabulation activities. We almost always use the school library for our tab room because it is usually centrally located, has computer and copying access, tables and quiet areas for grading, areas to lay out contest packets and grading packets as well as access to restrooms and other facilities (storage, etc).
6. **Awards Ceremony:** Has an area that can accommodate the award ceremony with all contestants, coaches, staff, volunteers, parents and guests. Sometimes this can be the same location as the holding area, but sometimes a different area is desirable (such as a gym or auditorium—see Awards Ceremony section).
7. **Pre-Meet Storage**—We like to use the campus coordinator or theatre arts teacher (they usually have lots of storage space) but often administrators have access to extra storage as well. You will need to begin delivering supplies that are not available on campus the entire week of the meet. It is helpful to deliver supplies during school hours where ‘help’ can be acquired!

Special Notes on Facility Selection:

1. **ELEMENTARY SCHOOLS ARE NEVER BIG ENOUGH TO ACCOMMODATE THE ELEMENTARY MEET.** At least not big enough to accommodate our enormous elementary district meet (3 primary schools and 10 elementary schools). We alternate between our two high school campuses (each with different benefits and drawbacks) and anticipate adding our future 3rd high school to the rotation.
2. **ROTATIONS GIVE EVERY CAMPUS A CHANCE TO HOST** and show off their campus and staff. We rotate our junior high competitions consecutively so that every campus gets a chance to shine (and work). Of course, this means that not every host is centrally located.
3. **ALWAYS DO A WALK-THROUGH!** Look at each classroom and see how the teacher has arranged their classroom. Some spaces are conducive to contests/test-taking/performance and some are conducive to cooperative-learning (not ideal). You do not want to have to move rooms on contest day and you do not want your proctors re-arranging classroom furniture. (Our first year, we even took digital photos of each space so that we could review the spaces later when our memory was not as clear.)
4. **AVOID COMPUTER LABS/SPECIALTY ROOMS.** The equipment in these classrooms is too valuable to jeopardize and these spaces are usually not suited to contest anyway.
5. **ASK ADMINISTRATION OF THE CAMPUS** if there are rooms that should be considered ‘off-limits.’ Our experience is that the administration is very accommodating if you are respectful of their staff and their space, but some areas (such as offices, athletic facilities, band facilities, etc) may be unavailable. Do not select that campus if you need those spaces. Make sure you know if there will be other activities going on that day. Our tournaments are so large that other activities can severely hamper our activities and it makes student supervision much more difficult. It is helpful to conduct a walk through of the campus with the administrator to review needs, limits, and access if that is possible.
6. **ALWAYS GIVE COURTESY NOTIFICATION TO STAFF OF USE OF THEIR ROOM.** Classroom space belongs to the district, not the teacher but make sure teachers have the opportunity to secure personal or valuable belongings if they choose to emailing them ahead of time (we simply send it to the school secretary or campus coordinator and ask them to forward it to all staff). Some teachers will ask or tell you not to use their room. In our district, that is not the teacher’s prerogative but you can make it more palatable by making sure that each room is returned to its original pristine condition and leave a thank you note or token for

the use of the space. We like to leave Hershey's kisses and a note ("a big kiss for letting us use your room!").

THINGS TO ASK ADMINISTRATION FOR:

- A. YOU WILL NEED ADVANCE STORAGE!** Make sure there is a storage space that you can access the week of the meet.
- B. ACCESS TO ICE**—In our district, cafeteria workers must be present (and paid) if cafeteria facility access is needed, but athletics will often allow access to their ice machines.
- C. CAMPUS COMMUNICATION SYSTEM**—intercom can be helpful for announcements but they will interrupt testing sessions so you should be very conscious of the schedule. We prefer to use the principal's walkie-talkies to provide communication between the tournament director and staff.

Facility Reservation:

Each district has its own facility reservation process. **AISD has a blue facilities request form** that must be submitted to **Maintenance** and to the **Administration of the campus** being reserved (you will also want to **keep a copy** for your own records and indicate the date it was submitted).

This form will ask for set-up, start, end and break-down times as well as special needs (such as audiovisual equipment, cafeteria or kitchen access, custodial and security needs, etc). This form does not provide for adequate detail for our requests so we always attach a **'request memo' with more detailed instructions** (see attached). Our district requires custodians on duty (which you want) and sometimes security (our school district police). We have never found our security to be needed, but I guess that is a 'better safe than sorry' scenario.

MAKE SURE YOU ASK FOR ACCESS TO THE HOLDING AREA, CONCESSION AREA, HOSPITALITY AREA AND TAB ROOM FOR THE FRIDAY EVENING TOURNAMENT WORK AND SET UP SESSION! AND CHECK ON WHAT OTHER EVENTS MAY BE HAPPENING FRIDAY NIGHT—IF THERE IS A SPORTING EVENT, YOU MAY NOT BE ABLE TO LEAVE OUT CONCESSION OR COMPUTER EQUIPMENT!

ALVIN INDEPENDENT SCHOOL DISTRICT SCHOOL SPONSORED ACTIVITIES REQUEST

APPLICATION FOR USE OF SCHOOL FACILITIES
FOR NON - FEE PAYING GROUPS

(Form must be completed 2 weeks prior to the activity)

DATE SUBMITTED: _____ DATE(S) OF USE: _____

NAME OF CAMPUS / ORGANIZATION: _____

EVENT: _____ APPROX. NUMBER OF ATTENDANCE: _____

AREA NEEDED: _____

SET UP REQUIRED: YES / NO

FOR ARRANGEMENT / QUANTITIES OF TABLES & CHAIRS DIAGRAM, USE REVERSE SIDE OF PAGE

ARRIVAL TIME FOR SET UP: _____ A.M. / P.M. BREAK DOWN TIME: _____ A.M. / P.M.

ACTIVITY START TIME: _____ A.M. / P.M. ACTIVITY STOP TIME: _____ A.M. / P.M.

CHECK ONE: ADULT GROUP _____ YOUTH ORIENTED GROUP _____

AIR CONDITIONING / HEATING: YES / NO	CUSTODIAN(S): YES / NO
ACCESS TO KITCHEN REQUIRED: YES / NO	SECURITY REQUESTED: YES / NO

The undersigned is responsible for the supervision of all participants, children and adults, attending this activity, both inside and outside of the building.

The undersigned shall be the authorized representative in charge of and responsible for the program or activities. This person, in turn, shall be responsible to the school district.

CONTACT PERSON: _____ PHONE NUMBER: _____

Please Print

SPECIAL INSTRUCTIONS: _____

APPROVED : _____ APPROVED : _____

Principal \ Director

Facilities Coordinator

OFFICE USE ONLY

NUMBER OF HOURS NEEDED TO SUPPORT ACTIVITY? _____

ASSIGNED TO: _____

CAMPUS _____ POLICE _____ ESM _____ OPS SUP.2 _____ FS _____

Special Requests for District Meet Facilities

1. We will also need access to the cafeteria, library and culinary arts or teacher lunch room on Friday evening from 3-6pm.
2. Please have all doors and classrooms unlocked at 6:30 am
3. Please have lights turned on by 6:30 am
4. We will need access to a microphone/ PA system and LCD/PowerPoint presentation in both the cafeteria and auditorium (*or gymnasium, depending on where the award ceremony will be held*)
5. We will need access to staff lunch room/work room for hospitality, ideally with kitchen area. We are not requesting access to the cafeteria kitchen, but we may need access to multiple refrigerators (in offices and staff work rooms, etc), to life skills or Home Economics rooms, and we will need access to ice if possible.
6. Access to multiple outlets and tables for concessions in cafeteria.
7. One large table in Auditorium for awards/ trophies and access to the lighting and sound systems.
8. Computer access in the library or other comparable facility for tabulation, grading, etc.

*We often need to request that Maintenance provide us with additional tables for check in tables outside the library as well as additional tables and chairs for seating in the cafeteria.

**We will omit the use of any rooms requested to be off-limits by administration such as the band hall and technology/computer labs.

District Executive Committee

Meeting to Plan and Organize the District Meet

(Additional detailed information is available in the Orientation and District Coordinator files)

ALWAYS HAVE AN A+ HANDBOOK AVAILABLE FOR REFERENCE AT THIS MEETING!

See page 3 in the A+ Handbook for information on:

- Forming a district
- The District Executive Committee (representatives from each member school)
- Scheduling Planning Meetings

See page 4 in the A+ Handbook for information on:

- Responsibilities of the District Chairperson
- Responsibilities of the District Executive Committee

The basic responsibilities (decisions made by the district executive committee) are:

- Elect a district chairperson** if one has not been appointed (*AISD administration appoints the district coordinator as the DEC chair*).
- Decide which events will be offered** (*you don't have to hold every contest and you can add non-UIL events*).
- Determine the schedule.** (*Sample schedules are available in the A+ Handbook and I strongly recommend following. We have tried holding Ready Writing prior to the meet due to the extensive time required for judging, but this created more problems than it solved.*)
- Decide if contests will be divided by grade level or in combined divisions.**
- Decide who will host the meet** (*we recommend setting up a permanent rotation based on adequate facilities—see Facility Selection and Reservation*)
- Set the date for the district meet** (*we decide this prior to this meeting by email by proposing dates and asking for feedback*). Fall/Winter Meet is between Dec. 1 and Jan. 31 and Spring Meet is between Feb. 1 and May 29th. *We recommend the Fall/Winter dates because it limits the 'season' for the benefit of coaches/coordinators and it increases the likelihood of high school coach and volunteer participation because it doesn't conflict with the height of their UIL season. (Special note about Junior High One-Act Play—it is very difficult to obtain judges during spring dates because they are all committed to high school contests).*
- Decide what kind of awards will be given.** (*Once this is determined, you only need to ask if there need to be changes*).
- Decide who will purchase awards and from what source.** (*Our awards are always purchased by the district coordinator/DEC chair using school contributions & budget*).
- Decide if there will be an entry fee. If so, determine the amount.** (*Our proposed contributions are \$35 per grade level for Elementary Meets and \$600 per school for Junior High Meets, but our Junior High total includes Junior High One-Act Play*).

--**Assign a contest director for each contest**, usually teachers or UIL coordinators from the various schools in the UIL district in accordance with the individual contest rules.

--**Determine who will select and train judges, graders and contest directors.** (*We leave this up to each contest manager, although I highly recommend a judging clinic if you can actually get your judges to come!*)

--**Determine who will design the entry form** if not using the one provided by UIL. (*We have designed our own and we find that it works well, however it requires duplicated data entry effort. We hope to use online registration in the future; joyoftournaments.com*).

--**Decide when entry forms will be distributed, when they are due and to whom they should be submitted.** (*We recommend a preliminary and final entry deadline. Our final deadline is always the Friday preceding the Friday before the meet. Any later and it is very difficult to create the poop book and signs for the meet. Our entries are always due to the DEC chair rather than the individual contest directors*).

--**Determine policies regarding late entries and substitutions**, preferably similar to those contained in Section 902 of the C&CR for high school academic meets. (*We accept late substitutions after the final deadline, but only on the morning of the meet on an official substitution form. We do not allow late entries because it is too confusing and time consuming for our tabulation/data entry personnel.*)

--**Decide the maximum number of contests any one student may enter, and any restrictions on entries resulting from the schedule chosen.** (*We do not allow "cross-entries" which means students can only enter 1 contest scheduled for a given time period and we limit students to no more than 2 or 3 events respectively. Having students in more events greatly increases the chances that your tournament will not run on time. And coaches, contestants and parents get very upset when they cannot compete due to scheduling that runs off time*). **Be sure to be aware of speaking event prelims AND FINALS!**

--**Compile notes from the meeting and provide a copy of the minutes to each participating school.**

--**Notify all member schools** regarding the scheduled dates, any entry restrictions and/or entry fees **AS SOON AS POSSIBLE AFTER THE MEETING**. (AISD will provide this by email to each campus principal and UIL coordinator and it will also be posted on the AISD UIL website.)

***The DEC DOES NOT have the authority to modify any contest rules in the Constitution and Contest Rules!**

Elementary Meet Responsibilities (Sample Sign Up Sheet)

Art – 4th Grade

Art – 5th Grade

Creative Writing – 2nd Grade

Dictionary Skills – 5th Grade

Listening – 5th Grade

Maps, Graphs & Charts – 5th Grade

Music Memory – 3rd, 4th Grade

Music Memory – 5th Grade

Number Sense – 4th Grade

Number Sense – 5th Grade

Oral Reading – 4th Grade

Oral Reading – 5th Grade

Ready Writing – 3rd Grade

Ready Writing – 4th Grade

Ready Writing – 5th Grade

Social Studies – 5th Grade

Spelling – 3rd Grade

Spelling – 4th Grade

Spelling – 5th Grade

Storytelling – 2nd Grade

Spanish Storytelling—2nd Grade

Storytelling – 3rd Grade

Spanish Storytelling—3rd Grade

Extra Duties

	Tournament Director –Coordinates all aspects of the meet, plans and executes logistics of equipment and supplies, supervises human resources and keeps meet on schedule. Trouble-shoots as issues arise and resolves all conflicts according to UIL rules and DEC precedent.
	Tabulations/Data Entry – enters contestant substitutions as needed, enters results of each individual contest and tabulates points for sweepstakes. This usually requires 2 people (the UIL clerk and a second person and we have traditionally compensated the 2 nd person for their commitment)
	Hospitality Room - set up morning breakfast trays and make coffee, set up lunch trays, arrange for clean-up. Find volunteers to work, set up volunteer schedule. Sometimes 1 person has been compensated to supervise hospitality.
	Trophy Set-Up – arrange trophies by grade level and contest on tables in the gym prior to the awards ceremony. Make sure podium and mic are set up.
	Concession Stand AM/PM – check in parent and student volunteers, set up concessions, monitor sales and service. There must be a responsible adult present at all times. Excess cash must be brought to the tab room periodically. Approximately 1 hour prior to award ceremony, supervise clean-up and store left over items and equipment. Complete inventory and receipts and return to Tournament Director.
	Judges/Graders/Adult Volunteers Check-in Table AM/PM – Check in volunteers, give ballots to judges, direct graders and volunteers to area for instructions by contest director or other duties such as concessions or hospitality.
	Student Volunteers AM/PM – Check in student volunteers and direct them to assigned areas and duties.
	Thank-you gifts/notes (to be placed on teacher desks) – Make thank-you notes for teachers whose rooms we use, place gifts on desks at end of day.
	MC – announce upcoming events, room numbers, etc. in holding area.
	AWARD CEREMONY MC – announce winners at ceremony
	Other Duty TBA

*In the past, some people have been asked to run particular contests due to their expertise (such as running speaking events) and these positions were compensated.

SAMPLE Elementary Meet Responsibilities 2011

Tournament Director

Tabulation

Hospitality

Concessions

Student Volunteer Check In

Judges/Adult Volunteer Check In

Holding Area MC

Award Ceremony MC

Thank You/Teacher Gifts

CONTEST DIRECTORS

Art – 4th Grade

Art – 5th Grade

Creative Writing – 2nd Grade

Dictionary Skills – 5th Grade

Listening – 5th Grade

Maps, Graphs & Charts – 5th Grade

Music Memory – 3rd, 4th Grade

Music Memory – 5th Grade

Number Sense – 4th Grade

Number Sense – 5th Grade

Oral Reading – 4th Grade

Oral Reading – 5th Grade

Ready Writing – 3rd Grade

Ready Writing – 4th Grade

Ready Writing – 5th Grade

Social Studies – 5th Grade

Spelling – 3rd Grade

Spelling – 4th Grade

Spelling – 5th Grade

Storytelling – 2nd Grade

Spanish Storytelling—2nd Grade

Storytelling – 3rd Grade

Spanish Storytelling—3rd Grade

PLACES & AWARDS

Elementary

1. **Places**--In our Elementary District Meet we place the **top ten finishers** in each event. The top 3 receive small trophies and the remaining 7 receive medals (all bronze). UIL rules generally place the top six, but we felt it encouraged participation and engendered more enthusiasm if more students were recognized. Considering the age group, this may help retain contestants (and parental support) in future years.
2. **Cost**—This means awards constitute our biggest expenditure (approximately \$1,000) for the meet and we feel it is worth the expense, however there are many options if budgets are a concern:
 - a) Place the top six and award trophies to the top 3 and medals to the remaining 3
 - b) Place the top six and award medals to all six
 - c) Place the top six and award medals to the top 3 and ribbons/certificates to the remaining 3
 - d) Place the top six and award ribbons/certificates to all six (least expensive)

Sample Elementary District Meet Awards Order

January 29th, 2011--Manvel High School

Individual Awards: Trophies for 1st-3rd, and medals for 4th-10th

<u>SECOND GRADE</u>	<u>THIRD GRADE</u>	<u>FOURTH GRADE</u>	<u>FIFTH GRADE</u>
1. Creative Writing 2. Storytelling 3. Storytelling in Spanish	1. Ready Writing 2. Story Telling 3. Spelling 4. Music Memory 5. Storytelling in Spanish	1. Oral Reading 2. Ready Writing 3. Number Sense 4. Spelling 5. Art 6. Music Memory	1. Oral Reading 2. Ready Writing 3. Maps, Graphs & Charts 4. Dictionary Skills 5. Number Sense 6. Spelling 7. Art 8. Social Studies 9. Music Memory 10. Listening

Sweepstake Trophies:

PRIMARY	District Champion Alvin ISD UIL District Meet Primary Grades January 29 th , 2011	Second Place Sweepstakes Alvin ISD UIL District Meet Primary Grades January 29 th , 2011	Third Place Sweepstakes Alvin ISD UIL District Meet Primary Grades January 29 th , 2011
ELEMENTARY	District Champion Alvin ISD UIL District Meet Elementary Grades January 29 th , 2011	Second Place Alvin ISD UIL District Meet Elementary Grades January 29 th , 2011	Third Place Alvin ISD UIL District Meet Elementary Grades January 29 th , 2011

Special Note: Do not put years on ribbons, so extras can be used in future meets.

Junior High

1. **Places**—We award the top six finishers in junior high. We tried awarding ten places, but found we often did not have enough participants to award all 10 trophies/medals! Obviously this was not cost-effective. In the future we will either place only the top six or we will award ribbons to 7th-10th place.

2. Awards Order--

<u>Sixth Grade</u>	<u>Seventh and Eighth Grade</u>
Art	Art
Calculator Applications	Calculator Applications
Dictionary Skills	Dictionary Skills
Listening	Editorial Writing
Maps, Graphs & Charts	Impromptu Speaking
Mathematics	Listening
Music Memory	Maps, Graphs & Charts
Number Sense	Mathematics
Oral Reading	Modern Oratory
Ready Writing	Number Sense
Social Studies	Oral Reading
Spelling	Ready Writing
	Science
	Social Studies
	Spelling

3. **Cost**—Our junior high award orders have varied considerably as we experimented, but we anticipate that our average cost for the future will be approximately \$750.00
4. **Sweepstakes Awards**—

District Champion Alvin ISD UIL District Meet 6 th Grade December, 2011	District Champion Alvin ISD UIL District Meet 7 th Grade December, 2011	District Champion Alvin ISD UIL District Meet 8 th Grade December, 2011
Academic Grand Champion Alvin ISD UIL District Meet December 2011 (combined UIL Academics for 6 th , 7 th and 8 th grade)	Second Place Sweepstakes Alvin ISD UIL District Meet December 2011 (combined UIL Academics for 6 th , 7 th and 8 th grade)	Third Place Alvin ISD UIL District Meet December 2011 (combined UIL Academics for 6 th , 7 th and 8 th grade)

**We also award an Overall Combined Grand Champion Sweepstakes award which includes the points from UIL Academics and the points for Junior High One-Act Play*

HOSPITALITY

Weighing the Options

Option 1 (Big Spender)—Pay for an **outside vendor**. This is an excellent option if you have the budget, access to reasonable and quality caterers and a firm estimate of your numbers. Overall, though, we have found outside vendors to be outrageously expensive and that we cannot effectively anticipate the necessary guarantees. We have used our cafeteria services (cost-effective but not as desirable to our patrons), BBQ vendors for BBQ baked potatoes (reasonable for what we got but satisfied a limited range of palates and we ended up with way too many leftover potatoes minus fixins) and well-known restaurants (excellent quality but very expensive per person).

Option 2 (Penny Pincher)—**Outsource entirely to the host campus** or PTO. We used this option at our first junior high meet and it was highly successful due to the very active nature of that campus' active parent organization. We supplied some elements like serve ware, coffee, beverages, etc, but overall the host campus supplied everything and it was wonderful. This was a smaller meet than average, though. For really large meets, it would require even more expense and participation from the host campus. In addition, we asked them to follow a 'soup, salad, sandwich' theme so that the 'potluck' wouldn't be completely without a unifying theme. In my experience, total potluck is a gamble.

Option 3 (Martyr)—**Cater the event through the UIL personnel**. Although we have chosen this route many times due to budget constraints we do not recommend it unless you have people who love to cook. I do and it was still too much (spending hours each night cooking after working overtime to coordinate the meet and then spending hours cleaning up and washing dishes). We used student labor to assist with the prep duties such as chopping, sandwich assembly, etc and it was still too much work for the tournament hosts to handle.

Option 4 (Kindness of Strangers)—**Solicit donations** through district & community organizations and local businesses. We have never found this to completely handle all of our catering needs, but it has resulted in a wonderful partnership with *Chili's* and *Barbed Rose* who have provided catering trays of wonderful food to supplement our hospitality supplies and we provide them with advertising exposure as gratitude. In addition, our campus staff are always wonderful about providing baked goods, soups, salads and other items when we tell them there is a need. We're a wonderful family.

**For most tournaments we have used a combination of Options 2-4 because we found this to provide the most abundant spread for our hospitality room. Since we do not pay our judges and volunteers, feeding them is the one thank you we can provide. It has been suggested that perhaps we treat our volunteers too well, but to continue to attract volunteers, it seems a worthwhile trade-off.*

Option 5—Outsource hospitality to the host campus but provide pre-determined funds and equipment to facilitate their hospitality choices. This allows each host campus to personalize their own hospitality while still managing expenditures. **This is the choice we are recommending for future competitions.*

Hospitality Logistics (Keep them happy!)

Hospitality Staff—Regardless which option you choose, you will want volunteers assigned in shifts to staff the hospitality room unless you want to pay the considerable cost of hiring cafeteria, culinary arts or professional restaurant staff to do it for you. If you are really lucky, a wonderful pto will handle this for you or the host campus will handle hospitality staffing so you can focus on running the meet.

Hospitality Hours—We try to keep our hospitality room open from approximately an hour before the meet starts (with coffee, juice and breakfast items) through approximately 1 hour before the award ceremony. Although most will be done with lunch long before this, it is important to keep beverages and light snacks available. This means hospitality staff should arrive at approximately 6am for our junior high meet schedule and approximately 7am for our elementary meet schedule. They should expect hospitality clean up to last for about an hour after the hospitality room shuts down. This should allow hospitality staff to make it to the award ceremony.

Hospitality Storage—Unless you are exclusively using option 1 or 2, you will want to make sure that you have arranged sufficient storage for all your hospitality equipment and supplies. We often go through over 1000 cups alone at our elementary meet.

Refrigeration--We have found that we need at least 2-3 refrigerators to hold all of our perishables so we remind campuses to remove personal items for campus refrigerators the Friday before the meet. If you are lucky enough to be at a campus with a culinary arts program, they frequently have fridges large enough to store everything if you make arrangements with them ahead of time (most will not want you working in their kitchens though!).

Hospitality Prepping—It is very helpful to have access to a home economics, food preparation area or lifeskills room for food preparation (chopping, cleaning, heating,etc). Some people do not like to see their food being prepared (especially if students are helping) regardless of the degree of sanitation. Plus, these rooms usually give you access to multiple stoves/ovens (very handy for baking lasagnas or reheating soups, casseroles, etc).

Electrical—Make sure you have maintenance staff or access to electrical. We have overloaded circuits in both hospitality and concessions resulting in a loss of power. Microwaves and roaster ovens are the biggest culprits, but multiple crock pots can also overload the capacity. We try to run extension cords and balance our electrical needs between multiple circuits whenever possible.

Useful Hospitality Equipment and Supplies:

Extension Cords and MultiStrips (outlets)

Chafing Dishes and Sterno Fuel

Crock Pots & Buffet Servers

Electrical Roaster Ovens (can make huge quantities! Especially good for soups & spaghetti and meatball sauce)

Industrial Coffeepot

Multiple coolers of ice (and ice scooper)

Extra Large Beverage Container (for tea and water)

Serving trays and containers

Plentiful Tongs, Ladles and Serve ware

Aluminum foil, plastic wrap, crockpot liners, expandable container covers

Paper Towels and Spray Cleaner

Dish Liquid and Sponges (you may not have enough provided on site)

Heavy Duty Trash Bags (the ones provided by custodial staff are not heavy duty!)

LUNCH & DINNER HOSPITALITY THEMES THAT HAVE WORKED FOR US

For cafeteria or culinary arts vendors: BBQ Baked Potato Bar, Hamburger and Hot Dog Lunch (inexpensive and really hard to ruin)

SOUP, SALAD, SANDWICH—This option makes it very easy to combine staff or pto contributions with purchases and business donations.

SUGGESTED ITEMS

Sandwiches and Trays	Soups	Salads
Deli trays (cold cuts, cheeses, veggies, fruits, tortilla pinwheels, etc)	Creamy Tomato Basil Cheap and Easy! Students can make it! Vegetarian Friendly <i>(recipe attached)</i>	Green Salad with assorted dressings Vegetarian Friendly
Tuna Salad Sandwiches (people love to donate the quarter-wiches & the tubs!)	Potato Soup Cheap and Easy Vegetarian Friendly	Pasta Salad Cheap and Easy Students can make it! <i>(recipe attached)</i>
Chicken Salad Sandwiches (people love to donate the quarter-wiches & the tubs!)	Chili (people love to make chili for some reason and people love to eat it)	Potato Salad Available in every supermarket!
Egg Salad Sandwiches Not as popular as above, but still an easy option.	Cowboy Soups Aka taco soups— Cheap and Easy Can make in HUGE quantities! <i>(Recipes attached)</i>	Cole Slaw
Cold Cut/ Cheese Sandwiches or Deli Trays (Easy for students to assemble!)	Chicken/Turkey Noodle or Beef/Vegetable or Vegetable Soup	Bean Salads

*Supplement with chips and dips, cookies and dessert items and beverages.

**Sam's Club has excellent and affordable chicken and seafood salads which we spread on their mini-croissants for professional looking deli trays.

***Sam's (and other vendors like Krogers) also cater sandwich trays and they are delicious, but expensive. Fruit, cheese and cold cut trays are also offered by most supermarkets.

****While some national or local restaurants may not be willing to donate, they might be willing to offer special pricing. Domino's for example offers special pricing on pizza for educational institutions. It doesn't hurt to ask! McDonalds has offered beverages and cups in the past and HEB often donates cases of water.

BREAKFAST BUFFET

Coffee	Easy Ham/Sausage & Cheese Quiche (recipe attached)	Donuts, Danish, Muffins & other assorted pastries
Juice	Breakfast Casseroles (stratas, hashbrown casseroles, etc)	Bagels and cream cheese
Fruit/Fruit Trays	Breakfast Tacos	Coffeecakes

ITALIAN BUFFET --This option makes it very easy to combine staff or pto contributions with purchases and business donations. Many of these can be purchased in bulk or the recipe ingredients can be purchased in bulk and prepared ahead of time (by students!)

SUGGESTED ITEMS

Entrees	Accompaniments	Desserts
Lasagna	Green Salad	ANYTHING!
Spaghetti & Meatballs— (Easy and Cheap Sam's Club recipe attached)	Garlic Bread	Mini Cheesecakes
Chicken Spaghetti	Caesar Salad (comes prepackaged— Easy!)	Cakes/Cupcakes
Pasta Salads	Antipasti trays	Cookies & Pies

SUGGESTED ITEMS

MEXICAN BUFFET-- This option makes it very easy to combine staff or pto contributions with purchases and business donations.

Entrees	Accompaniments	Desserts
Tacos/Taco Bar	Charro or Ranch Beans	See above
Enchiladas	Refried Beans	
King Ranch Casseroles— (recipes attached)	Spanish Rice	
Tamales	Chile Con Queso	
Mexican Stews & Soups	Guacamole	
	Salsa and Chips	

Sample Elementary Hospitality 2011
SAM'S CLUB SHOPPING LIST
(Purchase order for 250.00)

Drinks **Tea?, Water another jug?, juice (10--apple and OJ)**
 Assorted Danish and breakfast baked goods, Cookie trays (20 each)
 2 each--Tuna, Chicken and seafood salad mixes (6-8 each)
 Small croissants (4-5? how many?—5.36 each)
 Bag green salads, head lettuce, tomatoes (2.97 per bag)
 1 double Cheddar cheese (10.25 large bag for breakfast casseroles and salads)
 1-Sausage chubs (3.88)
 1-heavy cream (3.34)
 1-18 count eggs (2.56)
 1 large Cold cuts and sliced cheese package (6.98)
 1-2 Potato Salad and/or Cole Slaw (4.28)
 Chips (1 large bags each of Doritos, Potato Chips, etc—about 12.00)
 Pasta or Pasta salad mix? (about \$4)
 Soup Mix?
 Plates
 Another mixed serveware? Or forks only

Kroger list (Purchase order for \$150—last year we spent 125.85):

2 liter bottles of soda (10)
 Bagels & Cream cheese (5-6)
 Danish and baked goods (look in reduced)
 Pasta salad ingredients (frozen veggies, tomato, pepperoni, black olives, etc)
 Dips for chips
 Mustard and Mayo
 Relish?
 Paper Towels (3 pack?)
 Croutons ?
 Pie crusts?
 1 box of crockpot liners?
 One touch can opener

Hospitality Breakfast

Breakfast Casseroles or Quiches (Laurie)

Assorted Danish and Breakfast Pastries/Baked Goods (**UIL and Donations**)

Fruit tray or frozen mixed fruit (**order fruit tray from Kroger?—get quote**)

Coffee and Juice

Donations:

Passmore—50 breakfast tacos and 2 fruit trays

EC Mason—3 dozen donuts

Longfellow—muffins, rolls

Hospitality Lunch

Barbed Rose—Gumbo and Cobb Salad

Chilis—Assorted Finger Food and Sandwich Trays

Assorted Salads: green salad, Pasta salad, potato salad, cole slaw

Assorted Sandwiches: chicken salad, tuna salad, seafood salad and cold cut

Chips and Dips

Cookie trays

Tea, Water and Soda

Donations: Longfellow—meats and cheeses

****We have requested additional donations of soups and baked goods.***

CONCESSIONS: Weighing the Options

Option 1--Run concessions with assigned volunteers and keep the money for the UIL program. This means that the UIL office has to purchase all supplies, staff the stand, provide the start up cash, cashbox, track the money, etc.

Option 2—Outsource entirely to a club or PTO and allow them to keep the entire proceeds. This relieves the UIL office of all responsibility, but also all control over what is served and at what price. Some organizations will charge unreasonable prices in an effort to maximize profit. Of course, prices could be agreed to ahead of time which would resolve this issue.

Option 3—Outsource the running of the concession stand with an outside organization, but purchase the supplies and split the profit. We have done this twice and found it to be a good option although we did lose money once due to poor management by the outside group.

Option 4—Outsource to an outside group but provide some equipment and supplies. We have already purchased some concession equipment such as a popcorn machine and coolers, so in the future this is the option we plan to exercise.

Special Notes on Concessions:

Electrical--Many of the same challenges we face with hospitality apply to concessions, especially electrical issues. We actually lost power to our entire cafeteria for approximately an hour because of an overloaded circuit. Make sure that you are using different circuits for high energy equipment.

Pizza—Our only district approved vendor is Domino's Pizza and only 1 vendor location is approved so we can't use them with a purchase order when our host campus is too far away for pick up or delivery.

Start Up Cash and Change—You will need ample start up cash and change (LOTS of dollar bills and quarters) and each district has very different policies on obtaining cash (and these policies change from year to year). Make sure you check on the policy ahead of time.

Fast Food—Although we have never exercised this option, I have been to many tournaments where they purchases inexpensive fast food and resold it to the competitors for a profit (selling a dollar menu item for \$2 for example.) It appeared to be a popular option with the kids.

Useful Concessions Equipment and Supplies:

Extension Cords and Multi Strips (outlets)

Crock Pots & Buffet Servers

Microwaves

Popcorn Maker

Industrial Coffeepot (parents and guests like coffee!)

Multiple coolers of ice (and ice scooper)

Serving trays and containers

Plentiful Tongs, Ladles and Serve ware

Paper Towels and Spray Cleaner

Dish Liquid and Sponges (you may not have enough provided on site)

Heavy Duty Trash Bags (the ones provided by custodial staff are not heavy duty!)

Crockpot liners—This makes clean up sooo much easier!

**SAMPLE SAM'S CLUB SHOPPING LIST—
Purchase order for CONCESSIONS (\$450)
(These are minimums!)**

Drinks

Diet Coke	1 Cases (9.84 ea--@10)	10
Dr. Pepper	5 cases (6.62 ea--@33)	33
Coke	5 cases (9.84 ea--@50)	50
Sprite	2 cases (9.84 ea--@20)	20
Water	3 cases	
Variety Pack Chips	5 boxes (<u>10.44--@50</u>)	50
Cheezits	1 box—36 ct (8.36)	9
Grandma's Cookies	2 boxes of 33 (<u>8.82--@18</u>)	18
Raspberry Shortbread	1 box of 36 (7.98)	8
Goldfish	2 box of 24 (<u>7.98--@16</u>)	16
Snickers (reg. Size)	1 box of 48	
Reese's Cups	2 box of 24	
Skittles	2 box of 36 (13.56 ea)	28
Twizzlers	1 box of 180	
M&M's	1-2	
Pickles	2 (4.46 ea--@9)	9
Nacho Cheese	2 large cans (6.13 ea--@13)	13
Chili	2 large cans (7.68 ea--@15)	15
Jalapenos	1 large	
Tortilla Chips	1 box? 2?	
Hot Dogs	60? (9.12)	
Hot Dog Buns	60?	
Donuts, Muffins & Danish	variety (5 ea)	
Nacho trays		
cups		

**Try to spend as much of the purchase order as possible. Extras can be used at Brenham, Clear Springs and MHS District Tournaments.

FOOD PRICE LIST

CANDY

Candy Bars \$1.00
 Hershey, Kit Kat, Reeses, 3 Musketeers, Milky Way,
 Twix, Snickers, Skittles, Starburst

CHIPS

Doritos/Cheetos/Potato Chips, Etc. 50 cents

Pickles

Each..... 50 cents

COOKIES

Per Package 50 cents

Donuts or Muffins

Per Package 50 cents

DRINKS

Soft Drinks \$1.00
 Water \$1.00
 Coffee \$1.00

Nachos & Frito Pie

W/Cheese \$1.50
 W/Chili & Cheese \$2.00

Hot Dogs

Each \$1.50
 w/Chili or Cheese..... \$2.00

Popcorn

Bag \$1.00

Pizza

By the slice.....\$1.50

RECRUITING: ADULT VOLUNTEERS

Recruiting Contest Managers—Each campus coordinator is required to personally manage or assign a contest manager for 2-3 contests.

Recruiting Contest Personnel (proctors, monitors, etc)--Each campus is also expected to provide all necessary contest personnel for their assigned contests (proctors, graders, pronouncers, monitors, etc).

Recruiting Graders--coaches and coordinators from each campus are expected to help grade objective contests. If we do not seem to have enough graders in the tab room, we simply announce that graders are needed in the holding area. Many coaches are willing to assist since they have to be there anyway.

Recruiting Judges--Each campus is *expected* to contribute 2 judges for speaking and writing events per grade level. **Example:** Mark Twain Primary competes in 2nd grade storytelling-2 judges, and 2nd Grade Creative Writing-2 judges, for a total of 4 judges.) Invariably, some schools have trouble recruiting this many volunteers and there are always no-shows on the day of the meet so I always try to recruit a back-up pool of judges that I can dip into. In extreme circumstances, we call for judges in the holding area if we do not have enough to cover the round.

Special Notes About Judges and Volunteers:

1. **Principals have all the power** in motivating their campus communities to participate. Small campuses are always stretching their staff thin, but we have found that the campus climate makes much more difference in involvement. Some principals provide incentives and some are simply more successful at engendering enthusiasm for UIL.

Sample Incentives:

Comp Time/Early Dismissal for Paras/Teachers

Jean Days

Staff Development Credit

Duty-Free Days

Appreciation Luncheons

2. **Coaches cannot judge their own students in speaking and writing events** but they are expected to grade the objective contests.

3. **High School Coaches--** make excellent judges and often appreciate the opportunity to preview upcoming talent
4. **Junior High and High School Teachers**—especially English, Journalism, Speech and Theatre teachers often are happy to volunteer their time and judging expertise
5. **Community Organizations**—such as Rotary, Lion’s Club, Toastmasters and other groups are happy to donate their time as a judge.
6. **High School Students**—who have competed are also good judges if the DEC agrees to this at the organizational meeting. Often these students know the contests better than anyone else and can empathize with the contestants. And they love doing it! (Of course, clear standards must be given and when we use student judges, we put them on a panel that always includes at least 1 adult).

Elementary

Coordinator-

COACHES:

Storytelling-

Creative Writing-

Spanish Storytelling-

Music Memory--Susan Vastbinder

Art-

Dictionary Skills-

Listening-

Maps, Graphs & Charts-

Number Sense-

Oral Reading-

Ready Writing-

Social Studies-

Spelling-

Storytelling Judges	Spanish Storytelling Judges
1.	1.
2.	2.

Creative Writing/Ready Writing Judges	Oral Reading Judges
1.	1.
2.	2.

*add spaces to the table as needed

Elementary Meet (Contest Management/Responsibilities)

Contest:	Contest:
Proctors/Monitors/Volunteers	Proctors/Monitors/Volunteers

RECRUITING: STUDENT VOLUNTEERS

Elementary Meet Student Responsibilities/Jobs:

- 1. Student Volunteer Coordinator**—Assists with student volunteer assignments.
The general assignment sheet is created ahead of time, but as student volunteers check in, the coordinator shifts assignments as needed and makes sure that each upcoming duty is covered.
- 2. Line Leader/Event Monitor**—Lines up contestants when the event is called, leads them to their contest room, remains to assist the contest manager/proctor with monitoring or errand-running, leads students back to the holding area at the end of the contest.
- 3. Greeters/Hall Monitors**—At the beginning of the meet, the student acts as a greeter in the designated school entrances to assist with information and directions. As the meet gets underway, these students move to hall monitor locations to make sure only participating contestants and staff are in the event hallways. They also provide extra help/errand-running when contest managers encounter issues or challenges.
- 4. Time Keeper**—For speaking events with time limits. 1 per room (we usually match them with a judge).
- 5. Concessions**—Assists with concession sales and service.
- 6. Hospitality**—Assists with hospitality room clean up and upkeep.
- 7. T-Shirt Sales**—if applicable
- 8. Ballot Sorters and Stuffers**—as results are entered and confirmed, these students sort individual contestant ballots into school files, boxes or bags.
- 9. Entertainment**—We have used performing arts groups to entertain between rounds or to conduct games and other activities.
- 10. “Vannas”**—They assist in lining up finalists and handing out awards at the final ceremony.

Junior High Meet Student Responsibilities/Jobs:

***The same as the Elementary Meet with the following exceptions:**

1. **No Line Leaders**--We have not found it necessary to use Line Leaders/Event Monitors for the junior high meet, but you might need them if you have a very large district tournament.
2. **Judges**—Our junior high coaches and coordinators are much more inclined to be supportive of allowing high school students to judge contests. Our elementary coordinators are apprehensive of allowing high school students to judge.
3. **Judge Coordinator/Timekeeper Coordinator**—Our high school students handle the judging table/assignments for our high school invitationals and we are comfortable asking them to handle this responsibility at the junior high level. Again, our elementary coordinators generally express some concern with students handling these responsibilities.

WHERE TO LOOK FOR STUDENT VOLUNTEERS:

1. Kids who love you
2. Seniors seeking scholarships
3. Student Council
4. National Honor Society
5. ROTC
6. Interact/Lions/Other Service organizations
7. Future Teachers/PALs/ and career oriented organizations that align with education/mentoring
8. Speech, Debate and Theatre students
9. High School UIL competitors
10. Last resort—students who need community service for discipline or make up hours

INCENTIVES FOR STUDENT VOLUNTEERS:

1. Community service hours (see attached form)
2. Free Food (hospitality, student hospitality or concessions ‘coupons’)

PREPARING FOR THE INDIVIDUAL CONESTS

--**Pre-package the contest materials** as they arrive and add any additional necessary supplies (pencils, pens, stopwatches, timecards, etc) as suggested by the A+ manual. The A+ Instructions are very clear and specific. You could simply have a 'supply area' in the tab room, but this slows your contest managers down and if they are not punctual it can impact your tournament schedule. (See section on Setting Up Tab Room).

--**Print out individual contest instructions from the UIL website** and put them in the contest and grading packets. You will want to do this close to the contest date in case there have been any updates or changes. You will also want to check for any test or grading corrections (there are a few every year).

--**Increasingly, the UIL office is sending digital testing materials** rather than hard copy and you will have to make copies of the testing materials yourself. We like to keep a good supply of colored paper on hand so that we can easily tell the different contest copies apart during packet sorting and packaging.

--**We separate contest materials** into a) **testing packets** (designated with a black label) and b) **grading packets** (designated with a red label or clearly labeled). We have started including a contents list on the label so the contest manager can check the contents more easily immediately prior to the contest.

--The **grading packets do not have a contest roster** (only the contest manager has access to that to prevent any possibility of bias) and of course the testing packets do not have answer keys or grading instructions.

--**Speaking events require additional packaging** (you will want a ballot envelope for the judge/s in each room of every round of competition (such as prelims and finals). Each judge envelope should have enough individual ballots for the number of contestants that will be seen in that room (and perhaps an extra just in case the judge makes a mistake), a master ballot (which confirms the individual rankings and selections) and the judge's instructions.

--**Art Smart requires extra set-up.** You need to decide if you are going to present the selected slides on a projector and screen (you will need to select the 15 prints & create a powerpoint or slide show on cd or flashdrive) or simply hold up the prints for viewing (you will need to select the 15 prints and remove any identifying labels/titles/etc). Again, the A+ manual has specific instructions whatever option you choose.

--**Music Memory and Spelling** are not provided by the UIL A+ State Office. We purchase testing materials from outside vendors. There is a resource list on the UIL website.

--**TESTING MATERIALS MUST BE KEPT CONFIDENTIAL!** The only **exception** is that the **SPELLING** proctor/pronouncers must have access ahead of time in order to practice and write the sample sentences.

AISD General Instructions to Proctors

(During the contest):

- Please report to the library to check in and pick up your contest materials 30 minutes prior to the contest.
- Please go through your contest administration packet and make sure you have all materials you need for the contest. If you are missing any needed items from your packet, report it to the tabulators immediately.
- Check roll from the contest roster.
- Mark through any students not present.
- If there is a substitute for the absent student, write the sub's name in above the absent student's name. Assign the new student the same number assigned to the student who is absent.
- Ask the substitute for his/her "**SUB FORM**".
- Staple the Sub Form to the contest roster and return it to the library with the tests.
- Tell each student what their number is.
- Instruct them to write their number on their paper, not their name.
- Please check to see that students have written the correct number on their papers.
- Please check the roster to make sure the staff members in the tab room can tell which students were present/absent, and that it is clear who was subbing for absent students (and what school they represent).
- Please return any items moved for the contest administration to their original locations and make sure that the room is left as it was found prior to the contest.
- Please make sure that all contest supplies and equipment are returned to the tab room (this includes cds, cd players, pens, pencils, atlases, dictionaries, calculators, etc).

Proctors (After the contest):

- Grade the papers or tabulate the results according to the grading packet instructions.
- Please make sure you have placed to 10th place unless otherwise instructed.
- Please fill out the results form and give the results form to the tabulators.
- Please do not allow judges and graders to leave until the results can be certified by the tabulators and verified by the academic coordinators. Verification periods must be announced and must last at least 15 minutes.
- Any inconsistencies or irregularities must be resolved during the verification period (which can be extended if an error/inconsistency is discovered) and before the judges and graders leave the tab room. Once results are certified, they cannot be changed according to UIL rules.
- Please return ALL contest materials to the tabulators. (NO MATERIALS CAN BE RELEASED ON THE DAY OF THE COMPETITION!)

Sample Contest Roster:

Contest date:	
Site :	
Grade Level:	
Name of Contest Manager:	

Entrant Number	Score or Grade	Place Rank	Points Awarded	Name of contestant	School
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					

Alternates

Name

School

Judges

Name

School

The ‘Poop’ Book

This is the informational program booklet for your tournament. Traditionally, it is called the ‘Poop’ Book because it has all the ‘poop’ you need in it. We print the covers in cardstock, copy the interior contents of the poop book on computer paper in black and white, then have students assemble and staple the book together and box it for delivery.

Poop Book Contents:

___ **Poop Book Cover**—We use cardstock for the covers and print them in color so that we can provide color ads for our sponsors (a perk to thank them for donating)

___ **Welcome Letter from Host Campus Principal**

___ **Welcome Letter from Superintendent** or Asst. Superintendent

___ **Numbered List of Participating Schools** (It is important to number the schools so that you can write school numbers on individual ballots and tests and student volunteers can sort them into school files or bags. Writing out the name of each school (or even abbreviations) is too time-consuming).

___ **List of UIL Coaching Staff & UIL Central Admin Staff**

___ **Important Locations List**

___ **Schedule and Room Numbers**

___ **Schedule by Grade Level**

___ **Maps**

___ **Special Thanks**

___ **Concession Menu**

___ **Contest Rosters with School Names Deleted**—You do not want judges and graders to be able to see which contestants go to each school so that there is no appearance of favoritism or bias.

___ **Sectioning for Speaking Events (instead of contest roster)**

___ **And the Winner Are Tally Sheet & Sweepstakes Pages**

(Sample Contest Roster modified for Poop Book)

Listening - 5th Grade – 9:00AM – A-219

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- 26.

Alternates

List and Description of Necessary Tournament Signs

1. **Tournament Signs**—to be placed on street corners, in parking lots, and on all school entrances.
2. **Directional Signs**—to be placed in hallways indicating directions to important locations such as holding room, Tab Room, Hospitality Room, Restroom, etc.
3. **Room Signs**--for each contest and time-to be displayed on doors
4. **Tab Room Sign** (“for coaches and coordinators only”)
5. **Hospitality Room Sign** “for adult coaches, judges and volunteers only”
6. **Judge’s Check In Table Sign** (we set the table up right outside the Tab Room so the judge coordinator can find me if there are issues).
7. **Adult Volunteer Check In Table Sign** (if adults volunteers are handling activities such as hospitality and concessions, etc). It is also good to keep track of the total number of adults and students involved. Central Administration likes to have this information.
8. **Student Volunteer Check In Table Sign** (for timekeepers, line leader/event monitors, concession workers, hospitality workers, ballot sorters/stuffers, etc.
9. **Speaking Event Signs**—for posting prelim and finals. In high school, we also require “Do Not Enter” signs on speaking rooms, but we have not found this necessary for A+ due to the use of ‘holding’ rooms.
10. **Concession Stand Signs**—if not outsourced. It is helpful to have these printed by a media center or library so they can be EXTRA-LARGE or have student ‘volunteers’ make them!

AISD UIL Elementary Meet General Information
--Manvel High School
(Send out the week of the meet)

The campus will open for coaches and volunteers at 7 am and for competitors, parents & guests at 8:00 am.

Check In: All competitors and guests should report to their assigned school tables in the cafeteria and check in with their school's coordinator and coaches. Announcements will be made approximately 15 minutes before each contest starts asking competitors to line up for their contest in the MHS gym. Parents may accompany their children to line up in the gym but may not accompany them to the contest room. Students will be escorted to and from the contest room by student volunteers.

****Coaches, Judges, Graders & Adult Volunteers report to the LIBRARY TAB ROOM at least 30 minutes prior to their assigned contest for instructions.***

*****Student Volunteers (high school) report to the check in table in front of the library. Sign-in sheets will document community service hours.***

Concessions will be available in the cafeteria (food list and prices attached) and UIL t-shirts will also be on sale.

Awards: The awards assembly for all grade levels will be held at 3:30 pm in the MHS gym. Each school will have assigned floor seating and parents and guests are asked to sit in the bleachers.

Parking

Back Lot/Student Lot—accessible from McCoy Road. *This is the closest lot to the cafeteria.

Front Lot—accessible from Highway 6

AISD UIL Elementary Meet --Manvel High School

Information for Adult Volunteers *(send out the week of the meet!)*

The campus will open for coaches and volunteers at 7 am and for competitors, parents & guests at 8:00 am.

Check In: All Coaches, Judges, Graders & Adult Volunteers report to the LIBRARY TAB ROOM at least 30 minutes prior to their assigned contest for instructions. There will be a check in table outside the library where you can confirm your assignment (there may be last minute changes) and pick up any materials you may need (judging ballots, contest materials, etc)

After the contest: Please remain accessible in the tab room or hospitality room until your contest results have been verified by the tournament directors. Sometimes discrepancies or errors are discovered and we need to clarify with the judges/graders/contest managers.

Hospitality will be available in the staff lounge. Please enjoy the refreshments as a small token of our appreciation for your time and energy.

Parking

Back Lot/Student Lot—accessible from McCoy Road. *This is the closest lot to the cafeteria.

Front Lot—accessible from Highway 6

**AISD UIL Elementary Meet
at Manvel High School
Information for Judges
(Send out the week of the meet)**

The campus will open for coaches and volunteers at 7 am and for competitors, parents & guests at 8:00 am.

Check In: All Coaches, Judges, Graders & Adult Volunteers report to the LIBRARY TAB ROOM at least 30 minutes prior to their assigned contest for instructions. There will be a check in table outside the library where you can confirm your assignment (there may be last minute changes) and pick up any materials you may need (judging ballots, contest materials, etc). Please refer to the “*Schedule by Grade Level Master*” to identify your current judging assignment. General judging times are

9am—11 am	3 rd Grade Storytelling Prelims 3 rd Grade Storytelling in Spanish Prelims 4 th & 5 th Grade Oral Reading Prelims
11:00am	3 rd , 4 th , & 5 th Grade Ready Writing
10 am –12pm	2 nd Grade Storytelling Prelims 2 nd Grade Storytelling in Spanish Prelims
11am	3 rd Grade Storytelling Finals 4 th & 5 th Grade Oral Reading Finals
12pm	2 nd Grade Storytelling Finals

After the contest: Please remain accessible in the tab room or hospitality room until your contest results have been verified by the tournament directors. Sometimes discrepancies or errors are discovered and we need to clarify with the judges/graders/contest managers.

Hospitality will be available in the staff lounge. Please enjoy the refreshments as a small token of our appreciation for your time and energy.

Parking

Back Lot/Student Lot—accessible from McCoy Road. *This is the closest lot to the cafeteria.

Front Lot—accessible from Highway 6

Setting Up the Tab Room

Tabulations—Libraries usually have a large desk area with access to computers (which they use for checking out materials) and we find this to be an ideal location for our data entry/tabulation personnel. It makes it very clear to everyone where to turn in their completed testing forms and materials and it gives the data entry personnel a designated and somewhat separated space to work. It is essential to have **networked printers** so that the tab people can print out new rosters (if there are many substitutions) and so they can print out contest result pages. We try to have 2 tab personnel because then we can split the grades between them and they don't feel as pressured and rushed as more and more results come in.

“Dead Contest” Box—The Tab personnel will need boxes to drop the finished contest materials in.

Contest Packets—It is helpful to have a long table/s to arrange the contest packets according to the day's schedule. As contest managers arrive, it is clear who has picked up their packets and which packets still need to be picked up.

Grading Areas—It is helpful to have several clusters of tables so that the graders from different contests can set up their own grading space somewhat apart from other contests.

School Bags—We usually set up school bags or boxes against a wall or on library shelves a bit out of the way of graders and tabulation so that our student sorters have room to sort the huge quantities of individual tests and ballots into each school's bag.

Judge & Volunteer Check In Tables—Should be set up right outside the Tab Room to limit the traffic and noise in the grading area but still allow easy access to the Tournament Director and Tab Personnel for questions, etc. It also makes it very clear where ballots and contest materials need to be returned. **DO NOT PUT YOUR CHECK IN TABLES IN THE HOLDING AREA OR CAFETERIA!** Parents & Contestants will think they need to check in with you and it will create a huge traffic jam and waste of time answering questions and re-directing people!

Miscellaneous Supplies to bring:

Masking tape	Scotch tape	Stapler	Scissors
Paper clips	First Aid Kit	CD Players for Storytelling /Listening	Pencils
Red Ink Pens	Blue or Black Ink Pens	Stopwatches	Computer Paper

Pre-Tournament Work and Set Up Session (Friday evening 3pm-6pm)

**It is very helpful to have a crew of adult and student volunteers to help set up!*

Setting Up the Holding Area—

1. **Assign tables for schools** so that they are well-spaced and fairly distributed (believe it or not they will argue about seating assignments). Put table signs on the assigned areas so they are clearly marked and parents & contestants can easily find their school section. Some schools/coordinators enjoy decorating their area with spirit (it becomes competitive!)
2. **Set up the lcd projector & laptop for the meet powerpoint.** If you don't use a slideshow, I really recommend posting the ENTIRE POOP BOOK on a very visible wall. It is too expensive to print a poop book for every contestant, coach and guest and they will all be looking for their contest information.
3. **Deliver concession equipment and supplies** and block the area off with tables.
4. **Information Table**—If you have enough volunteers, it is really useful to have an information table staffed in the holding area so that parents, contestants and even tournament staff can ask questions and get directions. The MC cannot handle this alone. This table should have one of the walkie-talkies so they do not have to run to the Tab Room with questions and they should have extra copies of the poop book, schedules, judging assignments, etc.

Setting Up the Award Ceremony

--This can be done on the Friday before if no other group will have access to the space.

1. **Set up the award table** in the order you plan to announce the contests (we try as much as possible to follow the meet schedule because we are often 'running' the final results to the award ceremony as they come in!). A nice table cover or cloth makes the table look much more professional and important.
2. **Make sure you have a microphone and podium** set up for your announcer.
3. **Icing on the Cake**—We have never managed to accomplish this, but I have always hoped to have enough volunteers that I could assign 1 person to take pictures during the first half of the meet and then create a powerpoint using those pictures to show prior to the award ceremony (believe me there will be an audience eagerly awaiting results for a long period prior to the ceremony beginning).
4. **Have someone available to play music** prior to the ceremony. We like to have a cd with simple dance songs on it so we can burn off some of the crowd's energy dancing in their seats:
--Cha Cha Slide, The Hokey Pokey, YMCA, The Macarena, The Cupid Shuffle

Setting Up the Hospitality Area

--Deliver all supplies and equipment to the hospitality room and refrigerate perishables. Arrange tables and put on table covers for easy clean up. Lay out chafing dishes and crock pots (and line them) if you are not outsourcing hospitality responsibilities. Put up Hospitality Room signs.

SIGNAGE—Post all tournament signs during the Friday evening work and set up session!

Sample Hospitality Recipes

Easy Ham and Cheese Breakfast Quiche

Ingredients ▲

- 2 (9 inch) (pie) pastry shells
- 2 cups diced fully cooked ham (or breakfast sausage)
- 2 cups shredded sharp Cheddar cheese
- 2 teaspoons fresh minced onion (I omit the onion)
- 4 eggs
- 2 cups half-and-half cream (I use fat free)
- 1/2 teaspoon salt
- 1/4 teaspoon pepper

Directions ▲

1. Line unpricked pastry shells with a double thickness of heavy-duty foil.
2. Bake at 400 degrees F for 5 minutes.
3. Remove foil; bake 5 minutes longer.
4. Divide ham, cheese and onion between the shells. In a bowl, whisk eggs, cream, salt and pepper.
5. Pour into shells, cover edges with foil and bake at 400 degrees F for 35-40 minutes or until a knife inserted near the center comes out clean.
6. Let stand for 5-10 minutes before cutting.

*You can easily assemble and bake 6-8 quiches at a time in a single oven. And I seldom have leftovers! (Most of these ingredients can be bought in bulk at Sam's Club.)

Creamy Tomato Basil Soup

Ingredients ▲

- 1 can Campbells Tomato Soup
- 1 can Italian crushed tomatoes with basil
- 1 can Fat Free Half N Half
- 2 Tbsp prepared basil pesto (like Classico Traditional Basil Pesto-@\$2)
- Salt, pepper and additional basil to taste (fresh basil really makes it pop)

Directions ▲

1. Mix all ingredients in a crock pot and simmer on low until thoroughly heated.
2. You can easily create huge quantities by doubling, tripling, etc the recipe.

Luncheon Chicken Salad/Sandwich Spread

Ingredients:

- 2 cups cooked cut-up chicken
- 1 cup chopped celery
- 1 tablespoon lemon juice
- salt and pepper to taste
- 1/2 cup mayonnaise, or as desired
- 2 hard-cooked eggs, chopped

Preparation:

Toss first 5 ingredients together, adding enough mayonnaise to moisten to desired consistency. Fold in chopped eggs. Serve on lettuce leaves and garnish as desired. Serves 6.

- 1 1/2 to 2 cups minced cooked chicken
- 1/4 to 1/3 cup mayonnaise
- salt and pepper, to taste
- cayenne, garlic, onion powder, your choice, to taste

For variety, add one of these combinations:

1/2 cup minced celery and 1 tablespoon minced onion.

1/2 cup minced ham and 1 teaspoon prepared mustard.

1/2 cup crisp crumbled bacon.

1/2 cup chopped toasted almonds and 1 teaspoon curry powder.

1/2 cup chopped water chestnuts and 2 tablespoons low sodium soy sauce.

2 tablespoons minced fresh parsley and 1 teaspoon minced onion.

3 tablespoon minced celery and 1 teaspoon dried tarragon (or 1 tablespoon minced fresh tarragon).

YUMMY TUNA SALAD

2 cans of white tuna in water
1 tablespoon sweet relish
2 tablespoon Kraft Real Mayonnaise
honey mustard, to taste
Drain cans of tuna well.

In a bowl, combine well with mayonnaise, relish, honey mustard.

Chill or serve immediately

Easy and Cheap “Sam’s” Penne and Meatballs

Ingredients ▲

- 3 45 oz Ragu Spaghetti Sauce (\$7)
- 1 102 oz can Angela Mia Crushed Tomatoes (\$3)
- 1 jar Classico Traditional Basil Pesto (not available at Sam’s-\$2)
- 2 96 oz bags Casa Di Bertacchi Meatballs (\$13 each=\$26)
- 2 6 lb Baker’s and Chef’s Penne Rigate (\$5 each=\$10)

Directions ▲

1. Defrost the meatballs.
2. Mix first 4 ingredients in a electric roaster oven and simmer on low until thoroughly heated.
3. Boil penne according to package directions and keep warm in a chafing dish lubricated with olive oil so it doesn’t stick.

Total Cost: *approximately 50 dollars and it feeds approximately that many people! And it can be doubled or tripled very easily!*

Cowboy Tamale Soup

Ingredients ▲

- 1 large can tamales (wrappers removed and cut into chunks)
- 1 large onion, chopped
- 1 can Rotel tomatoes
- 1 can stewed diced tomatoes
- 1 can ranch style beans
- 1 can corn
- Optional: 1 lb ground beef cooked and drained of excess fat

Directions ▲

1. Mix all ingredients together and simmer for 45 minutes on the stove or at least 2 hours on high in the crock pot. The soup should have a 'chili' consistency. Leave the lid off the crock pot if it appears to watery and allow it to continue to simmer down.

COWBOY STEW

1 tbsp. butter
 1 lb. ground beef
 1 onion, chopped
 1/4 c. bell pepper
 Dash of garlic powder
 1/4 c. celery
 3 c. water
 1 tbsp. chili powder
 1 (303) can tomatoes
 1 (16 oz.) can whole kernel corn
 1 (32 oz.) can ranch style beans
 6 med. potatoes, peeled & cubed
 Salt & pepper to taste

In large pot, brown meat in butter. Add next five ingredients. Cook meat until soft. Add salt, pepper and chili powder, stir well. Add tomatoes, drained corn and potatoes and water. Stir all together, cook until potatoes are tender. Stir often to prevent sticking.

****This recipe is easy to modify by adding your favorite ingredients or omitting your least favorites and cooking in crock pots or electric roaster ovens. Very easy to double and triple!***