Educators Rising
State Leadership Conference

Thursday, February 22, 2018

University of Nebraska-Lincoln Student Union
Lincoln, NE
State Conference Registration and Lodging

Conference Registration
Please read through all of the registration materials paying special attention to due dates, costs, rules and guidelines for all aspects of the conference. Step-by-step instructions begin on page 3. Registration, registration payment, hotel reservations (if using) must be submitted no later than February 1, 2018 or will not be accepted! Hotel payment is due February 15 to the hotel.

- **Registration Fee**
  The registration fee for the State Conference is **$45.00** per student and advisor. This fee includes:
  - Registration and conference materials, t-shirts
  - Competitive event expenses, trophies, plaques, etc.
  - General Session Speakers and Workshops
  - Conference Lunch

CONFERENCE REGISTRATION INSTRUCTIONS
Registration must be submitted by **February 1, 2018**. Forms should go to:
- **Registration Excel spreadsheet** – email to Nicole Coffey – nicole.coffey@nebraska.gov
- **Registration Summary/Invoice and Payment** – mail both to Grafton & Associates, 5935 S. 56th Street, Suite A, Lincoln, NE 68516.
- **Hotel Summary/Invoice, Payment, Rooming List and Tax Exempt form** – submitted to the to The Embassy Suites, Downtown Lincoln, Attn: Heather Brethouwer, heather.brethouwer@jqh.com, FAX: 402-474-1144, 1040 P Street, Lincoln, Nebraska 68508, Attention: Educators Rising Lodging Reservations Hotel rooming lists due February 1. Hotel payment due February 15!
- **Chapter Permission Form** – mail/email to Educators Rising Nebraska, 301 Centennial Mall South, Lincoln, NE 68509-4987
- **Chapter Photos** – *Must be landscape. Mail or email to nicole.coffey@nebraska.gov

Hotel Room Reservation Forms and Payment
Lodging costs at the Embassy Suites are as follows:
- $129.00 single room
- $129.00 double ($64.50 per person, per night)
- $129.00 triple ($43.00 per person, per night)
- $129.00 quad ($32.25 per person, per night)
**You MUST provide the hotel with your tax exempt form, otherwise you will be charged an additional 12% tax.**

Below is the online reservation web link for anyone looking to complete reservations for the Educators Rising conference:
Group Name: Educators Rising Nebraska
Group Code: ERN
Check-in: 21-FEB-2018
Check-out: 22-FEB-2018
Hotel Name: Embassy Suites by Hilton Lincoln
Hotel Address: 1040 P Street, Lincoln, Nebraska 68508

Advisor to Student Ratio
The chaperone ratio for the State Career Development Conference is **one adult per 16 student participants (1:16)**. Any questions relative to this ratio are to be directed to the State Advisor only. No student may attend the conference without his/her local advisor.

Advisors will be assigned to help run competitions so please be prepared.
Student Eligibility
Students who are active, paid members in their respective Chapters are eligible to participate in the State Leadership Conference if they meet the following criteria no later than February 1, 2018 (registration due date):
- Registration fees are paid and their names submitted on the official registration forms to the State Advisor.
- Delegate conduct/procedures forms with all required signatures are completed and submitted.

REGISTRATION

***A few things to note, BEFORE you begin: Please check over your registration carefully before you submit. Check name spellings, competitive events, team members, etc.

Register Your Chapter
Make sure you download and save to your computer all the necessary forms before you begin. Please fill out each form completely and accurately to ensure a most efficient registration process. Make sure you have every required field completed!

1. Registration Excel Spreadsheet
   a. Advisors, Students and Chaperones must all be registered on this form. Enter each participant carefully, double check spellings and competitive event category.
   b. Enter Chapter Name
   c. Enter one person at a time, assigning them to their respective competitive event(s) and/special events
   d. Enter First and Last Name
   e. Enter Participant Code – A (Advisor), S (Student), or C (Chaperone)
   f. Enter T-shirt size
   g. Enter Competitive Event Name, whether it’s for an Individual Series Event, or a Team Event.
      i. If a Team Event, please designate the teams using the Last Name/Last Name format in the Team Column.
      ii. Students may participate in a maximum of TWO events.
   h. Enter any dietary restrictions a student/advisor may have.

2. Registration Summary Invoice
   a. Enter your Chapter name.
   b. Enter the total number of students attending. Enter the total student registration cost.
   c. Enter the total number of advisors and chaperones attending. The chaperone ratio for SLC is one adult per 16 student participants (1:16). Please enter all adults attending but include those who meet the 1:16 ratio in the total due. Enter the total advisor and chaperone registration costs.
   d. Add up all totals for a Total Amount Due. Please check your math!

3. Other Required Forms
   a. The Chapter Permission Form is also due February 1.
   b. The Conduct/Procedures Code form and Medical Release form are to be filled out and retained by the chapter advisor.

If you have any questions or concerns, please contact Nicole Coffey at 402.471.4803 or email nicole.coffey@nebraska.gov.
Competitive Events Listing

Members can find the full guidelines, scoring rubrics, timelines, and registration information for all competitions in the Get Active section of the EdRising Virtual Campus.

*Times and some presentation guidelines are adjusted for state competition. Please visit http://www.educatorsrisingnebraska.org/events/competitions for each revised rubric.

- Children’s Literature K-3 (Individual or Dual)
- Children’s Literature Pre-K (Individual or Dual)
- Creative Lecture (TED Talk) (Individual)
- Educators Rising Moment (Individual)
- Ethical Dilemma (2-4 Team members)
- Impromptu Lesson (Individual)
- Impromptu Speaking (Individual)
- Inside Our Schools Presentation (2-4 team members)
- Job Interview (Individual)
- Lesson Planning & Delivery (Individual)
  *Lesson Plan must be turned in upon arrival, at Registration Check-in on February 22.
    - Arts
    - Career & Technical Education
    - Humanities
    - STEM
- Public Speaking (Individual)
- Researching Learning Challenges (2+ team members)
  *Research Paper must be turned in upon arrival, at Registration Check-in on February 22.
GENERAL CONFERENCE INFORMATION

Conduct Code/Procedures Forms
Code of Conduct and Procedures Forms must be completed, signed by all parties, and brought to the conference by the local advisor. It is the responsibility of the local advisor to verify these and assure that students understand their responsibilities as outlined in the forms. Please double-check the forms for completeness and appropriate signatures. In the case of any violations, school officials will be notified. The local advisor will be notified of disciplinary matters involving students. Please cross-reference the registration forms with your chapter rosters. Everyone you are registering must be a paid and registered member of Educators Rising. Medical release forms are not required, but you may want to use the sample form available in this packet.

Conference Badges
Students must wear their conference badges at all activities, competitive events, workshops, etc. Badges must be worn on the upper torso so they are visible. Conference participants will be disqualified from competition if they allow others to wear their name badge.

Dress Code
From the opening session until the closing session, students, advisors, and adult sponsors agree to adhere to the following Dress Code requirements.

Business representatives, press personnel, vendors, and special guests will be in attendance throughout the conference. Members and advisors are the organization’s best ambassadors and are urged to exhibit a professional business image at all times, whether in conduct or attire.

- **Females**
  - Blazer/business suit with dress blouse or
  - Skirt or dress slacks with dress blouse or dress sweater or
  - Business dress and
  - Closed-toe Dress shoes and stockings (no tennis shoes or flip-flop sandals)

- **Males**
  - Business suit with collared dress shirt and necktie or
  - Sport coat/dress slacks, dress polo or collared shirt and necktie and
  - Dress shoes and socks (no tennis shoes or flip-flop sandals)

Chapter Highlight Video-General Sessions
Special videos featuring photos of local chapter members engaged in chapter activities throughout the year will be developed and presented throughout the general sessions of the conference. Students are disappointed when their chapter is not shown. Only the local chapter advisor(s) can provide the needed photos. Please don’t disappoint your students. We will try to use as many pictures as we can. Only horizontally framed photos can be used. Only photos received by **February 1** can be included in the video.

Non-Registered/Uninvited Guests
Please talk with your students about the problem of uninvited guests. Make sure they understand that they may be disqualified for “inviting” non-registered individuals to the conference site or giving their name badge to someone who is not a conference participant. Any major problems we have had at past conferences were related to individuals who were not actually a part of the conference. We do not want this to happen at our most important state Educators Rising event of the year!

Special Guests
The Grand Awards program will begin at 4:30 PM Thursday afternoon. We encourage you to invite one or two administrators, counselors, and other important Educators Rising supporters. This is a tremendous public relations tool for Educators Rising and your program!
State Leadership Conference
Thursday, February 22, 2018
UNL Student Union | Lincoln, NE

AGENDA

Registration 8:00—8:30 AM

Opening Session: 8:45—9:30 AM
   SOT Welcome
   Announcements
   SOC Speeches
   Keynote, Teacher of the Year

Judges Briefing 9:00—9:30 AM

Vendor Fair 9:30 AM—3:00 PM
(Get a stamp from every vendor to get your card in a drawing to win awesome prizes!)

Competition 9:30 AM—3:30 PM

Breakout Sessions 9:30 AM—12:00 PM

Lunch & Visit With Vendors 12:00—1:00 PM

Breakout Sessions & Tours 1:00—4:00 PM

Grand Awards Session 4:30—5:00 PM
   Awards
   2018 Teacher of the Year
   Officer Election Results
Checklist for Advisors - Keys to Achieving Conference Success

Maintaining a positive and professional image for Educators Rising Nebraska and your local chapter is a primary concern during the State Leadership Conference. Appropriate business etiquette, dress, and behavior are required throughout the conference. **We need your assistance to create this positive image.** The following items and suggestions will help you and your students have a fun & educational conference.

- **Conduct/Procedures Agreement.** Don't assume that they have read this; cover it point by point so your expectations and those of Educators Rising are very clear. Be positive, but forceful with expectations.
- **Student contact.** Have your students check-in with you at least twice.
- **Sit with your students.** This creates a “team spirit” and provides better control at sessions.
- **Be visible.** Drop in and check on your students when you have free time. "Count heads" to see if they are going to the scheduled activities.
- **Dress code.** Stress wearing businesslike attire at all conference activities. We allow jeans for social events such as dances, but professional attire and conduct is required at all other times.
- **#2 pencils, note cards, event supplies.** All students should plan to bring these items to all events.
- **Name Badges.** Name badges are to be worn on the shirt/blouse/coat, not on slacks or jeans.
- **Hotel damages/conduct problems.** Damages to the hotel will be billed directly to the principal of the school with a listing of the occupants of the room, the advisor’s name, and the exact damage and a bill for the damage. Violations of the conduct code will be dealt with immediately.
- **Awards ceremonies.** Grand Awards–Top 8 receive medallions, top 3 receive trophies or plaques. (If an event has fewer than 8 entries, only top 3 will be recognized.)
- **Officer candidates.** Review campaign guidelines with your candidates carefully. Remember, you as an advisor are not to actively campaign for your student(s).
- **Alumni assistants.** We welcome alumni to help with the conference. They must contact you for approval. You should then call us with the names and addresses.

**Code of Ethics for Adult Advisors**

Since a good example is one method of teaching, and students participating in the Conference are impressionable, a set of guidelines was developed for advisors. The following are guidelines for all adult advisors in attendance at any Educators Rising Conference:

- Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
- Advisors shall keep an agenda for each student in order that they may be reached at any time during the Conference.
- Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.
- Advisors should check out at Conference Headquarters when leaving the premises so we will know how to contact you in case of emergency.
- The rules as stated in the "Delegate Conduct/Procedures" form are called to your attention for review, and should govern the behavior of advisors as well as students.
Procedures for Handling Violations of the Conference Conduct and Procedures Agreement or Advisor Code of Ethics

Any chapter whose members or advisor are not observing the conference curfew will be subject to disqualification from further conference participation and disqualification of competitive event participants. Conference rules and procedures apply to all chapters. Chapters or chapter members not adhering to the conference curfews or Conduct and Procedures Agreement will be subject to the following procedures:

- In the case of violations of any laws, security and/or law enforcement authorities will be contacted to handle the situation; the local advisor and school administration will be notified as well.

- In the case of registered participants violating the Conduct and Procedures Agreement, but not violating local, state or national laws, the local chapter advisor AND school administration will be notified and requested to handle the situation according the Agreement and school policies.

- If appropriate action is not taken by the local advisor or administration, the Educators Rising Board of Directors or a special committee appointed by the Board will convene to determine if the member(s) or entire chapter will be permitted to continue participation at the conference.
# Educators Rising Nebraska
## State Leadership Conference
### Registration Summary/Invoice

<table>
<thead>
<tr>
<th>Chapter Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Registration</th>
<th>#</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td></td>
<td>X $45.00</td>
<td>$</td>
</tr>
<tr>
<td>Advisors (1:16)</td>
<td></td>
<td>X $45.00</td>
<td>$</td>
</tr>
<tr>
<td>Chaperones (1:16)</td>
<td></td>
<td>X $45.00</td>
<td>$</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td>$02-4580</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extra Lunch Tickets (for special guests):</th>
<th></th>
<th>X $15.00</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>02-4400</td>
</tr>
</tbody>
</table>

| **Total Amount Due:** | $ |

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**Mail invoice with payment by February 1, 2018 to:**
Educators Rising Nebraska SLC
Grafton and Associates
5935 S. 56th Street, Suite A
Lincoln, NE  68516

Make checks payable to:  Educators Rising Nebraska

**Hotel Rooming lists and payment must be made payable to The Embassy Suites Hotel and mailed with the housing forms directly to them. Do not mail housing forms or payments to Grafton and Associates or Educators Rising Nebraska!**
**All housing rates are calculated per person/per night.**

<table>
<thead>
<tr>
<th># of People</th>
<th>Room Type</th>
<th># of Nights</th>
<th>Cost per person/per night</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Not # of rooms!)</td>
<td>Single</td>
<td></td>
<td>$129.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td></td>
<td>$ 65.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Triple</td>
<td></td>
<td>$ 43.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Quad</td>
<td></td>
<td>$ 32.25</td>
<td>$</td>
</tr>
</tbody>
</table>

Total Housing Payment Due  

|               | $ | 02-4390 |

**You MUST provide the hotel with your tax exempt form; otherwise you will be charged an additional 12% tax.**

**Mail payment directly to:**
Embassy Suites Lincoln  
Attn: Heather Brethouwer  
heather.brethouwer@jqh.com  
FAX: 402-474-1144  
1040 P Street, Lincoln, Nebraska 68508  
Attention: Educators Rising Lodging Reservations  
Invoice and payment due by February 15 and mailed directly to hotel.

Do not send hotel forms or payment to Educators Rising Nebraska.
Educators Rising requires each chapter attending any state organization approved conference, meeting or activity to read and complete this form as partial completion of attendance requirements.

**CONDUCT**

1. The term "delegate" shall mean any Educators Rising member, student, or guest participating in an activity.
2. Appropriate dress of business-like attire will be expected.
3. There shall be no defacing of property. Any damages to any property or furnishing in hotel rooms, meeting rooms or conference locations must be paid by the individual responsible and may subject the individual to criminal prosecution.
4. Delegates shall keep their advisors/sponsors informed of their activities and whereabouts at all times.
5. Delegates shall be prompt and prepared for all activities.
6. Delegates shall be financially prepared for all possibilities.
7. Delegates must be in their sleeping rooms and quiet at curfew. Curfew will be enforced by local advisors/sponsors and security personnel (if applicable).
8. No alcoholic beverages or illegal narcotics of any form shall be possessed at any time, under any circumstances, while representing the local school and career and technical student organization. Use or possession of such substances may subject the individual to criminal prosecution.
9. No use of tobacco products will be permitted while a delegate is representing his/her local school and Educators Rising.
10. Gambling of any kind is prohibited.
11. Delegates are required to attend all sessions and activities assigned, including workshops, competitive events, committee meetings, delegate assemblies, etc., for which they are registered.
12. Identification badges will be worn at all times while participating in any state approved conference, meeting or activity.
13. Conduct not conducive to an educational conference is prohibited. Such conduct includes actions disrupting a business-like atmosphere, association with non-conference individuals or activities that endanger self/others.

**PROCEDURES**

1. Chapter advisors/sponsors will be responsible for supervision of delegates' conduct.
2. Delegates violating the conduct code may be subject to a meeting with the local advisor and state advisor.
3. Delegates violating the conduct code may be sent home at their own expense after consultation with the local advisor/sponsor, parents/guardians, and local school administration.
4. Delegates violating the conduct code may be disqualified from competition.
5. Violations of the conduct code will be reported to the local school administration and the parents/guardians by the local and/or state advisor.

I understand that _______ students from ____________________ will be attending an Educators Rising Nebraska approved activity. This activity is the Educators Rising State Leadership Conference in Lincoln, Nebraska.

I further understand that this activity is designed as an educational experience. Student actions interfering with the educational value of the activity will be dealt with by both the local school advisor and the local school administration and may include consultation with the state association advisor. School officials will be notified, in writing, of conduct code violations by state/local advisor.

Other sponsors who will be attending the conference and who have been charged with responsibility for ______________

School’s students are: __________________________________________________________

I have read the above conduct code and procedures, agree with the statements and will support discipline measures involving our local chapter if any students from our school are in violation of the Conduct Code. I further assure that Conduct & Procedures forms for all participants will be collected, verified and brought to the conference.

____________________________________________ ____________________________________________
Chapter Advisor Signature Administrator Signature

____________________ ____________________ ____________________ ____________________
Work Phone Home Phone Work Phone Home Phone
Educators Rising Nebraska requires that each delegate attending any state organization approved conference, meeting or activity to read and complete this form and return to the state office as partial completion of attendance requirements.

**CONDUCT**

1. The term "delegate" shall mean any Educators Rising member, student, or guest participating in an activity.
2. Appropriate dress of businesslike attire will be expected.
3. There shall be no defacing of property. Any damages to any property or furnishing in hotel rooms, meeting rooms or conference locations must be paid by the individual responsible and may subject the individual to criminal prosecution.
4. Delegates shall keep their advisor/sponsors informed of their official activities and whereabouts at all times.
5. Delegates shall be prompt and prepared for all activities.
6. Delegates shall be financially prepared for all possibilities.
7. Delegates must be in their sleeping rooms and quiet at curfew. Curfew will be enforced by local advisor/sponsors and security personnel (if applicable).
8. No alcoholic beverages or narcotics in any form shall be possessed at any time, under any circumstances while representing the local school and career and technical student organization. Possession of such substances may subject the individual to criminal prosecution.
9. No use of tobacco products will be permitted while a delegate is representing his/her local school and career and technical student organization.
10. Gambling of any kind is prohibited.
11. Delegates are required to attend all sessions and activities assigned, including workshops, competitive events, committee meetings, delegate assemblies, etc. for which they are registered.
12. Identification badges will be worn at all times while participating in any state approved conference, meeting or activity.
13. Conduct not conducive to an educational conference will not be allowed. Such conduct includes action disrupting a businesslike atmosphere, association with non-conference individuals or activities that endanger self/others.
14. Failure to keep stereos, televisions, and other audio equipment at a reasonable sound level will result in confiscation of the equipment or removal from the conference.
15. Possession or use of a weapon is prohibited.

**PROCEDURES**

1. Chapter advisors/sponsors will be responsible for supervision of delegates' conduct.
2. Delegates violating the conduct code may be subject to a meeting with the local advisor and state advisor.
3. Delegates violating the conduct code may be sent home at their own expense after consultation with the local advisor/sponsor, parents/guardians, and local school administration.
4. Delegates violating the conduct code may be disqualified from competition.
5. Violations of the conduct code will be reported to the local school administration and the parents/guardians by the local and/or state advisor.

"I have read and fully understand the Educators Rising Nebraska Delegate Conduct/Procedures Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines."

__________________________________________  ______________________________
Date                                          Delegate Signature

We approve the student named above to attend the Educators Rising activity. We agree to the provisions as stipulated in the Conduct/Procedures Code.

__________________________________________  __________________________________
Parent/Guardian Signature                    Chapter Advisor Signature

__________________________________________  ______________________________
Work Phone                                   Home Phone

__________________________________________  ______________________________
Work Phone                                   Home Phone
Educators Rising Nebraska
Medical Release Form

I, __________________________ of __________________________

Parent/Guardian Name

________________________

Address

City

State

Zip

________________________

am the __________________________ of __________________________

relationship

Member name

City

State

Zip

I hereby give my consent, in the event all reasonable attempts to contact me have been unsuccessful, for immediate
medical treatment as required in the judgment of the attending physician while __________________________ is absent from
home from ______________ to ________________.

Member’s Date of Birth __________________________ Social Security # __________________________

Parent/Guardian Phone Number(s)

Work

Home

Work

Home

Family Physician: __________________________ Family Dentist: __________________________

Address: __________________________

Address: __________________________

City

State

Zip

City

State

Zip

Phone: __________________________

Work

Home

Phone: __________________________

Work

Home

Medical Insurance Company: __________________________ Policy #: __________________________

If none, indicate NONE

Name of Insured: __________________________

The following information is needed by any hospital or practitioner not having access to a medical history:

Allergies: __________________________

Medication being taken: __________________________

Date of last tetanus shot: __________________________

Physical impairments: __________________________

Other pertinent facts to which physician should be alerted: __________________________

If Parent/Guardian cannot be reached in case of emergency, call:

First Choice Name __________________________ Area Code/Phone __________________________

Second Choice Name __________________________ Area Code/Phone __________________________

In a medical emergency, I consent to the local/state advisor or appointed agent, his, her or their discretion in using,
taking, arranging for or consenting to the procedures or treatment. I agree to indemnify and hold harmless the Nebraska
Association of Educators Rising, the individual members, agents, employees, and representatives thereof, for any and all
claims, demands, actions, rights of action, and or judgments by or on behalf of the above named member arising from or
on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

I assume the total financial responsibility for the above named member and will not hold the Nebraska Association of
Educators Rising responsible in the event of a medical emergency.

Signed in my presence this ______ day of ____________, 20___

________________________

Notary Signature

________________________

Parent/Guardian