CASCADIA JUNIOR CLASSICAL LEAGUE
76th ANNUAL CONVENTION

May 27th, 2023
Explorer West Middle School
10015 28th Ave SW, Seattle, WA

Deadlines:
Registration Due: May 20, 2023
Registration Open Until (Late Fee): May 25, 2023

Participant/Sponsor Instructions

SALVETE, OMNES! Please review the registration form before distributing it to your student delegates and chaperones.

I’ve tried to include all of the information your students and chaperones will need on the registration form itself. The following instructions to you will, I hope, answer any additional questions that you or they may have about registration. If not, please get in touch with me at casadiajcl@gmail.com or (425) 296-9792.

After canceling the convention in 2020 and doing an online convention in 2021 and 2022, we are excited at the return to an in-person convention in 2023. Based on present policies and recommendations, we request you all participants, adults included, test negative at home before the convention. If a positive test turns up, please contact us to let us know that you won’t be attending. I have attached Explorer West’s COVID protocols, though the Cascadia JCL has none specifically. Masks are optional and at the participant’s own discretion.

1. Registration forms can be submitted digitally to our Cascadia Email for individual registrants: casadiajcl@gmail.com. Sponsors please submit all digital registration forms together in zip file format and send the physical registration forms via traditional mail in a single envelope.

2. Please instruct your students to print neatly in blue or black ink OR digital copies clearly scanned if not filled out on computer. All forms must bear a signature. Typed signatures will not be accepted.

3. All adult chaperones/parents/guardians must register alongside their student to ensure we have a proper headcount.

4. Students/parents can bring the registration fee to the check-in desk if needed. There is no form of electronic payment currently. Payment must be received no later than check-in on May 27, 2023.

5. Registration fees are for students only. Supervising parents/chaperones are not required to pay the $30 registration fee

6. Shirts are included with registration for both student and adult chaperone/supervising adult. Charpones/guardians may decline shirts. All students will receive shirts.

7. Please inform your delegates who they should make checks out to. If you are collecting checks, they should be made out to Cascadia JCL and enclosed with physical registration forms. If you are collecting checks to give to your school for further processing, please let us know if your school needs to be invoiced.
8. Please have your students and chaperones return their forms to you rather than sending them to us. Please verify forms for completeness and accuracy and make copies for your records before you send them to us.

9. Because of our special contracted price for the weekend, we cannot offer reductions to the convention price.

10. Late registrations will only be accepted on a space-available basis. Please check with us that space is still available before sending in late registrations. There is a nominal late fee of $5 for registrations postmarked after May 20, 2023. Hopefully, this encourages the ‘fence-sitters’ in your chapter to commit by the deadline. At the same time, we understand it may be difficult to find enough chaperones who can commit by the May 20, 2023, deadline. In that case, please simply let me know how many chaperone spaces you want to reserve. Delegations are required to provide at least 1 adult chaperone for every 10 youths.

11. Digital registration will remain open until May 25, 2023. A $5 registration late fee will be implemented for any registration forms received after May 20, 2023.

12. For schools, please obtain a CERTIFICATE OF LIABILITY INSURANCE. This is a routine procedure for groups holding events at camps and conference centers. Obtaining one should be a mere formality. Your school’s business office should be able to help you.

13. All participants must sign the liability waiver attached in the Registration Packet.

14. Included in this packet is a tentative list to help you and your delegates plan their convention activities. I will follow up with a schedule shortly. I will notify you if there are any major schedule changes. The convention staff will make every effort to conclude the convention by 4:30-5:00 p.m on Saturday.

15. Please have attendees note any other dietary requests or restrictions (vegan, gluten-free, etc.) Pizza lunch will be provided. Participants may bring their own food and snacks and store on-site.

16. Please be sure that your chapter and all of your delegates are registered with both NJCL and Cascadia JCL. Registration with each body is done separately. Registration instructions for NJCL are available at the website (njcl.org). To register with Cascadia JCL, please download the registration form from the website (cascadiajcl.org). Non-school affiliated participants are not included expected to fulfill this requirement.

Mailing Location:

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