

# **CSF/CJSF**

# **Conference**

# **Hosting**

# **Handbook**

*(Revised January 24, 2017, Updated August 16, 2022)*

## INTRODUCTION

Thank you for hosting the CSF/CJSF conference this year! The CSF/CJSF board commends you for undertaking this service.

You will learn important leadership skills and find great satisfaction in working with your fellow CSF/CJSF chapter members in preparing for this important event. As you begin planning, you may need to combine committees identified on the following pages, depending on the number of members you have.

The “Conference Checklist: Quick Guide” on page 3 should serve as a guide for your chapter in the months ahead. More comprehensive details appear in this handbook.

Again, thank you for your service!

CSF/CJSF State Board

## IMPORTANT CONTACTS

**<https://csf-cjsf.org>**

### **CENTRAL OFFICE:**

Email: [office@csf-cjsf.org](mailto:office@csf-cjsf.org)  
28421 Crown Valley Parkway  
Suite F #201  
Laguna Niguel, CA 92677

### **CSFAWARDS/BALFOUR:**

Authorized vendor for CSF/CJSF clothing and merchandise  
Ken Bowen: [csf@gradawards.com](mailto:csf@gradawards.com) | 949-426-6789

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## Conference Checklist: Quick Guide

- ☐ Get approval to host from your adviser
- ☐ Get approval to host from your fellow CSF or CJSF chapter members
- ☐ Coordinate with CSF/CJSF President for conference date
- ☐ Determine a venue. Can be your school campus, college campus, or a public venue (e.g., zoo, hotel, etc.).
- ☐ Get approval from your administration for the date and venue
- ☐ Have the event placed on your school's (Master) calendar.
- ☐ Determine a registration fee, either \$20 or \$25
- ☐ Apply for CSF/CJSF conference grant.
- ☐ Create student committees. See details on subsequent pages.
  - Program
  - Registration
  - Workshop
  - Seymour/Huhn Awards
  - Food
  - Entertainment
  - Publicity
  - Decorating
  - Service project
  - Door prizes
  - Mixers/Icebreakers
- ☐ Choose a theme. Find ways to incorporate it into your conference.
- ☐ Solicit community support (e.g., donations for food, etc.)
- ☐ Arrange for food (lunch, breakfast) and eating areas
- ☐ Plan mixers/ice breakers.
- ☐ Coordinate a service project
- ☐ Arrange hotel accommodations, if necessary
- ☐ Reserve (class)rooms at your conference site
- ☐ Prepare/send promotional SAVE-THE-DATE flyer to Central Office
- ☐ Prepare registration materials
- ☐ Prepare the conference program
- ☐ Reserve furniture (e.g., tables and chairs, podium, etc.)
- ☐ Make decorations and signs
- ☐ Plan for entertainment
- ☐ Prepare for the Seymour and Huhn program
- ☐ Prepare for check-in on the day of the conference
- ☐ Prepare an evaluation form

## Grant Request Information

(Note: Effective with 2018 conferences, the total grants will be \$300, a reduction from previous grants due to the elimination of mailing expenses).

To assist with expenses involved in hosting a conference, the state board will grant your chapter a maximum of **\$300, payable in two installments**. Since the state board is accountable for all CSF/CJSF monies dispersed, there must be documentation for the issuance of the grant money.

To receive the entire \$300 grant, two forms must be completed:

- 1) **Regional Conference Grant Request - \$200**
- 2) **Regional Conference Accounting Report - \$100**

### Regional Conference Grant Request for \$200

The attached **Regional Conference Grant Request** must be completed and submitted to your regional vice-president. If you have not already received information from or about your regional vice-president, ask for the e-mail contact information from Central Office. Scan or print and mail the completed Grant Request form. Upon your regional VP's approval, your chapter will receive a \$200 check. This should help defray initial expenses, such as printing costs, deposits for food, etc.

### Regional Conference Accounting Report for \$100

After the conference, the attached **Regional Conference Accounting Report** must be submitted to your regional vice-president within two weeks after the conference date with accompanying receipts or explanations. Upon approval, your chapter will receive via mail to your adviser, the remaining \$100 of the grant money. An incomplete report could delay the issuance of the check. Remember to include receipts (copies are acceptable).

### Recordkeeping

Accurate recordkeeping is essential. Keep track of:

- (a) Registration fee income
- (b) **Names of the schools attending** your conference.
- (c) Expenditures: Keep original **receipts or explanations**. Accurate recordkeeping will facilitate the completion of the **Regional Conference Accounting Report** after the conference.

**Questions?** If you should have any concerns regarding the funding procedure, please contact your regional vice-president or the CSF Central Office.

## REGIONAL CONFERENCE GRANT REQUEST FORM (\$200)

**Region** \_\_\_\_\_ **CSF or CJSF Regional VP**

### HOST SCHOOL(S)

Name \_\_\_\_\_ Chapter number \_\_\_\_\_

Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Principal's name \_\_\_\_\_

### ADVISER(S)

Name(s) \_\_\_\_\_

E-Mail and contact phone \_\_\_\_\_

**CONFERENCE DATE** \_\_\_\_\_ **Time** \_\_\_\_\_

**CONFERENCE SITE** (if different from host school address) \_\_\_\_\_

**Student Chairperson(s)** (if applicable) \_\_\_\_\_

**Number of chapters to be invited to the conference:** ~ 250 (CSF & CSF chapters in your region)

**Estimated Registration Fee \$** \_\_\_\_\_

### Estimated Expenses (do not include donated items)

Printing \_\_\_\_\_

Food \_\_\_\_\_

Continental Breakfast \_\_\_\_\_

Snack (if applicable) \_\_\_\_\_

Lunch \_\_\_\_\_

Supplies \_\_\_\_\_

Speaker/s Fee \_\_\_\_\_

Entertainment \_\_\_\_\_

Opportunity Drawing Prizes \_\_\_\_\_

Other \_\_\_\_\_ (please explain)

**Total Estimated Expenses \$** \_\_\_\_\_

Vice-President's approval \_\_\_\_\_ Date \_\_\_\_\_

Paid by Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Grant first payment \_\_\_\_\_ Check Number \_\_\_\_\_

## **Program Committee**

Coordinate frequently with all committees

### **Choose a theme**

You may wish to choose a theme for your conference and discuss ways to implement it through decorations, workshops, speakers, decorations, etc.

For example, your conference committee might choose attire that fits the theme, e.g. business attire or t-shirts so hosting students can easily be identified when guests need help. REMEMBER: The CSF/CJSF logo is trademarked so merchandise with the logo and letters (acronyms CSF or CJSF) must be ordered through our authorized vendor and cannot be acquired from other sources. See website (<https://csf-cjsf.org/store/>) under the CSF or CJSF tab, drop down to the Store.

### **Design a website (Optional)**

You may wish to create a conference website to post your documents, photos, directions, and other information. Advise Central Office ([office@csf-cjsf.org](mailto:office@csf-cjsf.org)) of your conference website so the URL can be posted on the CSF/CJSF website.

### **Conference Program**

Gather all the information from each committee to include in the conference program, an attractive, legible format, usually a booklet. See Appendix.

- Schedule for the conference, including times and places (room#) for events
- Information or images designed for your conference theme
- Workshop titles, presenters, topics, sites, times, descriptions
- Map of school, indicating rooms to be used, where meals will be served, and restrooms
- Conference website, if applicable.
- List of Seymour finalists, their schools and advisers \*
- List of Huhn nominees, their schools and advisers \*
- List of donors and helpers to be thanked \*
- List of CSF/CJSF State Board members \*

\*Contact Central Office ([office@csf-cjsf.org](mailto:office@csf-cjsf.org)) to get Seymour finalists' names, Huhn Nominees, and current Board member names for the program.

**Work out a schedule that fits everything in: workshops, speakers, continental breakfast, lunch, Opening and Closing sessions.** Most schools have two or three time slots for workshops in the morning, with the entertainment and closing assembly in the afternoon. Some schools have one of their workshop time slots in the afternoon. Keep in mind that you may want to run some workshops more than once to allow more guests to attend them.

- Proofread and edit with approval by your adviser and chairperson.
- The adviser emails the program draft to the regional VP for approval.
- Once approval is received from the regional VP, print copies

Note: Electronic copies of programs may work for students, but State Board members need hard copies.

**If the conference is held on a college campus,** include a campus tour as a workshop session. Coordinate this with the college contacts. Ensure that campus tour guides have specific instructions and know time restrictions.

Ensure that appropriate committees have reserved necessary equipment and furniture: tables, chairs, American flag, sound and technical equipment, podium, etc.

Consider a back-up plan for inclement weather.

## **Opening and Closing Sessions**

- The Opening session is usually about one hour long
- Flag salute
- Welcome speeches
  - School superintendent (optional)
  - School principal (optional)
  - Host school conference chairperson
  - CSF/CJSF President (approx. 2 to 3 min)
  - CSF/CJSF Executive Director (optional) Ask President whether the Executive Director will be present.
- Seymour Committee member (introduces Seymour finalists, 20-25 minutes)
- Keynote/special speaker (optional) – inspirational speaker, local, well-known person, successful graduate, or former Seymour finalist or winner
- Host school adviser's address (brief Welcome, restroom locations, changes in program, etc.)



- The Closing session is in the afternoon, usually at about 2:00-3:00)
- Huhn Nominee Introductions by State Board Huhn Award presenter (~10 min)
- Seymour Finalist Presentations by State Board Seymour Award presenter (~10 min)
- Opportunity Drawing by hosting chapter
- State Board presentations to advisers (~10 min)
- State Board president announcements (next year's spring conference host and acknowledgment of host adviser - Student conference committee will be presented)

## Registration Committee

1. Design a **promotional** SAVE-THE-DATE flyer to go out to schools **in December or earlier**.
2. An exciting, colorful promotional piece will pique interest and increase attendance
3. **VERY IMPORTANT - Include the following:**
  - (a) CSF/CJSF (both acronyms)
  - (b) Conference theme
  - (c) Sampling of activities
  - (d) Name of the service project and item(s) desired
  - (e) Some names of speakers/sponsors, if any.
  - (f) Sample workshop sessions. Include a variety of exciting, educational and fun sessions that will interest both high school and middle school students.
  - (f) Include region name (North, Central, Central Coast, South Central, or South) and “(Year) CSF-CJSF \_\_\_\_\_ Regional Spring Conference”
  - (g) Hosting school’s name and address
  - (h) Adviser’s name and contact info (for questions)
  - (i) Registration amount
  - (j) Conference website address, if applicable
  - (k) Date and time
4. Email the draft to your regional CSF VP for review and approval.
5. Upon approval by the CSF and CJSF VP, send to Central Office in early December or sooner for distribution (by Central Office) in December. Central Office will also post the information on the website for spring conferences.
6. Design registration materials to be emailed to Central Office at least eight weeks before the conference date (<mailto:office@csf-cjsf.org>). Include:
  - (a) Registration deadline
  - (b) Cancellation deadline, a date after which schools cannot receive a refund if they cancel
  - (c) Whether you accept payment and registration on the day of the event.
  - (d) Hotel information, if applicable. See below for Hotel info.
  - (e) Address for your conference location and map if available
  - (f) Payment information for registration fees (checks payable to whom?)
  - (g) Address (and Attention to: \_\_\_\_\_) for mailing of forms/payment.
  - (h) Contact information for questions.
  - (i) See **Appendix** for sample registration form.
  - (j) CSF will send email blasts to CSF and CJSF advisers in your

- region and post the information on the CSF/CJSF website.
7. Post registration materials on your conference website, if applicable.
  8. Reminder emails to advisers in your region can be sent to Central Office for distribution before the conference. Proofread this carefully.
  9. As registrations come in, keep track of the fees received and the number of students and advisers who will be attending your conference.
  10. Provide the most updated list to your Registration volunteers on the day of the conference.
  11. Parents may express interest in attending. If so, you might have session(s) that will be informative for them.
  12. Request tables for the registration area from the custodial or maintenance department of your school or conference site six to eight weeks before the conference or at the conference site.
  13. At least one week before the event or sooner, make signs:
    - (a) Parking signs
    - (b) Directional signs to workshops
    - (c) Signs by the rooms of each workshop, indicating the name of the session and time
    - (d) Registration table signs (e.g., Seymour Finalists; CSF advisers; CJSF advisers; CSF check-in; CJSF check-in; State Board sign-in; Speaker check-in, etc.)
  14. For conference day:
    - (a) Prepare materials for check-in
    - (b) Assign duties for student and adult hosts
    - (c) See sample check-in forms in Appendix
    - (d) Prepare a list of schools (full name of schools) attending and the names of their advisers and give to the State Board president before the program begins.
  15. Souvenir gifts (optional) for attendees. Ideas:
    - Take group photographs of the schools at the beginning of the conference and give a print to each school at the end of the day;
    - Distribute plastic mugs with the theme, logo, and date of the conference printed on paper and inserted into the wall of the mug;
    - Cinch or tote bags filled with information and treats;
    - Tee-shirts with conference info on it
    - Flash drives; lanyard key holders; water bottles

**Remember that the CSF/CJSF logo and the letters CSF or CJSF (acronyms) are trademarked and merchandise with these marks must be acquired through Grad Awards. Email [office@csf-cjsf.org](mailto:office@csf-cjsf.org) for logos for use on websites and stationery.**

**Hotel accommodations**

Conference attendees from out-of-town may need hotel accommodations. Try to identify a hotel(s) for these conference attendees, and if possible, try to negotiate a group rate. List these on your registration materials, including directions on accessing the hotel. Look for clean hotels with elevators and rooms and reasonable rates. Hotels that serve breakfast are also desirable. If the State Board uses the hotel, it will pay for the hotel rooms for its attendees. Be sure to indicate that individual schools are responsible for paying for their own hotel rooms.

## Workshop Committee

This committee plans the workshops/speakers that are 45-50 minutes in length that showcase the school or community, have educational/informational value, or are stimulating and fun. These may revolve around the conference theme. Remember to include workshops of interest to both CSF and CJSF students. See Appendix.

Wi-fi may be necessary for some of the workshops. Check with each presenter. Provide the necessary password or access on the day of the conference.

### **Some workshops are required at each conference.**

These will be led by members of the State Board. Please provide rooms.

For the first session (of workshops):

- CSF Advisers' Meeting
- Marian Huhn Nominees Workshop (Huhn nominees only)

For the second session:

- CJSF Advisers Meeting

Check with CSF VP for other workshops such as

- Seymour Award Application Process
- Marian Huhn Award Program
- Fundraising Ideas

**A Quiz Bowl kit** is available in the Central region. If you'd like to include a Quiz Bowl in your region, borrowing the kit will have to be arranged, unless you have a kit or develop your own. A Jeopardy-type format might be fun, too. If you decide to host a Quiz Bowl as one of your workshop sessions, publicize it so schools can bring teams. See Appendix for rules.

### **Meet with presenters on the day**

- Give them food and drink before starting.
- Show them to their rooms.
- Find out if there is a need for special items.
- Have student runners in each room to provide assistance, if needed.
- Gift bags with bottles of water and light snacks are appreciated.

### **Reserve presenters and rooms**

Contact presenters at least two months in advance of the event. Reserve rooms, tables, chairs, and necessary equipment.

If presentation equipment or wi-fi is required, coordinate these needs. On the day of the event, provide wi-fi access to presenters.

## **Ideas for educational/informational workshops (appeal to CJSF and CSF)**

### **Include descriptions of workshops in program**

- SAT Preparation (e.g., Princeton Review, Kaplan, or other college prep)
- Success with SAT or PSAT (ask school counselors)
- Applying for and receiving financial aid
- The Right College for You
- Out-of-State Colleges: Contact RACC (Regional Admissions Counselors of California, <http://www.regionaladmissions.com/>). They have a speaker's bureau and present workshops on a variety of topics.
- Achieving academic success in high school and/or college
- Freshman 101: What to expect in your first year of college
- Private colleges
- Community Service Ideas; Fundraising Ideas; Networking
- How to Write a Personal Statement; How to Prepare Your Resume
- Career Speakers
- How to Run a Successful Chapter; Recruiting/Building Your Chapter
- Leadership skills (even tailored to middle school students)
- Robotics, technology, science experiments
- Sign language
- Art or craft projects (Lei making, origami, etc.)

Request local volunteers, including faculty and staff, students, and alumni, who have interesting businesses, hobbies, or talents, including:

- Artists, historians, native people—customs, art, or history;
- Orienteering, glass blowing, juggling, folk dancing, belly dancing;
- Scrapbooking, crafts, baking, piñatas, masks, baskets;
- Decorating t-shirts, playing games, obstacle courses, cake walks, etc.;
- Inspirational speakers.
- Zumba

### **Signs for presenter rooms**

Coordinate with the Publicity committee to prepare signs to post outside each workshop room. Include: time, name of workshop, room #.

### **Finalize presentation list**

Contact presenters one month before the conference to confirm workshop times and date. Complete information on presenters and confirm topics for 45-50 minute sessions. Coordinate with Program committee for inclusion of information, including description, in program booklet. If possible, meet with presenters once before the conference.

## **Seymour and Huhn Awards Committee**

### **Obtain information about Seymour finalists and Huhn nominees from CSF/CJSF Central Office.**

Obtain the names, school names, and name(s) of adviser(s) for each Seymour finalist and Huhn nominee. Print this information in the program. It is highly recommended that the Decoration Committee make posters listing the names and schools of the Seymour finalists and Huhn nominees in order to honor them. Display in visible area (e.g., assembly area).

### **A separate breakfast table should be reserved for the Seymour finalists to gather and meet each other at breakfast.**

The Seymour Committee members will meet with the honorees before the conference begins. The Seymour finalists will be introduced during the Opening session. Ensure that 10 chairs are on the stage and are not obscured by the podium.

**The Huhn nominees will gather during the first workshop session for activities in a workshop designed for them.** This workshop will be led by a State Board member. Contact Central Office for this individual's name.

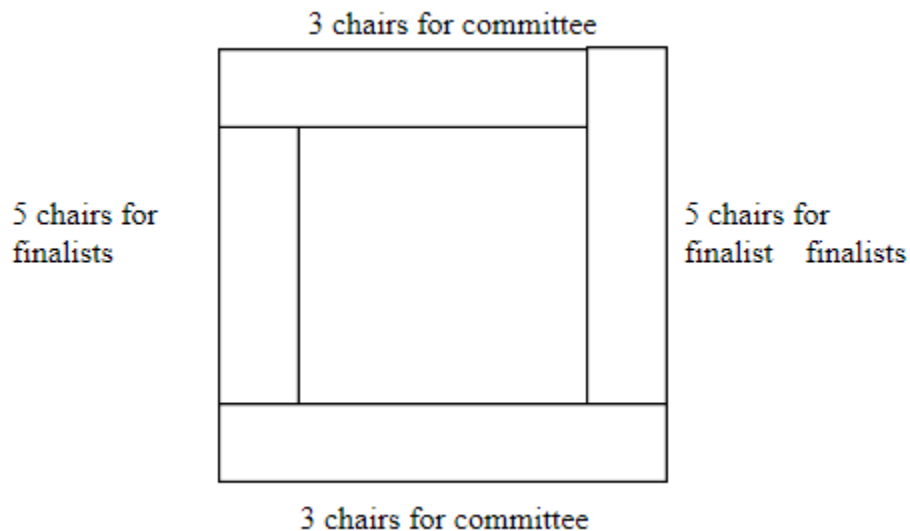
The Huhn nominees are introduced at the Closing session. The Huhn chairperson will inform you about the number of chairs that will be needed on the stage.

### **Seymour Committee Requirements:**

- A current senior Sealbearer from your school must serve on the interview committee for that day. To avoid a possible conflict-of-interest, the student may not be from a school which has a finalist. Give the name and high school of the selected Sealbearer to Central Office for forwarding to the Seymour Chair. Instruct the selected Sealbearer to meet the Seymour Committee at the designated Seymour check-in area that morning.
- List of the Seymour finalists (with school and adviser names) in the program booklet. Obtain list from Central Office.
- A self-contained room in a quiet location for the Seymour interview. Furniture must be arranged according to the diagram below. It is important that tables and chairs, not individual student desks are used.
- A separate, private lunch area away from the interview space and main lunch area so finalists and the committee can sit in small groups for lunch, although lunch can be in the same interview room. Please deliver lunch to the interview room at a mutually agreed upon time. If this is not possible, the finalists and committee members will need to serve themselves lunch at an earlier time than the rest of the conference attendees and return to the interview room.
- Restrooms adjacent to the interview room.

- A minimum of four hours for the interview process, including lunch.
- During the Opening and Closing sessions of the conference program, ten chairs for the finalists on the stage, as well as a podium and a microphone for the committee member doing the finalist introductions in the morning and award distribution in the afternoon.
- Water and/or cold drinks in the interview room; snacks are greatly appreciated, but not required.

### **Seymour Interview Room Set-Up**





## **Food Committee**

### **Plan breakfast and lunch (and an optional snack)**

- Design a way to monitor meal distribution. Ideas include tickets or wristbands (purchase online). Distribute during the registration process or in the registration packets. Assign student(s) to either collect tickets or check for wristbands before each meal.
- The menu might tie with your theme. Consider vegetarian alternatives.
- A continental breakfast is easy: pastries, fruit, milk, juice, coffee, etc.
- For lunch, hamburgers, Mexican food, pizza, and sandwiches with salad, chips, and drinks are often served, but feel free to be creative! Sometimes a dessert is included, such as cookies or ice cream.
- Snacks are optional, to be handed out before or after the closing session.
- If meals are to be catered, allow adequate time in ordering.
- If the conference is held at a local hotel, work with their catering staff.
- A sitting area is highly desirable for eating lunch

### **Where your food should come from**

- Your cafeteria; Costco, Sam's Club, etc.
- Local stores may donate food. Ask for support on school letterhead.
- Your school's cafeteria staff or culinary class might cater your meals.

### **Food to order**

- Consider the number of people registered for the conference plus Seymour finalists and state board members who will attend. Ask the regional VP for a State Board headcount.
- Also include student helpers, parent volunteers, and presenters.

### **Keep it simple and efficient**

- Use your local CSF and CJSF members and/or parent volunteers to help.
- Create a breakfast and lunch distribution plan such as a buffet layout. Assign servers to ensure there is enough food for all attendees. Some food items can be placed on plates. Two serving lines expedite meal distribution.
- Have the meals ready 10-15 minutes before the attendees arrive.

Assign a set-up and clean-up crew.

## **Service Project Committee**

In keeping with the CSF/CJSF state motto, “Scholarship for Service,’ identify a worthy organization to which attendees can make contributions (e.g., items or money/gift cards).

If money or gift cards are being collected, assign at least one responsible student to monitor the collection and keep the money/gift cards in a secure location or give to the adviser for safekeeping.

Ensure that there is a collection box for all donations placed near the registration area and that the donated items are secured in a safe place after the registration period is over.

One CSF chapter, for example, recently asked for new or gently-used children’s books to donate to a shelter for the homeless.

The community service can involve student attendees performing some service at the conference (making items for donation).

Coordinate with the Program and Publicity Committees to ensure communication is disseminated to all organizing groups. The service project needs to be included in any conference flyers, on the conference website, and on the SAVE-THE-DATE flyers distributed by the Publicity Committee.

If applicable, it is suggested that a representative from the service organization be at the Opening or Closing ceremony to briefly speak and accept the donations and address how the donations will impact their organization. Take photos and include in conference photos submitted to Central Office for the CSF/CJSF website.

## Publicity Committee

**Notify the public about this great event you are planning. Get positive publicity for your CSF/CJSF chapter and your school.**

Before the conference:

- Include announcements in school communications: bulletin, over the intercom, school TV news, principal's messages to parents. In the announcements, thank teachers who have volunteered to lead workshops or perform or speak at the conference.
- Make posters for the hallways on campus.
- Make directional signs for parking and workshop locations
- Make signs for registration areas (Seymour Finalists; Huhn Nominees; CSF school check-in; CJSF school check-in, State Board check-in; Speaker/Volunteer check-in, etc.)
- Invite the local newspaper to attend the event and write an article about it or write an article about the conference for submission. Please send a draft to the regional CSF or CJSF VP for review before submitting.
- Publicize all donations from the community and individuals. These can be acknowledged in the program
- Also in the program, include credit for teachers, staff, and community members who played a leadership role in your conference.
- Develop a hashtag or other social media connection. Encourage students to hashtag the event with comments and photos. Post the hashtag address around the campus and in the workshop classrooms on the day of the conference. You can create your own hashtag or use these:
  - #CSF
  - #CJSF
  - #CSFCJSF
  - #CSFConference2017
  - #SchoolNameCSF
  - #SchoolNameCJSF
- **IMPORTANT:** Select two students with photography skills to take photos then put in Dropbox and send to Central Office within one week of event.

## RECOMMENDED PHOTOGRAPHS

- School name (e.g., marquee) to identify the conference
- Cover of conference program
- Registration area
- Attendees gathering
- Morning activities
- Opening session: activities on stage
- Workshop sessions
- Lunch activities
- Closing session activities

In the Seymour interview room/area (Session I), take the following photos before the interviews begin (don't disturb them after they've begun)

- Seymour finalists (10) as a group
- Two photos of individual Seymour finalists: (1) headshots with name card under chin to identify the person; (2) headshot without name card

In the Huhn Nominee meeting workshop (Session I):

- Huhn nominee group photo
- Huhn nominee individual photos: (1) headshot of each with name card; (2) headshot of each without name card.

At the conclusion of the conference, take the following:

- Photo of Seymour award recipient (winning Finalist) with award, taken after the Closing session (this is the winner out of the ten finalists).
- Photo of the five (could be less) Huhn Award winners - group and individual

As soon as the conference is over, put the photos in a Dropbox/Google Drive folder and share with Central office, (email [office@csf-cjsf.org](mailto:office@csf-cjsf.org)). Be sure to identify the region (North, South, Central, Central Coast or South Central), the date and the conference site.

## **Decorations Committee**

### **Decorations for meal area**

Consider simple decorations for the table that carry out your theme. Posters, flags, or memorabilia on the wall that carry out your theme are attractive, as are posters with the names of Seymour finalists, Huhn nominees, and their schools, honoring these outstanding students.

### **Chapter Members' Attire**

Your chapter members may wish to wear coordinated outfits (e.g., t-shirts theme-based attire, or professional dress). This is not required, however.

### **Welcome signs**

Place signs and/or balloons announcing your CSF/CJSF conference at the entrance to your school or on your registration tables or on the podium or stage for the general sessions provide a festive touch.

Include directional signs for parking, entrance, and workshops.

For the morning gathering area, designate areas/tables for Seymour Finalists (10 students), Huhn Nominees (ask Central Office how many), State Board members, and guest speakers or presenters, if applicable.

Signs announcing the hashtag address and other information can be posted, too.

If applicable, place a collection box or designate an area with a large sign for attendees to place their community service project donations. This box or area should be near the Registration/Check-in table

## **Entertainment Committee**

**Brainstorm entertainment possibilities** (complete plan two months ahead of conference):

### **School groups:**

Band  
Drum Line  
Dance Troupe  
Choir  
Theater presentation  
Quiz Bowl or other fun competition (ask regional VP if available for use)  
Video featuring your school  
Talent show featuring your students

### **Community Groups:**

Band  
Choir  
Dance Troup  
Theater presentation  
Cultural groups

- Some schools have also planned musical entertainment during breakfast or lunch, such as a jazz ensemble or choral group.

### **Performance Group on Day of Conference**

- Remind group of time limit, then stick to it.

### **Prepare a back-up plan**

- Games—any kind
- Group competition

## Door Prize Committee

### How it works

Determine how opportunity drawing tickets will be issued to all. Identify this drawing as an “**Opportunity Drawing**,” or “Door Prizes,” not a “raffle.”

One idea is to put the tickets into their registration packets, but sometimes these are lost during the course of the day.

Another idea is to distribute at the entrance to the Closing session or have students distribute as students are seated. During the Closing session, your committee selects tickets and awards prizes until all the prizes are given away. This event creates excitement for the attendees and may encourage them to stay for the entire time.

Coordinate with the Program Committee to establish how many minutes you have for the drawing.

You may wish to have designated prizes for advisers (distinguish between students and adults).

### How to acquire door prizes

Solicit donations from:

- Local businesses—products or gift certificates;
- Local teams—team hats, etc.;
- Local famous sites or museums;
- CSF members and their families;
- Your high school booster club;
- Administration or school’s student leadership organization;
- Local service clubs;
- Ask the CSF/CJSF President for some donations.
- CSFAwards/Balfour, the company that provides CSF/CJSF awards, may be able to donate some t-shirts and/or sweatshirts. Ask Central Office for assistance

Be sure that donors are acknowledged in the program booklet and other publicity.

## **Mixers/Icebreakers Committee**

- **Mixers or icebreakers are essential to a successful conference and they should be planned into your conference day.**
- Use your creativity for ideas, or use successful ideas you've seen at other leadership conferences

### **When and where do they happen?**

- Some schools insert them into workshops where students from different schools mix as they do the fun activity, such as dance, bake, do “building trust” activities, compete as teams in a brain challenge, or create something like cookies or piñatas, etc.
- Some schools set them up to happen throughout the day, such as having a questionnaire to be answered by a new friend, and the filled-out questionnaire required to be turned in at the end of the day to receive the conference favor or souvenir.
- Scheduling them during the morning registration is an ideal time.
- Some schools ask that students sit with someone from a different school at lunch in order to make new friends.
- Sometimes the conference chairperson or guest speaker can lead a mixer at the opening session similar to this example: The leader has the participants find a partner that they don't already know, teaches them a special “handshake,” gives them a task such as telling each other a dream they have for the future. Then, he tells them to find another partner, gives them a new special “handshake” and task. He then tells them to return to their first partner and gives them a task. He repeats this process several times, and at the end, everyone has made new friends.



## **On the Day of the Conference**

### **1. Important directions for visitors**

Have signs, balloons, etc., in place early, indicating to visitors where they should park and where to check-in for the conference.

### **2. Check-in site/ breakfast tables**

\_\_\_ Set up the registration area at least 30 to 60 minutes ahead of time as there will be early arrivals.

\_\_\_ Have sufficient table space and personnel for each check-in station.

\_\_\_ Have separate check-in stations for: (1) Seymour finalists; (2) Huhn nominees; (3) CSF/CJSF state board members; (4) speakers and special guests; and (5) schools and other conference attendees.

\_\_\_ Hand out registration packets, including programs, meal tickets or wristbands, goodie bags (optional), and door prize tickets.

Note: Door prize tickets may be distributed later as students tend to lose these before the afternoon drawing.

\_\_\_ Have the materials in alphabetical order (see samples within packet for check-in forms.)

\_\_\_ Reserve a breakfast table for the Seymour finalists and a separate table for the Huhn nominees so that they can become acquainted with one another and so CSF/CJSF board personnel can contact them before the general assembly. Labeling the table is recommended.

### **3. Meet and Greet**

\_\_\_ Make your guests and presenters feel welcome.

\_\_\_ Remember that guests may show up on the day of the conference that have not pre-registered.

\_\_\_ Distribute a program for the day, including a map of the campus

\_\_\_ Give a list of all schools attending (full school name) & names of their advisers to the State Board President before the program begins.

\_\_\_ Offer a continental breakfast

\_\_\_ Guide presenters to their rooms

#### **4. Opening/ closing sessions**

- \_\_\_ For the opening session you will need a podium, microphone, and ten chairs for the Seymour finalists.
- \_\_\_ If you wish to begin with the Pledge of Allegiance, you will need a flag.
- \_\_\_ Be sure the ten chairs are set up before the opening session begins.
- \_\_\_ For the closing session (after lunch), you will need chairs for the Huhn nominees. Ask your CJSF VP in advance for the number of chairs needed for the Huhn nominees, as this number varies each year. These chairs should be in place before the closing session begins.
- \_\_\_ Near the microphone/podium, place a 6' to 8' table, to be used by the State Board members for the student awards presentations.

#### **5. 6' to 8' Table for Awards Display**

- \_\_\_ In another area, place a 6' or 8' table in a location that is highly visible (e.g., foyer of assembly area; back or side of assembly room, etc.) This will feature merchandise and awards that can be purchased through our authorized vendor (CSFAwards/Balfour). State Board members will bring the display and set it up. Assign at least 2 students to help with the set-up. NOTE: this is a separate table from the 6'-8' table mentioned in #4.

#### **6. Be available**

The adviser and other CSF leaders should be available throughout the day to see that events are on schedule, to answer questions, and to solve any problems. The adviser should try to attend the workshop/meeting for CSF or CJSF advisers, if possible.

#### **7. Announcements**

- \_\_\_ Give any needed instructions, for instance, where your guests should go for breakfast.
- \_\_\_ During the Opening session, announce any program changes, bathroom locations, etc.

## **After the Conference**

### **1. Write Thank You notes**

Have the officers send thank you notes to presenters, workshop leaders, and those who made in-kind donations or provided services.

### **2. Submit the accounting report to Central Office**

File the second attached form--the accounting report--with your regional VP within two weeks after your conference. Central Office will forward it to the CSF/CJSF VP for approval, then the treasurer will mail your adviser the second installment of your grant money.

### **3. Send the Host Conference Evaluation form to Central Office ([office@csf-cjsf.org](mailto:office@csf-cjsf.org)).**

### **4. Celebrate a job well done!**

### **5. Thank all the students and staff members who helped make the day a great success!**

## ACCOUNTING REPORT - CSF / CJSF REGIONAL CONFERENCE

(Please submit within two weeks after conference date to receive \$100 final grant payment)

Region \_\_\_\_\_ Conference Date \_\_\_\_\_

Hosting School(s) \_\_\_\_\_

Adviser(s) \_\_\_\_\_

Number of schools attended: CSF \_\_\_\_\_ CJSF \_\_\_\_\_

Attach list of CSF & CJSF chapters who attended schools with number of attendees per school

Registration Fee \_\_\_\_\_

### INCOME

School Registrations

Number of attendees \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

Seymour Finalists \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

Student Interviewer Registration (if applicable) \$ \_\_\_\_\_

CSF/CJSF State Board

Number attending \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

CSF/CJSF State Board Grant: first payment \$ \_\_\_\_\_

*anticipated second payment* \$ \_\_\_\_\_ \*\*

Donations (if applicable) \$ \_\_\_\_\_

*Less any refunds* ( \_\_\_\_\_ )

**TOTAL INCOME** \$ \_\_\_\_\_

### EXPENSES: ATTACH RECEIPT PHOTOCOPIES or EXPLANATIONS FOR ALL

#### EXPENSES

Printing \_\_\_\_\_

Food \_\_\_\_\_

Supplies \_\_\_\_\_

Speaker(s) \_\_\_\_\_

Entertainment \_\_\_\_\_

Door Prizes \_\_\_\_\_

Other (explain) \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

**PROFIT or (LOSS)** \$ \_\_\_\_\_

=====

Vice-President's Approval \_\_\_\_\_ Date \_\_\_\_\_

Paid by Treasurer \_\_\_\_\_ Date \_\_\_\_\_

\*\* Grant Final Payment \_\_\_\_\_ Check Number \_\_\_\_\_

## **Host's Conference Evaluation Form**

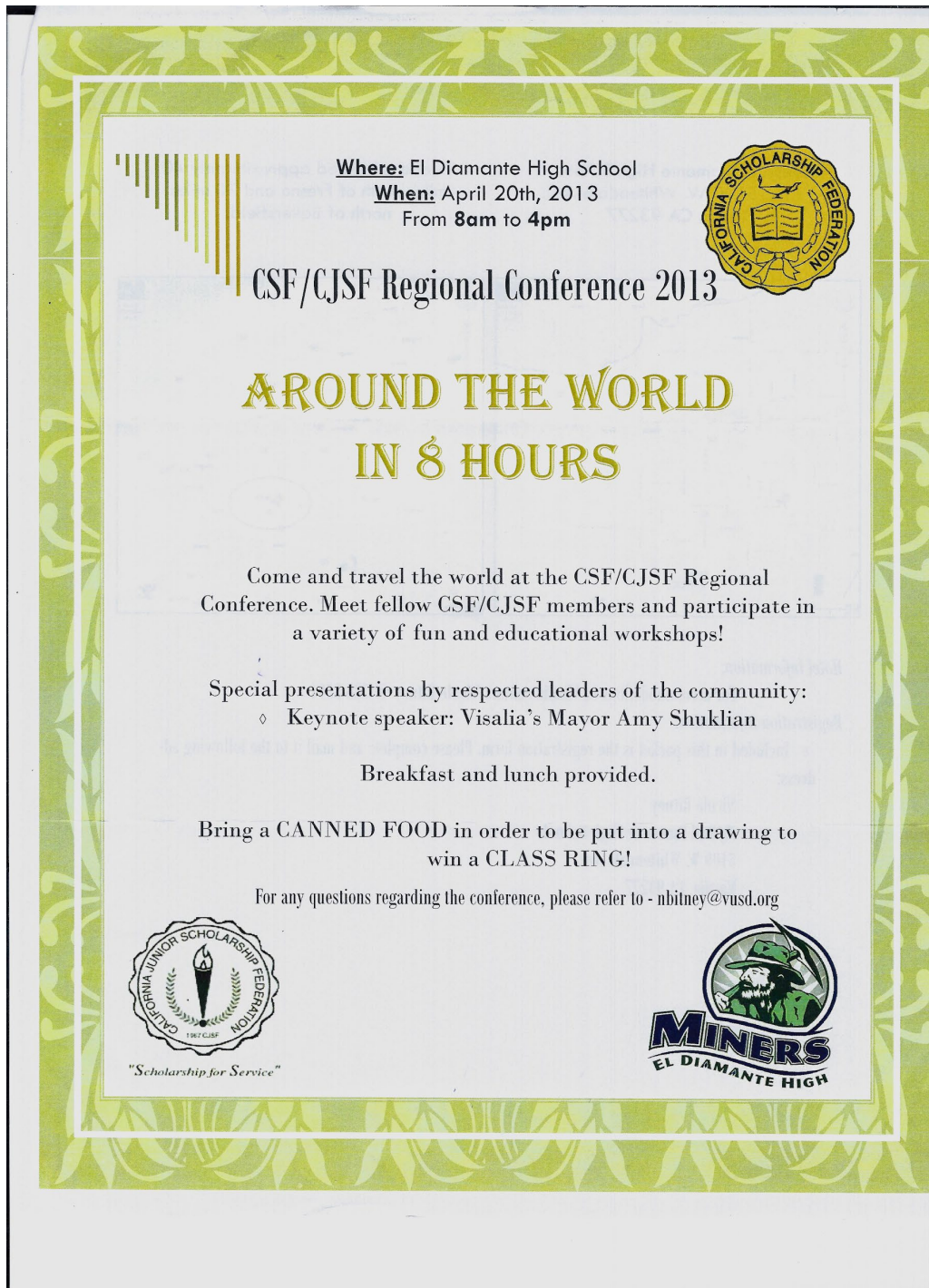
email to [office@csf-cjsf.org](mailto:office@csf-cjsf.org) after your conference  
For the host conference committee to complete.


Name of School \_\_\_\_\_

Date of Conference \_\_\_\_\_


1. What was the most successful part of your conference?
  
  
  
  
  
  
  
  
  
  
2. What could have been improved?
  
  
  
  
  
  
  
  
  
  
3. How helpful was the Conference Hosting Handbook? How can it be improved?
  
  
  
  
  
  
  
  
  
  
4. What workshops were popular?
  
  
  
  
  
  
  
  
  
  
5. What recommendations/suggestions would you give to a future conference host/committee?
  
  
  
  
  
  
  
  
  
  
6. What did you think about your conference hosting experience?

**APPENDIX A**  
**Sample**  
**SAVE-THE-DATE flyer**





**Where:** El Diamante High School  
**When:** April 20th, 2013  
From **8am** to **4pm**



**CSF/CJSF Regional Conference 2013**

## AROUND THE WORLD IN 8 HOURS



Come and travel the world at the CSF/CJSF Regional Conference. Meet fellow CSF/CJSF members and participate in a variety of fun and educational workshops!

Special presentations by respected leaders of the community:  
♦ Keynote speaker: Visalia's Mayor Amy Shuklian

Breakfast and lunch provided.

Bring a **CANNED FOOD** in order to be put into a drawing to win a **CLASS RING**!

For any questions regarding the conference, please refer to - [nbitney@vusd.org](mailto:nbitney@vusd.org)



# APPENDIX B

## Sample REGISTRATION FORM

(Include community service project description)



### CSF AND CJSF Central Coast Monster Conference Registration

Saturday, April 23, 2016 ---- 8 AM. – 3 P.M.

Registration Options:

☐ **EARLY REGISTRATION: \$20**  
POSTMARKED MARCH 25th

☐ **REGULAR REGISTRATION: \$25**  
POSTMARKED APRIL 15th



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

Adviser's Name: \_\_\_\_\_

Adviser's Email: \_\_\_\_\_

Adviser's Phone: \_\_\_\_\_

☐ CSF

☐ CJSF

Number of Advisers / Adults: \_\_\_\_\_ x \$20 or \$25 \_\_\_\_\_



Number of Students: \_\_\_\_\_ x \$20 or \$25 \_\_\_\_\_

Your Total: \_\_\_\_\_ (payable by checks only)

**Please Make Checks Payable to "Archbishop Mitty High School"**

Memo: CSF Conference

Dietary Requests: Please Put Number of People

Regular: # \_\_\_\_\_

Vegetarian: # \_\_\_\_\_

Vegan: # \_\_\_\_\_

Other: # \_\_\_\_\_

(Please Specify)

**Mail Forms and Checks To:** Janie Falcone

Archbishop Mitty High School, 5000 Mitty Way, San Jose, CA 95129

Questions? Email Janie Falcone at [jfalcone@mitty.com](mailto:jfalcone@mitty.com)

A complete list of session topics will be emailed several weeks before the conference. (Monster Arts, Mini-College Fair, Financial Information, College Preparation, and more)



# APPENDIX C

## Sample

### OPENING SESSION SCHEDULE

Conference Schedule		Schedule	
8:00-9:00	Registration– Burns Rec Center (BRC) Atrium Check-in Continental Breakfast	8:00	Registration and Continental Breakfast
9:10-10:00	Opening Session- BRC Back Court Flag Salute and Welcome CSF Co-President, PV High Christina Gunzenhauser Seymour Award Introductions CSF/CJSF State President, Nancy Yarbrough State Board Introductions Host School Adviser's Message Announcements and Workshop Overview: Conference Co-chairs	8:45	Opening Ceremony – Gymnasium  * Welcome: CMS Principal, Jill Settera * Presentation of Colors – Color Guard of the Sons of American Legion * Introduction of CSF/CJSF Board Members Sandra Torrence, CSF President * Introduction of Seymour Finalists Shirley Stewart – Seymour Committee * Guest Speakers Richard Martinez, Jr. Educator and Community Activist Alejandro Delgadillo Associate Director of Admissions, UC Merced
10:10-11:00	Session 1- PER, SEA, VDA (see p.3-4)	10:15	Session 1
11:10-12:00	Session 2– PER, SEA, VDA (see p.3-4)	11:00	Session 2
12:00-1:00	Lunch– STR Lawn (Grassy Area)	11:45	Session 3
1:10-2:00	Session 3– PER, SEA, VDA (see p.3-4)	12:30	Lunch–Multipurpose Room CMS Jazz Band Performance
2:10-3:00	Closing Session– BRC Back Court CJSF Huhn Nominee Introductions & Award Recipient Announcement: Seymour Memorial Award Winner Door Prizes Live From 205 video show Closing Conference Evaluation (turn in)	1:15	Quiz Bowl–Gymnasium
		1:45	Awards Presentation Marian Huhn Candidate Introductions Seymour Memorial Award Presentation
		2:30	Closing Ceremony Student Slide Show Door Prizes



# APPENDIX D

## Sample Conference Workshop Program (College Campus)

### CSF/CJSF LMU Conference Workshops – March 26, 2011

	Session 1 10:00 am – 10:50 am	Session 2 11:00 am – 11:50 am	Session 3 1:00 pm – 1:50 pm
PER 109 (40)	<b>Getting into LMU</b> Hear an LMU Undergrad Admissions Officer speak about LMU admission policies. <b>Chris Parra, Undergrad Admissions</b> Loyola Marymount University	<b>Community Service: Ideas</b> Learn fun ways to get the members of your CSF/CJSF chapters more involved in service. Share ideas <b>Ms. Laurie Schoellkopf, Psy. D.</b> Executive Vice-President of Las Madrecitas	<b>Sign Language</b> Learn the basics of a language based solely on movement! <b>Rosie La Puma, PVHS Student &amp; President of Palos Verdes High School</b> Sign Language Club
PER 207 (50)	<b>College Application Mini Case Study</b> See how a college admissions officer reviews applications. What do they really look for? <b>Jill Sangl</b> Texas Christian University Regional Director of Admission Upper Midwestern States	<b>College Application Mini Case Study</b> See how a college admissions officer reviews applications. What do they really look for? <b>Jill Sangl</b> Texas Christian University Regional Director of Admission Upper Midwestern States	<b>College Application Mini Case Study</b> See how a college admissions officer reviews applications. What do they really look for? <b>Jill Sangl</b> Texas Christian University Regional Director of Admission Upper Midwestern States
PER 211 (34)	<b>Power to the Point!</b> Add some pizzazz to your PowerPoints. Wow your classmates with some cool tips and ideas; learn new Web tools. <b>Kevin Willoughby</b> UCLA Sophomore	<b>Origami</b> Hands-on workshop where you will make something colorful and creative using the traditional Japanese art of paper folding. Limited to 20 participants. <b>Ms. Pam Milke</b> Origami Enthusiast	<b>Ribbon Lei-making</b> Make a ribbon lei that you can give away at special occasions. Can be bookmarks, or they make nice graduation gifts, too! Limited to 20 participants. <b>Ms. Pam Milke</b> Craft Specialist
PER 201 (42)	<b>Writing a College Essay</b> Learn how to write an effective college admissions essay. <b>Ms. Trista Ramirez, Counselor</b> Palos Verdes High	<b>Writing a College Resume</b> Get tips on what to include on a concise, yet effective resume. <b>Ms. Trista Ramirez, Counselor</b> Palos Verdes High	<b>Thinking About a Career in Medicine?</b> Learn about careers in medicine, its specialties and allied health careers and the educational paths to get there. Q & A, too! <b>Dianna Chooljian, M.D.</b>
PER 208 (38)	<b>Freshmen 15: Avoiding Weight Gain in College</b> Learn about stress eating, exercise, portion control, skipping meals, & avoiding alcohol. <b>Ms. Giselle Welleford</b> Registered Dietician, Torrance Memorial	<b>Web 2.0 Technology Tools</b> Learn how free Web 2.0 tools can transform your assignments to win over your class. What are the latest tech tools? <b>William Schoellkopf</b> UCLA Sophomore	<b>Do's and Don't's of Being in High School</b> Calling all middle-schoolers! Find out what high school is <i>really</i> like! <b>Ms. Caitlin Marinovich and Ms. Tiffany Tam</b> Students, Palos Verdes High
	~ ~		~ ~
PER 200 (42)	<b>What Do You Need to Know About College Admissions?</b> Find out how you need to focus on resumes, academics, applications, building a college list and much more! <b>Adam Genovese, Counselor</b> Palos Verdes High School	<b>How Can the Internet Help You in Your College Search?</b> Find out about free online resources that can help you with financial aid, college searches, resumes, and more! <b>Adam Genovese, Counselor</b> Palos Verdes High School	<b>What Does College REALLY Mean?</b> How can you make college be the best 4 years of your life? Hear how two LMU students are making their college experiences something they'll never forget. <b>Mr. Ryan Yamashita &amp; Jeremy Dunford</b> LMU Students
PER 206 (40)	<b>Accepted: Getting into Your Top-Choice School</b> What do college admissions officers expect from applicants' high school experiences? How do they make their decisions? <b>Mrs. Susan Levenson</b> Pre-College Programs Manager	<b>Accepted: Getting into Your Top-Choice School</b> What do college admissions officers expect from applicants' high school experiences? How do they make their decisions? <b>Mrs. Susan Levenson</b> Pre-College Programs Manager	<b>SAT or ACT 10 Question Challenge</b> Try 10 tough SAT or ACT test questions and learn 10 winning strategies to help you succeed on Test Day. <b>Ms. Kathy Schreiner</b> Kaplan Instructor
VDA	<b>Campus Tour</b> LMU Students Meet @ Von Der Ahe Big Welcome Ctr	<b>Campus Tour</b> LMU Students Meet @ Von Der Ahe Big Welcome Ctr	<b>Campus Tour</b> LMU Students Meet @ Von Der Ahe Big Welcome Ctr
SEA 205 (40)	<b>Marian Huhn Award</b> Learn about the award for middle school students. <b>Pam Bodnar and Joanna DiGiovanna</b> CJSF Vice Presidents	<b>CSF Officer Meeting</b> For CJSF student board members/leaders. Network and share ideas about your chapter! <b>Christina Gunzenhauser, PV HS Co-President</b>	<b>CJSF Officer Meeting</b> For CSF student board members/leaders. Network and share ideas about your chapter!
SEA 111 (30)	<b>CSF Advisers</b> Network with fellow CSF advisers; participate in a Q & A session on being a CSF Adviser. <b>Aileen Willoughby/Sandra Torrence</b> CSF Vice-Presidents South Central and Central Region	<b>CJSF Advisers</b> Network with fellow CJSF advisers; participate in a Q & A session on being a CJSF Adviser <b>Joanna DiGiovanna, Erin Woodward, Pam Bodnar</b> CJSF State Board Members	<b>Seymour Memorial Info</b> Learn about one of the highest scholastic honors given to high school graduates in the state of California, CSF's very own Seymour Memorial Award <b>Ms. Lynn Fillo, CSF State Registrar</b>

3/22/2011 PER = Pereira Hall of Engrg SEA = Seaver Science Hall VDA = Van der Ahe Library (Tours Start)  
STR = Lunch in grassy area south of St. Robert's Hall BRC = Registration, Opening & Closing

**APPENDIX E**  
**Sample**  
**Closing Session Schedule**

**RBHS - Performing Arts Center**

**1:00 pm – 2:30 pm**

1:00 - 1:15 Opportunity Drawings (pick your raffle ticket at the door)

1:15 - 2:30 Closing Ceremony

- Introduction of Huhn Nominees
- Presentation of Huhn Award Recipients
- Presentation of Seymour Finalists and Award Recipients

The Awards to be presented:

- Huhn Awards: Presented by CJSF VP for the South Central region, Rachel Andrews and CJSF VP for the South region , Stefanie Yoshii
- Seymour Awards: Presented by CSF Seymour Committee members, Stephanie Peterson and Susan Tuttle
- Closing: CSF VP for the South region, Tammy Lundblad and CJSF VP for the South, Stefanie Yoshii.
- Closing: CSF-CJSF President, Aileen Willoughby

**APPENDIX F**  
**SAMPLE**  
**Evaluation Form for Conference Attendees**

**Diversity**

**2014 CSF/CJSF South Central Spring Conference**  
**Conference Evaluation**

We, at Montebello High School, hoped you enjoy your day here.

Please take a few minutes to respond to the questions below.

I am a(n)	CSF member	CSF Adviser	Parent
(circle one)	CJSF member	CJSF Adviser	other

Is this your first time at a CSF/CJSF regional conference? \_\_\_\_\_ What made you decide to attend? \_\_\_\_\_

The Session 1 workshop I attended was \_\_\_\_\_  
\_\_\_\_\_ Rate on scale of 1 to 5, with 5 being "Awesome workshop"

The Session 2 workshop I attended was \_\_\_\_\_  
\_\_\_\_\_ Rate on scale of 1 to 5

The Session 3 workshop I attended was \_\_\_\_\_  
\_\_\_\_\_ Rate on scale of 1 to 5

\_\_\_\_\_ Rate on scale of 1 to 5, with 5 being excellent.

\_\_\_\_\_ Check-In

\_\_\_\_\_ Food

\_\_\_\_\_ Entertainment/Raffle

Additional comments or suggestions: \_\_\_\_\_

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Please drop completed evaluations at check-in station. Thank You!

**APPENDIX G**  
**Sample**  
**School Check-In Form**

<i>High School CSF Check-In</i>		<i>Middle School CJSF Check-In</i>	
<i>School Name</i>	<i>Paid # of Attendees</i>	<i>School Name</i>	<i>Paid # of Attendees</i>

## APPENDIX H - SAMPLE CHECK-IN FOR CSF-CJSF STATE BOARD OF DIRECTORS

<i><b>President</b></i>
<i><b>President-Elect</b></i>
<i><b>Past President</b></i>
<i><b>Executive Director</b></i>
<i><b>CSF Registrar</b></i>
<i><b>CJSF Registrar</b></i>
<i><b>CSF VP North</b></i>
<i><b>CSF VP South</b></i>
<i><b>CSF VP South Central</b></i>
<i><b>CSF VP Central Coast</b></i>
<i><b>CSF VP Central</b></i>
<i><b>CJSF VP North</b></i>
<i><b>CJSF VP South</b></i>
<i><b>CJSF VP South Central</b></i>
<i><b>CJSF VP Central Coast</b></i>
<i><b>CJSF VP Central</b></i>
<i><b>Secretary</b></i>
<i><b>Treasurer</b></i>
<i><b>Seymour Committee Member North</b></i>
<i><b>Seymour Committee Member Central</b></i>
<i><b>Seymour Committee Member Central Coast</b></i>
<i><b>Seymour Committee Member South Central</b></i>
<i><b>Seymour Committee Member South</b></i>

**APPENDIX I - SAMPLE**  
**Seymour Finalists Check-in Form**  
**(CSF- High School Students)**

- 1.*** \_\_\_\_\_
- 2.*** \_\_\_\_\_
- 3.*** \_\_\_\_\_
- 4.*** \_\_\_\_\_
- 5.*** \_\_\_\_\_
- 6.*** \_\_\_\_\_
- 7.*** \_\_\_\_\_
- 8.*** \_\_\_\_\_
- 9.*** \_\_\_\_\_
- 10.*** \_\_\_\_\_

**APPENDIX J - SAMPLE**  
**Huhn Nominees Check-In Form**  
**( CJSF - Middle School Students)**

<i>1.</i> _____	<i>11.</i> _____
<i>2.</i> _____	<i>12.</i> _____
<i>3.</i> _____	<i>13.</i> _____
<i>4.</i> _____	<i>14.</i> _____
<i>5.</i> _____	<i>15.</i> _____
<i>6.</i> _____	<i>16.</i> _____
<i>7.</i> _____	<i>17.</i> _____
<i>8.</i> _____	<i>18.</i> _____
<i>9.</i> _____	<i>19.</i> _____
<i>10.</i> _____	<i>20.</i> _____

## APPENDIX K

### QUIZ BOWL RULES



# CSF

## Quiz Bowl Rules

- 1) The **Quiz Bowl** is a question-and-answer timed competition. Questions may include, but are not limited to, the general areas of mathematics, science, social studies/history, English/literature, fine arts/humanities, and general trivia. The winning team takes possession of the **Quiz Bowl Trophy** for **ONE** year.
- 2) Each high school's CSF chapter may enter **ONE** Quiz Bowl team of any size. Each team may use **any THREE** of its members in **any** round of play in which it is eligible. Team participants must be **current** CSF members of that school during the semester in which the competition takes place.
- 3) Prior to the beginning of each round, **ONE** of each team's three participants shall be designated as the **team's spokesperson** for its **BONUS** questions and shall sit **BETWEEN** the other two team members during the round.
- 4) Writing materials, calculators, notes, etc. shall **NOT** be used by a team during competition.
- 5) The Quiz Bowl consists of a series of elimination rounds. Each of these rounds will involve **TWO** to **FOUR** teams (depending upon the total number of teams entered in the competition and at the discretion of the judges). The judges will have randomly determined the order and grouping of the teams prior to these rounds. Each round lasts a given number of minutes (usually ten to fifteen, depending upon the number of teams entered). The judges will determine the time of each round.

Time starts when the first question is read. Play for each round stops when the allotted time expires, **except** for the situation stated in rules #8 and #9 below. The team in each round with the most points at the end of the round wins that round. The losing teams are eliminated from the competition. Elimination rounds continue with the winning teams until there are only **TWO** teams left. These **TWO** teams will then play in the championship round. At the discretion of the judges, the time for the championship round may be longer than the preliminary rounds.

- 6) Play for any round begins with the reading of a "**TOSS-UP**" question. **ANY** player from **ANY** team in that round may attempt to answer this question **at any time** by activating a signaling device at the team's station. The reading of the question stops immediately when a team signals. If more than one team has signaled, the judges will determine and indicate which team was first. A tie voids the question. When the judge recognizes the first team to signal by name or pointing, that team's **member who signaled** must then **IMMEDIATELY** give an answer. Any hesitation will cause the judge to call "wrong".

If the judge replies "wrong" to the first team's answer or lack of answer, toss-up play **immediately** resumes for the **OTHER** team(s) with the same question being reread. Members of these teams may activate their signaling device at **ANY** time after the judge replies "wrong" to the first answer. No other members of the team declared "wrong" may signal for this question.

If no team signals to answer a question, the judge will call "time", thus voiding the question.

*Revised January, 2007*



- 7) When a team's player answers a Toss-up question correctly, that team is awarded **ONE point** and is given a "**BONUS**" question for that team alone. When the bonus question is read to that team, its members have **TEN** seconds to confer. The team's center-seated *designated spokesperson* must then give one answer for the team. If an answer is not given within the allotted time, "time" will be called and no answer will then be accepted. Bonus questions are worth **TWO points** each and are awarded if the team answers correctly.

**Points are NOT subtracted from a team's total for wrong answers to any Toss-Up or Bonus question.**

- 8) Play then returns to another toss-up question, bonus question, toss-up, etc., until time expires for the round. **If time expires after the reading of any question has begun, that question will be completed.** If that question was a toss-up question, a bonus question IS awarded, if earned.
- 9) During a round the judges may stop time by calling a "time-out" if play is interrupted or delayed by technical difficulties or for any other reason deemed appropriate by the judges.
- 10) The team which has earned the most points during a round wins that round. In the case of a tie, the tie will be resolved with a single toss-up tie breaker question involving only the tied teams.
- 11) A question will be considered invalid by the judges if answers are heard from the audience. If necessary, audience members shall be reminded that excessive displays of enthusiasm may cut into playing time and restrict the number of questions which may be presented during the round's specified time. The judges may disqualify a team if there is excessive noise and/or disturbance from their schoolmates in the audience.
- 12) Answers to Quiz Bowl questions are reviewed by impartial judges before the start of play. If a team gives an answer to any question that differs from the expected answer but might, in the reader's judgment, qualify as a correct answer, the reader of the question may ask the other judges for a ruling. If a ruling is promptly made, play continues in the appropriate manner. If the answer cannot be ruled-upon within a very short time, **that question is tabled until the end of the round for the judges to deliberate**. Meanwhile, play resumes with another toss-up question.
- If, after deliberation, the judges **accept** the answer in question, **AND** that correct answer could have affected that team's outcome in the round, they shall determine and implement an appropriate action.
- 13) Teams **MAY NOT** interrupt play to challenge or discuss the appropriateness or validity of an answer to any question **or** of any decision made by the judges. If a team wishes to submit a protest, it must do so **immediately after** the round. If the judges find merit in the protest, rule that it is valid, **AND** that it involves a possible loss of points which could have affected the team's outcome in that round, they shall determine and implement an appropriate action. The ruling of the judges involving a protest shall be considered **final**.
- 14) These rules may be amended as needs require. Questions and/or suggestions regarding the Quiz Bowl and its rules should be directed to the CSF Regional Vice President.

*Revised January, 2007*