CSF/CJSF
Conference
Hosting
Handbook

(Revised October 19, 2017)
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

CENTRAL OFFICE:
Email: office@csf-cjsf.org
28241 Crown Valley Parkway
Laguna Niguel, CA 92677

CSFAWARDS/BALFOUR: Authorized vendor for CSF/CJSF clothing and merchandise
CSFAwards/Balfour: 1-800-433-0296; www.csfawards.com

Custom Orders: Ken Bowen
ken.bowen@sbcglobal.net or 949-500-0457.
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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

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 though 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 (www.csf-cjsf.org) under the CSF or CJSF tab, drop down to the Store. Or, use this link: https://www.csfbalfour.com/order1TN.asp?id=vv0uis5x0mbympc4i3et2vzf&secure=yes). Your adviser has the password.

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) 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 *
- Announce that parents and families may attend.

*Contact Central Office (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
   (l) Announce that parents and families may attend
   Note: If parents and families partake of food and workshops, they should pay the registration fee, unless the host determines otherwise. If parents and families attend to only see the awards presentations, communicate with the attendees and your committee of these plans.
4. Email the draft to Central Office ([office@csf-cjsf.org](mailto:office@csf-cjsf.org)) for review and approval.
5. Upon notification of approval by the Central Office, send conference information to Central Office in early December or sooner for distribution.
6. CSF technical staff will also post spring conference information on the website and through social media.

7. Design registration materials
8. Submit to Central Office for approval at least eight weeks before the conference date ([office@csf-cjsf.org](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.

See **Appendix** for sample registration form.

CSF technical staff 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 chapter’s 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. Be clear on whether they may have food or pay registration fees.

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 CSFAwards/Balfour.

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.

Notify Central Office as they may use the same hotel for attending board members (the State Board will pay for its own accommodations).

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.

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/](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**

```
+----------------+------------------+
|                | 3 chairs for      |
|                | committee         |
| 5 chairs for   |
| finalists      | 5 chairs for      |
|                | finalist finalists|
|                | 3 chairs for      |
|                | committee         |
```

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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; on your website.
- Use social media
- 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 two weeks of event.
RECOMMENDED PHOTOGRAPHS

- School name (e.g., marquee) to identify the conference
- Cover of conference program
- Registration area
- Attendees gathering
- Morning activities
- Collecting community service donations
- 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). 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).

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 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?

Rev. Oct. 19, 2017
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 - ahitney@yisd.org

"Scholarship for Service"
APPENDIX B

Sample
REGISTRATION FORM
(Include community service project description)
APPENDIX C
Sample
OPENING SESSION SCHEDULE

Conference Schedule

8:00-9:00 Registration—Burns Rec Center (BRC) Atrium
Check-in
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/CISF State President, Nancy Yarbrough
State Board Introductions
Host School Adviser’s Message
Announcements and Workshop Overview:
Conference Co-chairs

10:10-11:00 Session 1—PER, SEA, VDA (see p.3-4)

11:10-12:00 Session 2—PER, SEA, VDA (see p.3-4)

12:00-1:00 Lunch—STR Lawn (Grassy Area)

1:10-2:00 Session 3—PER, SEA, VDA (see p.3-4)

2:10-3:00 Closing Session—BRC Back Court
CSF Huhn Nominee Introductions & Award Recipient Announcement: Seymour Memorial Award Winner
Door Prizes
Live from 205 video show
Closing
Conference Evaluation (turn in)
### APPENDIX D

**Sample Conference Workshop Program (College Campus)**

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
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<tbody>
<tr>
<td><strong>PER 150</strong></td>
<td><strong>PER 207</strong></td>
<td><strong>PER 206</strong></td>
</tr>
<tr>
<td>Getting into LMU</td>
<td>College Application Mini Case Study</td>
<td>Accepted: Getting into Your Top-Choice School</td>
</tr>
<tr>
<td>10:00 am - 10:50 am</td>
<td>See how a college admissions officer reviews applications. What do they really look for?</td>
<td>What do college admissions officers expect from applicants' high school experiences? How do they make their decisions?</td>
</tr>
<tr>
<td>lmU Undergraduate Admissions Officer</td>
<td>Texas Christian University Regional Director of Admission</td>
<td>Mrs. Susan Levenson, Pre-College Programs Manager</td>
</tr>
<tr>
<td>speak about LMU admission policies. Chris Parra, Undergrad Admissions</td>
<td>Upper Midwest States</td>
<td>how can the internet help you in your college search?</td>
</tr>
<tr>
<td>LMU</td>
<td>Hands-on workshop where you will make something colorful and creative using the traditional Japanese art of paper folding. Limited to 20 participants.</td>
<td>Accepted: Getting into Your Top-Choice School</td>
</tr>
<tr>
<td>LMU Undergraduate Admissions</td>
<td>Texas Christian University Regional Director of Admission</td>
<td>SAT/ACT and Question Challenge</td>
</tr>
<tr>
<td>Office</td>
<td>Upper Midwest States</td>
<td>Try 10 tough SAT or ACT level questions and learn 10 winning strategies to help you succeed on Test Day.</td>
</tr>
<tr>
<td><strong>PER 201</strong></td>
<td><strong>PER 208</strong></td>
<td><strong>PER 209</strong></td>
</tr>
<tr>
<td>Power of the Paint!</td>
<td>Freshman 15: Avoiding Weight Gain in College</td>
<td>What do you need to know about College Admissions?</td>
</tr>
<tr>
<td>11:00 am - 11:50 am</td>
<td>Learn about stress eating, exercise, portion control, skimping meals, &amp; avoiding alcohol.</td>
<td>Find out how you need to focus on courses, academics, applications, building a college list and much more!</td>
</tr>
</tbody>
</table>
| Kevin Willoughby | Ms. Cielle Welford, Counselor, Palos Verdes High | Adam Gevoste, Counselor, Palos Verdes High School |}

<table>
<thead>
<tr>
<th><strong>VDA</strong></th>
<th><strong>SEA</strong></th>
<th><strong>SEA</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Tour</td>
<td>LMU Students</td>
<td>CSS Advisors</td>
</tr>
<tr>
<td>LMU Students</td>
<td>Meet @ Van der Ahe Big Welcome Ctr</td>
<td>Network with fellow CSS advisor, participate in a Q &amp; A session on being a CSS Advisor.</td>
</tr>
<tr>
<td>Meet @ Van der Ahe Big Welcome Ctr</td>
<td>For CSS student board members/leaders.</td>
<td>Allison Willoughby/Sandra Torrenze, CSS Vice Presidents</td>
</tr>
<tr>
<td>Meet @ Van der Ahe Big Welcome Ctr</td>
<td>Network and share ideas about your chapter!</td>
<td>South Central and Central Region</td>
</tr>
</tbody>
</table>

3/22/2017 PER = Pereza Hall of Engng  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

e. 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

1 a scale of 1 to 5, with 5 being excellent.

____ Check-In

____ Food

____ Entertainment/Raffle

Additional comments or suggestions: ____________________________________________

_________________________________________________________________________

_________________________________________________________________________

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

Sample

School Check-In Form

<table>
<thead>
<tr>
<th>High School CSF Check-In</th>
<th>Middle School CJSF Check-In</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Name</strong></td>
<td><strong>Paid # of Attendees</strong></td>
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</table>
APPENDIX H - SAMPLE CHECK-IN
FOR CSF-CJSF STATE BOARD OF DIRECTORS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
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<tr>
<td>President-Elect</td>
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<tr>
<td>Past President</td>
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<tr>
<td>Executive Director</td>
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<tr>
<td>CSF Registrar</td>
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<tr>
<td>CJSF Registrar</td>
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<tr>
<td>CSF VP North</td>
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<td>CSF VP South</td>
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<td>CSF VP South Central</td>
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<td>CSF VP Central Coast</td>
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<td>CSF VP Central</td>
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<td>CSF VP Central</td>
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<td>CJSF VP North</td>
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<td>CJSF VP South</td>
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<td>CJSF VP South Central</td>
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<td>CJSF VP Central Coast</td>
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<td>CJSF VP Central</td>
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<td>Secretary</td>
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<td>Treasurer</td>
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<tr>
<td>Seymour Committee Member North</td>
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<td>Seymour Committee Member Central</td>
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<td>Seymour Committee Member Central Coast</td>
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<td>Seymour Committee Member South Central</td>
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<tr>
<td>Seymour Committee Member South</td>
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</table>
APPENDIX I - SAMPLE
Seymour Finalists Check-in Form
(CSF- High School Students)

1. __________________________
2. __________________________
3. __________________________
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10. __________________________
### APPENDIX J - SAMPLE
Huhn Nominees Check-In Form  
(CJSF - Middle School Students)

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Rev. Oct. 19, 2017
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 avoids 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 teams with the same question being asked. Members of these teams may activate their signaling device at ANY time after the judge replies "wrong" to the first team's answer or lack of answer, and "wrong" to any signal to the 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, no 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, the 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 CSP Regional Vice President.

Revised January, 2007