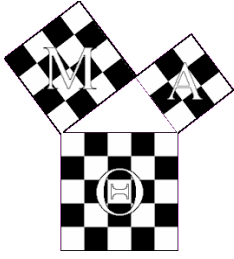


2016-2017
Louisiana MAΘ
Sponsor Handbook





Louisiana Mu Alpha Theta
c/o Hester Sofranko (sofrankoh@ehsbr.org)
Episcopal School of Baton Rouge
3200 Woodland Ridge Blvd.
Baton Rouge, LA 70816
www.lamao.org

September 15, 2016

Dear Sponsor,

Welcome the 2016-2017 season of competition for Louisiana Mu Alpha Theta! We've created this handbook to help you get your club organized and engaged in competition with students from the 71 chapters of Mu Alpha Theta across our state.

Louisiana MA Θ hopes to further the understanding of mathematics and to encourage a more intensive study of mathematics. We are dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school and two-year college students. We achieve these goals by organizing an annual state convention for students and teachers to participate in math-related events and interact with others from across the state. This year's convention is scheduled for March 30 - April 1, 2017 at the Crowne Plaza hotel in Baton Rouge. We hope that your school will be represented by a large delegation (but welcome you with as many or few students as can participate) and enjoy the convention to its fullest.

While the year will culminate in what we hope to be the best state convention ever, there will also be opportunities for your students to participate in tournament competition throughout the year. Dates for these school and university contests as well as contact information can be found on the home page of our website. If you wish to have your tournament listed, send all pertinent information to Tyler Meyer, webmaster, at tmeyer@ebschools.org. A link to your website may be included if requested. In addition, please refer to <http://www.mualphatheta.org/index.php?contests/national-contests> for additional opportunities for your students to compete this year.

If you are a new sponsor, please visit <http://www.mualphatheta.org/index.php?chapter-sponsor-resources> for helpful information regarding running your club.

Looking forward to a great year of math,

The Louisiana MA Θ State Board

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2016 – 2017 LA MAΘ Sponsor Checklist

Fall **Complete national registration** for new members at www.mualphatheta.org – make sure current sponsor is listed, this is where we get school contact information!

Fall **Complete state registration** at <http://www.lamao.org/>

Keep an eye on the website for school tournament dates!

January 1 **State registration dues deadline**
Patrick McClain
Brother Martin High School
4401 Elysian Fields Ave
New Orleans, LA 70122-3898

January 15 **State Convention Sponsor’s Agreement form due**
Hester Sofranko
Episcopal High School
3200 Woodland Ridge Blvd.
Baton Rouge, LA 70816
Fax: (225) 756-2279

January 15 **State Convention registration opens**

February 14 **State Convention hotel registration due**
Philipa Blair: Philipa@visitbatonrouge.com

February 14 **Louisiana MAΘ State Board Candidate’s application form due**
Nancy Patout
Catholic High School
855 Hearthstone Dr.
Baton Rouge, LA 70806
Fax: (225) 383-0381

February 28 **Hotel payments, rooming lists, and (if applicable) tax exempt form due**
Check MUST be made payable to the HOTEL to which you were assigned
Visit Baton Rouge
Philipa Blair
P.O. Box 4149
Baton Rouge, LA 70821
Fax: (225) 338-6136

February 28 **Online State Convention registration CLOSES**

February 28 **Video submission deadline**

March 11 **Convention Registration fees deadline**

March 30- April 1 **State Convention**

State Registration

There is no deadline to register students with Louisiana MAΘ; *however*, you will not be able to begin to register your students for state convention until your state dues have been received and posted to your account. Every student you wish to register for convention must first be registered as a member of Louisiana MAΘ through the process (and have dues received). Because convention registration can take some time as you finalize your student list and the events your students will compete in, we encourage you to complete state registration and pay state dues as soon as possible in the fall.

You must first login to register at www.lamao.org. Select your school from the drop down menu and enter your password in the space provided. Your password from last year remains active. If your school does not appear on the drop down list, or if you have forgotten your password, please contact Doris Parrino at dorisparrino@yahoo.com.

After you login, select Registration – Membership. You will see four options on the left menu – School Data, Students, Sponsors, and Invoice.

School Data

All school information must be entered before you can complete the registration process.

Student Registration

Your initial student registration may be uploaded from an **Excel 2003** file. If you would like to upload an Excel spreadsheet, be sure that it follows these guidelines:

- It has the columns Firstname, Lastname, Grade, Division, and Membership. These column headings must be spelled exactly like this.
- Grade is a number between 9 and 12, inclusive.
- Division is Theta, Alpha, Mu A, or Mu B. (MUST start with a capital letter)
 - Theta - students currently enrolled in Geometry or Algebra II
 - Alpha - students who have completed both Algebra II and Geometry and have never enrolled in a calculus class
 - Mu A - students currently enrolled in the first course of calculus
 - Mu B - students who have completed one calculus course
- Membership is either Member or Associate
 - Member - has completed at least 5 semesters or is currently enrolled in a 5th semester of college-prep math
 - Associate - has completed at least 3 semesters or is currently enrolled in a 3rd semester of college-prep math.
- Excel file in this format, must be saved as a **2003 document (.xls)**

If you do not wish to use this process, members may be entered individually on the “Students” page of the registration.

Once you have uploaded the Excel file, all additional students and corrections need to be made individually on the “Students” registration page. Please note the student entry boxes are at the bottom of the “Students” registration page. You may need to scroll down to the bottom of the page to see them.

Sponsor Registration

At least one sponsor must be registered before you can complete the registration process.

If you are a new school or new sponsor, or if you have changed your email since last year, please be certain to include up-to-date information during this step.

Invoice

School, Student, and Sponsor registration must be complete before you can print the invoice.

Dues amounting to two dollars should be paid for each Member. Please do not submit your dues until all students and sponsors have been added. Include a printout of the invoice with a check for the amount specified. If you include your email address on the invoice, we will send you a receipt.

Make checks payable to: Louisiana Mu Alpha Theta

Mail to: Patrick McClain
Brother Martin High School
4401 Elysian Fields Ave
New Orleans, LA 70122-3898

If you have any questions or concerns associated with the state registration process for your students, please contact Hester Sofranko at sofrankoh@ehsbr.org.

State Convention

State Convention will be March 30 - April 1, 2017, at the Crowne Plaza in Baton Rouge, LA. (Thursday evening through Saturday morning).

Tentative Schedule of Events (subject to change)

Thursday, March 30, 2017

5:00 – 6:30 pm	Convention check-in (Dinner on your own)
7:30 – 8:00 pm	Delegates Meeting – Ballots given Sponsors Meeting
8:15 – 9:15 pm	General Session I – Candidate speeches
9:30 – 11:00 pm	Round I, All Games
11:30 pm	Curfew Convention committee meeting

Friday, March 31, 2017

7:00 - 8:15 am	Breakfast at your hotel
8:30 – 10:00 am	Games Round II
10:30 – 11:30 am	Individual / Scholarship Tests
11:30am – 12:45 pm	Lunch at Crowne Plaza
1:15 – 2:30 pm	Games Round III
3:00 – 4:00 pm	Interschool Test, Poster Contest
4:00 – 4:30 pm	Delegates Meeting-ballots collected
4:45 – 6:45 pm	Area Tests & Game Semi-finals / Finals
6:45 – 8:45 pm	Dinner at Crowne Plaza
9:00 – 9:30 pm	District Meetings
9:45 – 11:45 pm	Dance & Activities
12:00 am	Curfew Convention Committee Meeting

Saturday, April 1, 2017

7:00 - 8:15 am	Breakfast at your hotel
8:30 – 10:30 am	General Session II
10:30 am	Joint Meeting of outgoing and incoming boards

Convention Fees

This year's registration fee is \$85 per student. All schools must stay at the Crowne Plaza or one of the overflow hotels if they wish to attend convention.

The late registration fee is \$50 per school and will be applied if registration is not completed by February 28. Schools registering late **CANNOT BE GUARANTEED** convention t-shirts or their pick of tests/events. Late registration will close on March 4. After this time, we must place final orders with vendors and simply cannot accept additional registrations.

In addition to paying registration fees for each student attending, you must book and pay for hotel accommodations for each student and sponsor for Friday and Saturday night. Students may be housed up to 4 per room (no mixed-gender rooms).

Room Rates: Crowne Plaza – \$132.00 Embassy Suites – \$135.00 Holiday Inn – \$117.00

All meals except Thursday night dinner are provided. Breakfast both days is provided at your hotel, and lunch and dinner on Friday is at the Crowne Plaza for all participants, regardless of hotel.

Before Convention

Registration Process

To begin the convention registration process, please read the sponsor's agreement form, complete it appropriately, and return it to Hester Sofranko. **Visit Baton Rouge will not accept reservation requests until you submit the Sponsor Agreement Form. After your sponsor's agreement is received you must also register your school and students for convention events at www.lamao.org (Under the Registration link on the top of the page).**

Only ten students (or fewer) will be allowed for every one mathematics teacher, sponsor, or chaperone. For example: If you have 11 students, you will need two sponsors. At least one teacher sponsor must stay for the entire convention.

Every student you wish to register for convention events must first be registered as a member of Louisiana MA Θ through the state registration process (**and have state dues received**). Because convention registration can take some time as you finalize your student list and the events your students will compete in, we encourage you to complete state registration and pay state dues as soon as possible in the fall.

A student must be placed into the competition division corresponding to his/her highest enrolled math level. The general information and description of convention competitions is available online at our website. Each student should be registered for a game and an area test. Please be careful to “save” your game selections by clicking “Save Game Selections” at the bottom of the Game Selections page. All students will also compete in the individual and school test for their competition division. Please see more detailed game information and test descriptions online.

Changes during registration will only be allowed due to a last minute emergency. Substitutions should be in the same level participating in the same events.

Housing

All hotel accommodations must be booked through Visit Baton Rouge. Schools that do not book their rooms through *Visit Baton Rouge* will not be allowed to participate. No refund of registration fees will be given.

You will receive an email with instructions for hotel reservations from Philipa Blair **after your sponsor’s agreement form is received by Hester Sofranko.** This email will include the instructions and forms needed to make and complete your hotel reservations. For convenience, a blank hotel rooming form is included in the forms section of this handbook. Philipa will also send you an Excel version of this document.

In order to receive the tax exemption on your rooms rather than pay the 13% occupancy and sales tax, payment in full must be made with a school check and the tax-exempt form must be included with the check. If your school is not tax exempt you must pay the 13% (sales and occupancy) tax.

Please make your check payable to the hotel listed on the invoice you received from Visit Baton Rouge. Payment must be mailed to the attention of Visit Baton Rouge and be postmarked by **February 28.** Please include a copy of the invoice sent to you by Visit Baton Rouge.

To complete your hotel reservation, mail the following documents to Philipa Blair:

1. School check made payable to the hotel listed on the invoice.
2. Rooming list.
3. Tax form R-1056 if applicable ([http://revenue.louisiana.gov/TaxForms/1056\(10_07\)F.pdf](http://revenue.louisiana.gov/TaxForms/1056(10_07)F.pdf)).

**Philipa Blair
Visit Baton Rouge
P.O. Box 4149
Baton Rouge, LA 70821**

If you have any questions regarding housing please contact Philipa at 225-382-3586 or philipa@visitbatonrouge.com.

Student Participation Policies and Release Form

As a change from previous years, students no longer need sign an honor code; rather, the honor code has been incorporated into the Student Participation Policies and Release Form.

NO STUDENT WILL BE GRANTED ACCEPTANCE TO THE STATE CONVENTION WITHOUT THIS SIGNED FORM ON FILE. SPONSORS MUST BRING A SIGNED FORM FOR EACH STUDENT TO CONVENTION CHECK-IN.

Please alphabetize these signed forms for a speedy convention check-in process.

We have included a student medical release form. A completed copy of this form is not required for each student attending convention, but a blank copy is included for your convenience. As different schools have different policies, you may or may not benefit from having students complete this. Please abide by your school or district's field trip policy.

After you register, all additional communications concerning convention will be via email. Please ensure all sponsor information is up-to-date at www.lamao.org.

Video Contest

Please see contest rules on our website. The video submission is due on February 28.

During Convention

Check-In

Convention check-in will be 5:00 pm to 6:30 pm on Thursday, March 30 at the Crowne Plaza. You will receive a packet with student and sponsor nametags, event information, and t-shirts.

Opening Sponsors' Meeting

Each state convention begins with a meeting of the sponsors from each school attending the convention. For a variety of reasons, this is an extremely important meeting. The Executive Board of Louisiana Mu Alpha Theta requires that at least one teacher sponsor from each school participating in the convention attend. **Each school without at least one faculty member present at the opening sponsors' meeting shall forfeit its right to Sweepstake and Quality awards and may not run for any Convention Board position during convention.**

Opening Delegates' Meeting

Each school is required to send one student, no more, to the delegates' meeting. Schools not represented at the delegates' meeting will not get a ballot. If your school is running a candidate for State Board, please send that student as your delegate.

District Meeting

Each school is required to send at least one student and one sponsor. Please send no more than 2 students to this meeting as the individual meeting rooms are not very large.

The purpose of the meeting is to elect the District Governor who will represent the district on the Convention Committee for the next convention. The elected student and sponsor will be required to attend all meetings of the Convention Committee. These meetings are held in Baton Rouge on Sundays, as needed, throughout the school year.

General Participation Rules and Guidelines

No participant will be permitted to drink alcohol or to have possession of any alcoholic beverages or drugs. No student will be allowed to leave the hotel premises unless accompanied by a sponsor and in accordance with the school's field trip policy. Everyone must be respectful of the hotel staff, property, and guests. Appropriate attire and conduct must be maintained at all times. Long shorts may be worn. Shirts and tops must have sleeves, and no midriffs may be shown. Curfews must be observed. All students and sponsors should wear his or her official convention nametag at all times during convention.

Please note that we expect you, and all other adults representing your school at the convention, to abide by these rules. **This includes the student-to-sponsor ratio of no more than ten to one (for example, for eleven to twenty students, two sponsors are required), no consumption or possession of alcoholic beverages or drugs, and adherence to curfews.**

It is necessary to have an adult representative of each school at the Crowne Plaza during all events. Therefore, if the head sponsor leaves the hotel, please notify the Executive Board and leave the name of the remaining adult designated to be in charge.

In addition, we expect Mu Alpha Theta members to conduct themselves in the proper manner and exhibit courtesy and punctuality at all sessions and competitions. When attending general sessions, students and chaperones should be prompt and courteous and sit together with their school in one area.

If there is any infraction of the rules, the consequences will be discussed and determined by the Executive Board. Consequences may include one or more of the following: suspension from the remainder of the convention; a letter of misconduct to the principal of the school and/or the school superintendent; or suspension from convention participation for one or two years. Please understand that with such a large group these rules are necessary and must be enforced.

In Closing

We certainly want everyone to have a good time, but we also want to carry out the goals of our organization. We welcome you to come and participate within the framework of our schedule, our regulations, and the hotel policies.

We are grateful for those of you who continue to give us your time and energy, and we extend our hospitality to those of you who are new. We hope that you will give us your written feedback at the end of the convention before leaving the hotel or after returning to your school. We are looking forward to seeing everyone at the convention.

State Board and Convention Committee

It is only through the volunteer effort of math teachers from around Louisiana that State Convention becomes a reality every year. Please consider getting involved with the Executive Board and Convention Committee by sponsoring a student. While participation does require a significant commitment of time during the school year for both the sponsor and student, it is a worthwhile investment for sponsors and a valuable experience for students.

Students are considered officers of the Student Delegation and members of the State Convention Committee. Sponsors are officers of the Executive Board of LA Mu Alpha Theta and members of the State Convention Committee.

In order for a student to run for office, his/her sponsor must have served for at least one year on the convention committee at a governor level or higher. All sponsors (officers and governors) must write at least one test for convention.

Students and sponsors should be aware that, if elected, **attendance at all State Convention Committee meetings and general sessions at state convention is mandatory.** State Convention Committee meetings are held four or five times per year in Baton Rouge on a Sunday from 10am until noon. Candidates should realize that this requires much time and energy from both the officer and his/her sponsor.

Officer Responsibilities

President

Student Moderates regular meetings; prints convention name tags; orders door prizes; organizes student officers in implementing convention

Sponsor Signs hotel contracts; secures event insurance; communicates with hotel and hotel logistics; communicates with sponsors attending convention; orders convention supplies; enforces deadlines

Vice President

Student Conducts student delegate and district elections; collects district governors' reports

Sponsor Updates convention program; collects nominations for office; assigns, collects, compiles, prints the tests/games

Secretary - Treasurer

Student Posts dues on website & emails receipts; compiles monthly treasurer's report

Sponsor Collects and deposits state and convention dues; reconciles monthly bank statement; compiles tax documents

Corresponding Secretary

Student Maintains convention committee directory; emails monthly meeting reminders; sends board communications

Sponsor Edits Sponsor Handbook

Recording Secretary

Student Takes meeting minutes and calls roll; distributes minutes

Sponsor Graphics for t-shirt design; t-shirt orders, books DJ / signs contract

Webmaster

Sponsor Trophy order; maintains website; maintains Google Docs / Dropbox documents

District Governors (Student/Sponsor)

Oversees Friday night activity room during convention; hosts a district meeting/tournament; assists board as necessary.

District 1 Orleans, Plaquemines, St. Bernard

District 2 St. Charles, St. John, Jefferson, Lafourche, St. James, Terrebonne, Assumption

District 3 St. Tammany, Washington, Tangipahoa

District 4 Livingston, St. Helen, East Feliciana, West Feliciana, Pointe Coupee, East Baton Rouge, West Baton Rouge, Ascension, Avoyelles, Concordia, Iberville

District 5 St. Mary, Iberia, St. Martin, St. Landry, Lafayette, Vermillion, Acadia, Evangeline, Beauregard, Allen, Calcasieu, Jefferson Davis, Cameron

District 6 Rapides, Vernon, Avoyelles, Concordia, Caddo, Bossier, Webster, Claiborne, Union, Morehouse, East Carrol, West Carrol, De Soto, Red River, Bienville, Lincoln, Jackson, Ouachita, Richland, La Salle, Catahoula, Madison, Tensas, Franklin, Caldwell, Winn, Grant, Natchitoches, Sabine

National Mu Alpha Theta

Mu Alpha Theta offers many services to its Member and Sponsors – scholarships, grants, and online competitions along with grants to the National Convention are just a few. Visit the National website at mualphatheta.org for complete details. Please encourage your students to apply for these opportunities.

The 47th Mu Alpha Theta National Convention will be held from July 16-21 at the Adam's Mark Hotel in Buffalo, NY.

LA MAO helps Members attending the National Convention with a small contribution towards their transportation to the convention. We will also help sponsor a limited number of students wishing to attend whose sponsor is unable to do so. Schools with 4 or more students should try to provide their own sponsor, which could be any faculty member/administrator from the school.

Handbook Appendix:

Forms

Louisiana Mu Alpha Theta State Convention
Sponsor's Agreement Form
(Must be emailed, faxed or postmarked by January 15)

I have read and fully understand that if no faculty representative from this school attends the opening sponsors meeting of the Louisiana Mu Alpha Theta State Convention, this school will forfeit its right to Sweepstake and Quality awards and may not run for any Executive or Convention Board position at this convention.

All competing students will be registered for the convention under the correct competition division.

I agree that my school shall compete according to the rules of the competition set forth by the State Board in the Sponsor's Handbook.

Head Sponsor's Name: (print) _____ Date _____

Head Sponsor's Signature: _____

Sponsor's E-Mail Address: _____

Sponsor's Phone (home/cell): _____

Principal's Name (print): _____

Principal's Signature: _____

School Name: _____

School Phone: _____

President's Name: _____

President's Email: _____

Email, mail or fax to: Hester Sofranko
Episcopal High School
3200 Woodland Ridge Blvd.
Baton Rouge, LA 70816
Email: sofrankoh@ehsbr.org
Fax: (225) 756-2279

**Louisiana Mu Alpha Theta
Candidate's Application Form**

Any active member in Mu Alpha Theta (as indicated in the qualifications of membership in the National Constitution) not in his/her senior year, whose sponsor has served for at least one year at a governor level or higher, is eligible to seek an office. These qualifications must be maintained during his/her term in office. No school may submit more than one Candidate Application Form. It is the duty of the state officers and student delegates to plan for the upcoming convention. Specific sponsor and student responsibilities are detailed in the Louisiana Mu Alpha Theta Sponsor Handbook. Please submit the following information, to be received no later than February 14th, to:

Nancy Patout
Catholic High School
855 Hearthstone Dr.
Baton Rouge, LA 70806
(225) 383-0381
npatout@catholichigh.org

Please note that posters, handouts, tags, and other materials of that nature are not allowed. Campaigning will consist of personal interaction and a two-minute speech to be presented at the opening session. Please dress appropriately – **Business casual attire is required for all candidates during the opening session. Newly elected officers should also dress for the closing ceremony during which time they are installed.**

Candidate's Name: _____
Candidate's Home Phone: (____) _____
Candidate's Email: _____
School: _____

Desired Office: *(Circle One)*
President Vice-President Corresponding Secretary Recording Secretary Secretary Treasurer

Candidate's Signature _____

Students and sponsors should be aware that, if elected, **attendance at all State Convention Committee meetings and general sessions at state convention is mandatory.** State Convention Committee meetings are held four or five times per year in Baton Rouge on a Sunday from 10am until noon. Candidates should realize that this requires much time and energy from both the officer and his/her sponsor.

By signing the below, I _____, hereby understand and accept the responsibilities of a state board member sponsor as outlined in the above paragraphs and acknowledge my position as a mathematics teacher at the student candidate's school.

Sponsor's Signature _____ Sponsor's Phone (____) _____

Louisiana Mu Alpha Theta State Convention Student Participation Policies & Releases

Please read the following and indicate your acceptance by your signature(s).

Rules of Conduct

- Participant agrees to conduct himself/herself in a manner appropriate for a member of an honor society.
- Participant agrees to compete in the competition division corresponding to his/her highest enrolled math level.
- Participant agrees to join all scheduled activities, to keep his/her sponsor informed of whereabouts on the convention site and to remain at the convention site until dismissal.
- Participants must be chaperoned by the sponsor or designated adult during the convention time if away from the convention site.
- Participant agrees not to visit the rooms of the opposite sex. No visits are allowed to any room after curfew.
- Participant agrees not to bring with him/her or to acquire during the trip, drugs of any kind including alcohol or smoking materials.
- Participant agrees to permit the sponsor to keep any prescription medicines during the trip.
- In matters of dress and deportment, participant agrees to follow the suggestions of the convention host, Governing Council, and school sponsor.
- Participant agrees to adhere to curfew as determined by the convention host and to permit occasional room and baggage checks during the trip.
- Participants agrees that failure to follow any of these rules may result in confinement to housing assignment and/or in the return home of the participant (at the first available opportunity parents can retrieve their participant) at participant's own expense, or, if a minor, at the expense of the parent or legal guardian of participant, and without benefit of any refund.

Release and Indemnity

The undersigned participant, and his/her parents or legal guardians of the participant who is a minor, in consideration of being permitted to attend the Louisiana Mu Alpha Theta State Convention, and for other good and valuable consideration do hereby release, waive and discharge the Louisiana Mu Alpha Theta, its Governing Council and convention committee from all manner of action, causes of action, suits, damages, judgments, or claims for personal injury or death or loss of personal property, and any loss, damage, expense or cost including any lodging, meals, ground or air travel which may be incurred by either the undersigned participant or the undersigned parents or legal guardians of such participant, arising out of any participation in the national convention. The undersigned participant and his/her parents or legal guardians agree to indemnify the Louisiana Mu Alpha Theta, its Governing Council and convention committee for any financial liability or damages incurred which were caused in whole or in part, by the negligence of intention act of the participant while attending the state convention.

Video/Photo/Media Release

Louisiana Mu Alpha Theta may be videotaping/photographing students during the convention as well as writing articles about the convention that may appear online at the Louisiana Mu Alpha Theta website. I agree to allow my child or myself, to be part of the videotaping, photography, and/or media. I further release Louisiana Mu Alpha Theta for any liability from this endeavor.

Participant's signature

Date

Parent/Guardian's signature

Date

Sponsor's signature

Mu Alpha Theta Hotel Rooming List and Payment Form

Must be postmarked by **February 28**

Mail to: Visit Baton Rouge
 ATTN: Philipa Blair
 P.O Box 4149
 Baton Rouge, LA 70821

Or Fax to: 225-338-6136

Please print or type the names of your school's sponsors and students into the spaces below. Indicate male or female by circling the appropriate letter for each room. The hotel will use this information for issuing room numbers and keys, and must be accurate due to safety concerns.

School: _____

Sponsor: _____ Email Address: _____

Sponsor Room	Sponsor Room	Sponsor Room
1.	1.	1.
2.	2.	2.
Student Room (M or F)	Student Room (M or F)	Student Room (M or F)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
Student Room (M or F)	Student Room (M or F)	Student Room (M or F)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

Student Room (M or F)	Student Room (M or F)	Student Room (M or F)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
Student Room (M or F)	Student Room (M or F)	Student Room (M or F)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
Student Room (M or F)	Student Room (M or F)	Student Room (M or F)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
Student Room (M or F)	Student Room (M or F)	Student Room (M or F)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

Make copies of this form as necessary

STUDENT Medical Release Form

Sponsor, for your own records:

I, _____, as legal guardian of _____ or I, _____, authorize representatives from the school, officers of Louisiana Mu Alpha Theta sponsor or adult and members of the convention staff, to initiate such first aid and other medical treatment (including hospitalization) as deemed necessary to protect the health and safety of participant while in attendance at and traveling to/from the convention. I understand that such treatment may include obtaining the services of health care providers. I acknowledge financial responsibility for such care not covered by the following medical insurance:

Company _____ Policy # _____

Subscriber: _____ Legal Guardian's Signature _____

Emergency Contact 1: _____ Phone Number: (____)____-_____

Relationship _____

Emergency Contact 2: _____ Phone Number: (____)____-_____

Relationship _____

Include a copy of both sides of your insurance card(s).

ALL PRESCRIPTION MEDICATIONS (with the exception of items such as inhalers) must be left in the possession of the sponsor or an adult. Please indicate the name of the prescription medication and the dosage.

Also include other medical conditions, including allergies, the convention staff and sponsors should be aware of: