

2021-2022

**Louisiana Mu Alpha Theta
Sponsor Handbook**



THEME:

X-ploring the MU-niverse

WHAT'S NEW IN 2022

Geometry CIPHERING

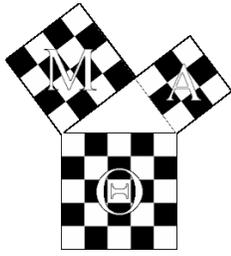
Geometry GEMINI

We are adding Geometry Level to CIPHERING and GEMINI.

2022 ROCKET CONTEST

(This contest is only for the 2022 Convention to coincide with the theme of the convention)

- Each school may enter ONE rocket.
- Rockets must be original “home made” rockets. Pre-made bought rockets and rockets made from kits will be disqualified.
- Rockets having any form of glitter including but not limited to glitter glue, glitter paint, etc. will be disqualified.
- Rockets must not exceed the following dimensions:
Height: 3 feet
Base: 1 foot diameter for the circumscribed circle of the base
- Trophies and sweepstakes points will be awarded.
- Rockets will be judged on the criteria of relevance to math, creativity, neatness, and attractiveness, with greater emphasis placed on relevance to mathematics and creativity.



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

Dear Sponsor,

Welcome the 2021-2022 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 MAO 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 we will be celebrating our Sixtieth Convention March 31 - April 2 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. Information on registration and upcoming events will be sent through email.

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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2021 – 2022 LA Mu Alpha Theta 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! 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 14** **State Convention Sponsor’s Agreement form due**
Luci Mai
Baton Rouge High
2825 Government St
Baton Rouge, LA 70806
lmai@ebrschools.org
Fax (255) 344-7413
- January 28** **State registration & state dues**
Patrick McClain
Brother Martin High School
4401 Elysian Fields Ave
New Orleans, LA 70122-3898
- February 14** **State Convention hotel registration due**
Fatima Gautier: Fatima@visitbatonrouge.com
- February 25** **Online State Convention registration DUE**
- February 25** **Louisiana MAO State Board Candidate’s application form due**
Nancy Patout
Catholic High School
855 Hearthstone Dr.
Baton Rouge, LA 70806
npatout@catholichigh.org
- February 25** **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
- March 18** **Convention Registration fees deadline**
- March 31-April 2** **State Convention**

State Registration

You will receive an email with directions on how to register your students in January 2022.

State Convention

State Convention will be March 31 - April 2, at the Crowne Plaza in Baton Rouge, LA. (Thursday evening through Saturday morning).

Tentative Schedule of Events (subject to change)

Thursday, March 31

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

Friday, April 1

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 2

7:00 – 8:15 am	Breakfast at your hotel
8:30 – 10:00 am	General Session II
10:15 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.

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 – \$135.00 Embassy Suites –TBA Holiday Inn – \$119.00

If your school is not tax exempt you must pay the 16% (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 (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.

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 students 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.

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 Luci Mai**. 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 16% occupancy and sales tax, payment in full must be made with a school check and the tax-exempt form must be included with your room request form. If your school is not tax-exempt you must pay the 16% (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 address on the invoice and be postmarked by **February 25**. Please include a copy of the invoice sent to you by Visit Baton Rouge.

To complete your hotel reservation, email, FAX, or snail mail your rooming list to Fatima Gautier:

Fatima Gautier
Visit Baton Rouge
359 Third St
Baton Rouge, LA 70801
FAX: 225-346-1253
fatima@visitbatonrouge.com.

If you have any questions regarding housing, **after you have sent your Sponsor's Agreement AND housing forms have been sent to you**, please contact Fatima at 225-382-3589 or fatima@visitbatonrouge.com.

Student Participation Policies and Release Form

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

SPONSORS MUST BRING A SIGNED FORM FOR EACH STUDENT TO CONVENTION. Forms for students whose parent/guardian did not sign the media release must be turned in to Louisiana Mu Alpha Theta when the registration packet is received.

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.mualphatheta.org/

During Convention

Check-In

Convention check-in will be 4:00 pm to 6:00 pm on Thursday, March 31 at the Crowne Plaza. You will receive a packet with student and sponsor name tags, 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 must 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 to 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 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. Helena, 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.

You must enter at least one new student 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

The Mu Alpha Theta National Convention will be held July 10-15, 2022 at the Hilton Alexandria Mark Center in Alexandria, VA . Details are 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

Students are permitted to use ACT Approved Calculators. Please review the list of approved calculators on the ACT website www.act.org

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): _____
(REQUIRED)

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: Luci Mai
 Baton Rouge High
 2825 Government St
 Baton Rouge, LA 70806
 Fax: (225) 344-7413
 lmai@ebschools.org

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 25th, to:

Nancy Patout
npatout@catholichigh.org
Catholic High School
855 Hearthstone Dr.
Baton Rouge, LA 70806

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 Cell 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
(to be kept by sponsor throughout Convention)**

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 : _____

Louisiana Mu Alpha Theta State Convention

Student Participation Policies & Releases Verification Form (Turn in at registration)

School: _____
(Print)

Sponsor: _____
(Print)

I verify that I have collected a signed Student Participation Policies and Release Form from each of my students participating in the State Convention and all of my students are registered to compete in the correct level based on their current math level.

_____ All of my students have a Video/Photo/Media release.

_____ I have attached the Student Participation Policies and Release Form for my students who do not have a Video/Photo/Media release.

(sponsor's signature)

Mu Alpha Theta Hotel Rooming List and Payment Form

Must be postmarked by **February 25**

Mail to: Visit Baton Rouge
 ATTN: Fatima Gautier
 359 Third St
 Baton Rouge, LA 70801

Or Fax to: 225-346-1253

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. It 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.

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. 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:

