

## Duties of Presenters, Sponsors, Chaperons, and Technicians at the State Meeting

*Copy and distribute to all adults and students attending the State Meeting.*

There are *mandatory meetings* for presenters, sponsors, chaperons and technicians on Sunday evening. Please read your PJAS program booklet for the time and location. Please be on time.

### Presenters

Presenters are expected to study the **schedule** listed in the front of the state booklet. Attendance is *mandatory* at all meetings, sessions and ceremonies. It is your responsibility to be present and on time.

Check the state booklet immediately for your **presentation unit**. Make sure that you know the time and location of your judging unit. Campus maps are provided. Shuttle buses are available.

If there is a **problem** (i.e., not in program booklet, wrong category), tell your sponsor at once. You and your sponsor should report to one of the unit change sessions listed in the booklet.

There are a number of **special awards** (listed in the state booklet). If you receive a first place award, you must attend the Special Awards Ceremony Monday evening. If your name is called and you aren't at the ceremony, you forfeit the award. *There are no excuses for missing the Special Awards ceremony.*

Juniors and seniors may interview for **scholarship and trip awards**. See the state booklet for more information on interview location and time. **These students should bring their high school transcript and a letter of recommendation to the state meeting to use at the interview.**

### Technicians

Technicians will need a watch to use for timing and a pen or pencil.

There is a mandatory **technician meeting** Sunday evening. Check the state booklet for time and place. It is imperative that all technicians attend.

### Sponsors and Chaperons

A sponsor or a designated **school representative must attend the state meeting** with the students and be available at all times to supervise your students.

Sponsors are to pick up their **judging packets** on the second floor of Findlay/Johnston Commons. All sponsors will be assigned to judge.

All chaperons will be **assigned to supervise** in areas such as the natatorium, gymnasium, auditorium and dance. Chaperoning packets will be already in your registration packet. All chaperons must report to their assigned area. Please be on time.

### Advanced Placement Examinations

College Board Advanced Placement Examinations are given on the Penn State campus through State College High School. Contact the guidance counselor at State College High School for the location of the exam and how to request that the exam be sent to State College HS. **You need to make the contact in March or early April.** The phone number for State College HS is (814) 231-1111 or (814) 231-5020. There are two State College High School buildings. Their web address is: <http://www.scasd.k12.pa.us>. **PJAS does not make arrangements for the AP exams.** *PJAS will provide van transportation to the testing site and move your presentation time if necessary for you to take the exam.*

## Expectations of a Technician at the State Meeting

*Copy and distribute to every student attending the state meeting as a technician.*

1. All students serving as technicians will report to the *mandatory* Technicians' Meeting on Sunday night to pick up their assignment. The time and location will be in the Program Booklet.
2. All students will go to the Technicians' room Monday at their assigned time.
3. All technicians will bring a watch, a pen or pencil, and be dressed neatly.
4. Any changes in your assignment will be announced at the Monday meeting.
5. Write down the telephone number for the information desk. This is where you will call in case there is a problem.
6. You will note the various times on the technician's score sheet. Mark the beginning time, the time at five minutes to go, at two minutes to go and when they stop. If you have a speech of say 6 minutes, leave the two minutes to go column empty and fill in the ending time in the conclude and stop column.
7. If the student exceeds their time limit or the judges exceed their time limit, please place a \* in front of the participant's number.
8. Sign your sheet and have the judges sign the bottom of the sheet also.
9. Return the timing sheet AND any other equipment that was given to you to the Technicians' room at the end of the session.
10. Be sure to find your room on Sunday night so that you won't be late on Monday. You must be in your room at least 10 MINUTES BEFORE the start of the session.
11. Students listed as day-only packages may not serve as technicians at the state meeting.
12. If you fail to do your assigned duties as a Technician at the State Meeting you will not be permitted to attend next year's State Meeting even if you receive a First Award at the Region Meeting.

