



2017 NJCL Convention

Supervision

There must be at least one JCL sponsor from each state present at Convention. If there is no sponsor from your state, any and all delegates must secure a JCL sponsor from another state who will be willing to be responsible for your delegation.

Each sponsor with the help of the State/Provincial Chair, if necessary, is responsible for finding chaperones for his or her delegates; **there must be a male chaperone for every 10 boys and a female chaperone for every 10 girls.**

EACH STATE IS RESPONSIBLE FOR FINDING CHAPERONES FOR ALL ITS DELEGATES.

Guidelines for Chaperones under the age of 21

The following guidelines have been adopted by the National Committee for chaperones under the age of 21:

Chaperones under the age of 21 must have permission of a State/Provincial Chair.

The chaperone should have graduated from high school at least one year before this Convention.

It is recommended that an adult over age 21 of the same sex be assigned to serve as a mentor to the younger chaperone.

Younger chaperones should be advised of expectations of chaperones.

Duties and Responsibilities of Sponsors and Chaperones

Personal Duties

Because the great variety of activities and competitions at this convention cannot be offered without participation by all sponsors and chaperones, adults in attendance are required to complete the Adult Duties section of the registration area indicating the areas to which they wish to be assigned.

All sponsors and chaperones are required to remain on campus. All sponsors and chaperones are required to attend the meetings planned for them.

Fellowship is mandatory for all sponsors and chaperones as well as delegates.

Any SCL member who also has been assigned/registered for chaperone duties is expected to complete those chaperone duties.

Registration Duties

About two weeks prior to the convention, contact personally (or send a written reminder to) the students of your delegation reminding them of their various commitments concerning graphic art projects, chorus, etc., and tell them what to be sure to bring with them, including proper attire.

On the way to the convention (if possible) review with your students the rules and regulations, stressing the major rules of conduct and activities that are available for students at the convention.

Sponsors will pick up registration packets for everyone traveling with them. **DO NOT PICK UP PACKETS FOR STUDENTS NOT ARRIVING WITH YOUR GROUP.** Please come to registration with an alphabetical list of students in your travel group.

Chaperoning Duties

Attendance of all sponsors and chaperones at the Monday afternoon orientation meeting is mandatory.

While at the Convention, keep in contact with your students, and discuss the next day's activities with them.

Take attendance at assemblies and correct any inappropriate behavior.

It is the responsibility of every sponsor/chaperone to see to it that Call to Rooms is observed by all JCL delegates. At Call to Rooms each chaperone or sponsor should enter the room and check to see that the students for whom he/she is responsible are present in the room. At Call to Rooms, all delegates must be in their assigned rooms and shall not leave their rooms throughout the night. Legally, sponsors and chaperones are *in loco parentis* and,

therefore, are responsible for their students' welfare and behavior.

If a JCL delegate is not in his/her assigned room at Call to Rooms and cannot be located nearby, the sponsor or chaperone should report the absence immediately to the JCL Office in person at Trojan Center 119 or by phone at (513) 461-1301.

For discipline and security reasons, sponsors and chaperones must patrol the dormitories several times a day.

Be sure that your students are awake in sufficient time each morning to be prompt at all activities.

Emergency Procedure

For medical emergencies, dial the Troy University Police Department – 911, then contact the NJCL Office at 513-461-1301.

For non-emergency medical situations, such as first-aid, come to the NJCL office in Trojan Center 119. The NJCL office will direct you to the clinic. The clinic will be available from 8am until 11pm from Monday until Saturday.

For other non-emergency situation, the Troy University Police Department can be reached at 334-670-3215. After 4:30 PM, call 334-670-1999 (This rings the Troy City Police, who will then contact a University officer on campus.) There are emergency call boxes throughout campus with a button which will connect you directly to Campus Police.

Duties and Responsibilities of State/Provincial Chairs

Turn in state banners at NJCL registration desk upon arrival. Turn in state T-shirts at Graphic Arts Registration during Graphic Arts Registration hours.

If a state/province is attending the NJCL Convention but no State/Provincial Chair will be attending, prior to convention a Chair should appoint at least one JCL Sponsor who is attending to serve as an Acting State/Provincial Chair. They should inform the Constitutional Advisor at constitution@njcl.org of the name of the acting Chair or Chairs.

Appoint two delegates to the Constitutional Amendments Committee Meeting (Wednesday, July 26th, 2017 - 4:30 pm - 5:30 pm). Attendance at this meeting is mandatory for the appointed delegates. If only one delegate from a state or province is attending convention, they must attend the meeting in order for the state to have one vote at the convention. It is recommended the state or provincial Parliamentarian be one of the delegates.

Appoint two delegates as voting delegates. Be sure that these voting delegates attend the

Nominations Committee meeting (Tuesday, July 25, 2017 - 4:00 pm - 5:15 pm). If only one delegate is attending from a state or province, they must attend this meeting in order for the state or province to have one vote at the convention.

Be sure at least 10 % of the state or province's student delegates attend the Candidates' Open Forum (Thursday, July 27, 2016 - 12:15 pm - 1:30 pm). Attendance at these meetings is mandatory in order for a state or province to retain its right to vote.

Read Guidelines for Chaperones under the age of 21 (above).

Complete all forms in State/Provincial Chairs packet.