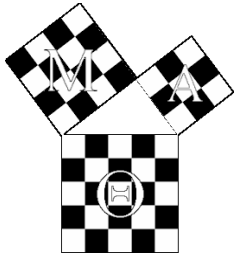


**2018-2019**

**Louisiana Mu Alpha Theta  
Sponsor Handbook**



*THEME: "Fun in the Sun"*



Louisiana Mu Alpha Theta  
c/o Tammi Carlisle ( [tammi.carlisle@rpsb.us](mailto:tammi.carlisle@rpsb.us) )  
Bolton High School  
2101 Vance Ave  
Alexandria, LA 71301  
Website: [www.lamao.org](http://www.lamao.org)

Monday, September 10, 2018

Dear Sponsor,

Welcome the 2018-2019 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 chapters of Mu Alpha Theta across our state.

Louisiana  $\mathcal{M}\alpha\Theta$  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 April 11 - 13 at the Crowne Plaza hotel in Baton Rouge. We hope that your school will be represented 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](mailto: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 MAO State Board

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## 2018 – 2019 LA Mu Alpha Theta Sponsor Checklist

**Fall**            **Complete national registration** for new members at [www.mualphatheta.org](http://www.mualphatheta.org) – make sure current sponsor is listed, this is where we get school contact information! All schools must be active with national to attend the state convention.

**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**

Doris Parrino  
Baton Rouge High  
2825 Government St  
Baton Rouge, LA 70806  
Fax (255) 344-7413

**January 15**    **State Convention registration opens**

**February 14**   **State Convention hotel registration due**

Fatima Gautier: [Fatima@visitbatonrouge.com](mailto:Fatima@visitbatonrouge.com)

**February 28**   **Louisiana MAO 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  
Fatima Gautier  
359 Third Street  
Baton Rouge, LA 70801  
Fax: (225) 338-6126

**February 28**   **Online State Convention registration CLOSES**

**March 15**      **Convention Registration fees deadline**

**April 11 - 13**   **State Convention**

# State Registration

There is no deadline to register students with Louisiana MAO; *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 MAO 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](http://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 [dparrino@ebrschools.org](mailto:dparrino@ebrschools.org).

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 labeled 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  
\*\*\*Students in Algebra 1 are not eligible for registration in LA Mu Alpha Theta nor may they attend the State Convention
  - Alpha - students who have completed both Algebra II and Geometry and have never enrolled in a calculus class
  - Mu A - students currently enrolled in Calculus AB/equivalent or have completed Calculus AB and have not enrolled in a second calculus course.
  - Mu B - students who are enrolled in or have completed a second calculus course  
- students taking Calculus AB-BC in the same school year
- 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/edit 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. Also, please update this information with the National Office. The email list from the National database is used for most if not all emails from schools sponsoring tournaments and information from LA MAO.

### **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. Associates do not pay State Dues. 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 Tammi Carlisle at [tammi.carlisle@rpsb.us](mailto:tammi.carlisle@rpsb.us)

## State Convention

State Convention will be April 11 - 13, 2019, at the Crowne Plaza in Baton Rouge, LA. (Thursday evening through Saturday morning).

### Tentative Schedule of Events (subject to change)

#### **Thursday, April 11**

4:00 – 6:00 pm	Convention Registration (Dinner on your own)
7:00 – 7:30 pm	Delegates Meeting – Ballots given Sponsors Meeting
7:45 – 8:45 pm	General Session I – Candidate speeches
9:00 – 10:30 pm	Round I, All Games
11:00 pm	Curfew Convention committee meeting

#### **Friday, April 12**

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

#### **Saturday, April 13**

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 \$90 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 (per room per night): tax not included**

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

**If your school is not tax exempt you must pay the 13% (sales and occupancy) tax.**

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.

**Any school entering information into the online registration and fails to attend the convention will be charged 50% of the registration fee. This fee covers the printing of test material and t-shirts for the students that were registered.**



## *Before Convention*

### **Registration Process**

To begin the convention registration process, please read the sponsor's agreement form, complete it appropriately, and return it to Doris Parrino. **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](http://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 be registered with national, new students pay a one time national registration fee of \$10, then be registered as a member of Louisiana MAO through the state registration process (**and have state dues processed by the treasurer**). 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 national new member registration and state registration, then pay national membership fee and 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. Failure to save your Game Selections will default all students to CIPHERING. 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.

When placing student in games, please keep in mind that CIPHERING scores are based on the total points earned by four students. If you have less than four students you may want to consider placing them in one of the other games. Gemini is a two member team, but students could compete by themselves, as there is only one score per team. Since Gemini is not subject specific, students from different levels could easily form a team. But, they must compete at the level of the higher level member. Descartes is an individual game and may be the best choice if you have only one member in a particular level. Hustle is a four member team, where teams may turn in up to 25 answers every 8 minutes. It is best to have four members on a Hustle team.

**Changes after February 28 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 Fatima Gautier **after your sponsor's agreement form is received by Doris Parrino**. 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. Fatima will also send you an Excel version of this document.

**In order to receive the tax exemption on your rooms rather than pay the 15.5% 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 15.5% (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 Fatima Gautier:

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)).

**Fatima Gautier  
Visit Baton Rouge  
359 Third St  
Baton Rouge, LA 70801**

If you have any questions regarding housing please contact Fatima at 225-382-3589 or [fatima@visitbatonrouge.com](mailto:fatima@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 TO BE TURNED IN WHEN THE REGISTRATION PACKET IS RECEIVED.**

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 BOTH [www.lamao.org](http://www.lamao.org) and [www.mualphatheta.org/](http://www.mualphatheta.org/)

## *During Convention*

### **Check-In**

Convention check-in will be 4:00 pm to 6:00 pm on Thursday, April 11 at the Crowne Plaza. You will receive a packet with student and sponsor nametags, event information, and t-shirts. You will pick up the room keys at the front desk of your hotel.

### **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 ( This includes District Governor ).**

### **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 Meetings**

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 ( students and sponsors) 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 and cell phone number 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 too member schools

Sponsor Edits Sponsor Handbook, maintains email list of active LA schools, collects Sponsor's Agreements, coordinates housing with Visit Baton Rouge

**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](http://mualphatheta.org) for complete details. Please encourage your students to apply for these opportunities.

You must enter at least one new students every year to remain active. The national office does not send out reminders about registering new students. If you need help with national registration, contact the national office at [info@mualphatheta.org](mailto:info@mualphatheta.org)

The 49th Mu Alpha Theta National Convention will be held from July 14-19, 2019 in Las Vegas. Details will be available on the National website.

When funds are available, 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:**

## **Calculators**

### **Forms**



## Approved Calculators

### Texas Instruments:

TI-30  
TI-34  
TI-73  
TI-82  
TI-83  
TI-84  
TI-84 plus C  
TI-Nspire (any model **excluding the CAS** models)

### Casio

Casio Prizm  
Casio 9750 GII  
Casio 9860 GII

## Prohibited Calculators on the ACT:

### Texas Instruments:

All TI-89 models  
All TI-92 models  
TI-Voyage  
TI-Nspire CAS edition

### Hewlett-Packard:

HP 40G  
HP 48GII  
HP 49G  
HP 50G  
HP Prime

### Casio

fx-CP400 (ClassPad 400)  
Casio Algebra fx 2.0  
Casio ClassPad 300  
Casio Classpad 330  
Casio CFX-9970G

### Other important notes:

- You are not allowed to have any documents on your calculator– only certain permitted types of programs.
- Remove paper tape from calculators that have them
- Turn off the sound on your calculators during testing
- Remove all electrical and power cords from your calculator

**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 may not run for any Executive Board nor Governor position at this convention.

**I understand, if my school enters information into the online registration and fails to attend the convention, the school will be charged 50% of the registration fee. This fee covers the printing of test material and t-shirts for the students that were registered and did not attend.**

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) \_\_\_\_\_

Head Sponsor's Signature: \_\_\_\_\_

Sponsor's E-Mail Address: \_\_\_\_\_

Sponsor's Phone (cell): \_\_\_\_\_

Sponsor's Phone (home): \_\_\_\_\_

Principal's Name (print): \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

School Name: \_\_\_\_\_

School Phone: \_\_\_\_\_

President's Name: \_\_\_\_\_

President's Email: \_\_\_\_\_

Email, mail or fax to: Doris Parrino  
Baton Rouge High  
2825 Government St  
Baton Rouge, LA 70806  
Fax: (255) 344-7413

**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 28<sup>th</sup>, to:

Nancy Patout  
Catholic High School  
855 Hearthstone Dr.  
Baton Rouge, LA 70806  
(225) 383-0381  
[npatout@catholichigh.org](mailto: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
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Candidate's Signature \_\_\_\_\_

Parent'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: Fatima Gautier  
 359 Third St  
 Baton Rouge, LA 70801

Or Fax to: 225-338-6126

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: \_\_\_\_\_

Sponsor Email Address: \_\_\_\_\_ Cell: \_\_\_\_\_

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.

<b>Student Room (M or F)</b>	<b>Student Room (M or F)</b>	<b>Student Room (M or F)</b>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
<b>Student Room (M or F)</b>	<b>Student Room (M or F)</b>	<b>Student Room (M or F)</b>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
<b>Student Room (M or F)</b>	<b>Student Room (M or F)</b>	<b>Student Room (M or F)</b>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
<b>Student Room (M or F)</b>	<b>Student Room (M or F)</b>	<b>Student Room (M or F)</b>
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. 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_