Dear Student and Parent or Guardian,

The New Mexico conference is an excellent opportunity for your student to compete with their peers and participate in workshops to hone their craft. Students who are ranked the highest in the conference will have the opportunity to attend Nationals. **In order to attend the conference, the student MUST be both academically eligible and have completed Life of an Athlete and given the certificate to Ms. Hall.**

I have very high expectations of attendees. Participants are expected to attend every session of the conference and bring back what they have learned to improve the department as a whole. They are expected to follow the rules that I establish without complaint and behave in every manner as a representative of our school and our department. That said, there is a certain level of self-supervision that must take place. I will check in with them at least 3 times a day. The students must also sign a code of conduct and are required to adhere to it at all times.

The schedule for the conference is as follows:

THE DATES:  January 12, 13, and 14 2017

* + - * Thursday January 12, 3:00pm until 10:30 pm
			* Friday, January 13, 9:00am until approximately 4:40 for events and workshops with an optional evening social/dance from 8:00pm until 11:00pm
			* Saturday, January 14, 9:00am until 2:30pm

            WHERE: Santa Fe University of Art and Design

Further information is available at: http://ww.nmthespians.org/conference

On January 12-14th we will be attending the New Mexico State Thespian Conference in Santa Fe, New Mexico. Below are a few very important things to keep in mind.

 We will be taking a bus at 1:15 pm. We will all be meeting in the front of the La Cueva High School Concourse on January 12 at 1:15 pm. We will return to La Cueva around 4:00 PM on Saturday.

 You must have paid $250.00 to the Booster club before getting on the bus.

 You must have a parent or guardian signed permission slip, luggage check, and code of conduct to go to State. If you do not, YOU WILL NOT BE ALLOWED ON THE BUS.

 Meals will be provided at the conference. Please indicate below if you have any special dietary needs.

 As stated on the permission form: “Students are expected to abide by all the standards of the Albuquerque Public Schools Student Behavior Handbook and the conduct code of their original school.” If a student does not “abide” by the above stated expectations, he/she will call his/her parents from Santa Fe University of Art and Design and his/her parents will be expected to drive out and collect him/her as soon as possible.

 By simply going on this trip, students are agreeing to allow me to use whatever means necessary to ensure the safety of the other students. If I have any suspicions of inappropriate objects or substances, he/she must allow me to perform necessary searches.

  I use Remind messages to communicate with the group. Obviously if your student doesn’t have text messaging, I will call him or her, but if you are able to add text messaging to your plan for one billing cycle if you don’t already have it, it is useful.

 Dress warmly.

If your student plans to attend the NM Thespian conference this signed form and **$250** (this will cover bus, food and conference fees) is due on **Friday December 9th**. It must be delivered to the Booster club and documented before the deadline to get on the bus. The $250 is non-refundable. Students must also have paid their Thespian dues, and must have participated in at least one afterschool production.

Thank you for your interest.

Sincerely,

Wendy Hall

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Student Name Student Signature student phone number and email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student shirt size\_\_\_\_ food allergy/dietary preference\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent phone number and email

Complete this section ONLY of you intend to compete

I will be competing in: solo/duet/group acting solo/duet/group musical theatre costume design/construction set publicity lights sound short film stage managing

Title(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Author\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_I have checked to see if I can get royalties for this piece on <http://cothespians.com/>

\_\_\_ I am a card-carrying thespian

*CODE OF CONDUCT*

***In order to make the Conference a positive experience for all those involved, we require that you sign the Code of Conduct below and return it to your sponsor. Please take this code seriously as it will be enforced.***

* I realize that being able to attend the Conference is a privilege.
* I realize that I am representing my troupe, my school, and my community, and will behave accordingly.
* I will not bring or use drugs, alcohol, or tobacco. I understand that breaking this rule will result in my immediate removal from the Conference and a referral to my school administrator.
* I realize that proper attire (including shoes) must be worn at all times during the Conference. I will wear clothes suitable for participation in workshops and activities and dress appropriately at all times.
* I will not bring any food or drink to Conference areas, and will pick up any trash I see.
* I will attend Conference events and support all performers.
* I will be attentive and cooperative at all times. I will respect all Conference participants, hotel personnel, and school staff. I realize that rudeness will not be tolerated.
* I will not bring a radio, recorder, CD or other media player into any room, unless it is required for participation **and I will not text or use other forms of communication during an event.**
* I will not take flash photographs in the theatre at any time.
* If I arrive late for a performance, I will wait *quietly* in the lobby for an appropriate time to enter.
* I will stay in authorized areas of the school at all times and will not leave school grounds without permission from my sponsor.
* I will treat all workshop leaders as professionals, with courtesy and respect. I realize that leaders have the right to collect my badge, remove me from the room, and report me to the State Board for discipline if I am rude, uncooperative, or disrespectful.
* I will not destroy, damage, take, or rearrange any property that does not belong to me. I accept financial responsibility for any damage or loss caused by me. I will report accidental damaged to the proper official immediately.
* I realize that any student who does not follow this code will be sent home without a refund of fees and that any student who is sent home must be picked up by a parent or guardian.
* I realize that any student or troupe causing a disturbance on site or failing to participate in Conference activities will not be allowed to attend the Conference next year and will be reported to the proper administrator.

I agree to comply with all of the rules printed in the Code of Conduct above.

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Print Student’s Name Student’s Signature

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Parent’s Signature Parent’s Emergency Phone Number