



MAAP STARS

Spring Events Conference April 14-15, 2011

Where: **Ramada MOA**
2300 E. American Blvd
Bloomington, MN 55425
952-854-3411
fax 952-548-3601

Fax or mail hotel directly by 3:00 pm, March 24th, with rooming list and method of payment.
Room rate for the MAAP STARS conference is \$94.00+ 13.9%tax (\$107.06). All rooms are guaranteed and non refundable, non-cancelable after April 6th

Conference

Cost: Early Bird registration fee is \$35.00 for each student and each advisor.
Reservations must be in by March 24, 2011.

Registrations received after March 24 will be assessed a \$100.00 late fee per program.

Absolutely no conference registrations will be accepted after 3:00 pm, April 1, 2011!

Send registration to:

Todd Mensink

Crossroads Alternative High School

1313 Coon Rapids Blvd. Coon Rapids, MN 55443

Fax: 763-506-7403

Phone: 763-506-7462

Todd.mensink@anoka.k12.mn.us

Schools must pay for all conference participants (students and advisors) registered as of 3:00 April 1, 2011. This is also the last date and time for any changes.

MAAP STARS Spring Events Conference Hotel Reservation

April 14-15, 2011

Conference Rate is \$94.00/night (plus 13.9% tax for a total of \$107.06)

ONLY THIS FORM MAY BE USED TO RESERVE ROOMS

Only one submittal please. If you fax, do not mail - or vice versa.

Form must be faxed or mailed to reach hotel no later than March 24, 2011

Ramada Mall of America
 2300 East American Boulevard
 Bloomington, MN 55425-1228
 Phone 952-854-3411
 Fax 952-548-3601

SCHOOL NAME	ADVISOR(S)
ADDRESS	
CITY, STATE & ZIP	
PHONE	FAX
EMAIL	
ARRIVAL DATE & TIME	
DEPARTURE DATE & TIME	
METHOD OF PAYMENT: <input type="checkbox"/> Purchase Order to establish direct billing. <input type="checkbox"/> P.O. for check payment <input type="checkbox"/> Credit Card: # _____ Exp Date: _____ Name on card: _____ Check one: <input type="checkbox"/> Guarantee Only <input type="checkbox"/> Payment	

Note: Purchase orders for the purpose of establishing a direct bill, must be received by the hotel 2 weeks prior to arrival (by March 31st). Purchase orders may be used to request payment by check and checks will be accepted upon arrival. If you cannot provide a P.O. with your rooming list, a credit card must be provided in order to guarantee the reservations. A P.O. can then be sent to hotel by March 24th or a check can be provided at check-in. Purchase orders will **NOT** be accepted as payment at check-in. All rooms are non-refundable and non-cancelable after April 6th so each school will be responsible for payment of rooms not cancelled by that date.

DIRECTIONS FOR FILLING OUT HOTEL ROOM REQUEST FORM

1. Type or print *clearly & legibly* names of all persons occupying each room, last name first.
2. If any student or advisor will arrive before April 14 or depart after April 15, please note the different arr/dep date(s) by their name.
3. Use "M" for male and "F" for female. Use "S" for student and "A" for advisor.
4. Supplemental list for additional rooms must be on a copy of the Hotel Room Request Form.

NOTE: If your list contains a student(s) from another school, your payment must include them and you should settle those charges between yourself and the other school, prior to arrival. The hotel cannot split charges for different schools within or among rooms on your list. And, if any of your students are rooming with another school, do **not** refer to them on your list. This causes duplicates.

TOTAL number of rooms requested: _____ (Please itemize on attached rooming list form.)

PLEASE DOUBLE CHECK ALL ITEMS FOR ACCURACY.

SCHOOL NAME: _____

Phone _____

LAST NAME FIRST NAME M/F S/A

1. _____

2. _____

3. _____

4. _____

1. _____

2. _____

3. _____

4. _____

1. _____

2. _____

3. _____

4. _____

1. _____

2. _____

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1. _____

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3. _____

4. _____

LAST NAME FIRST NAME M/F S/A

1. _____

2. _____

3. _____

4. _____

1. _____

2. _____

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1. _____

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4. _____

1. _____

2. _____

3. _____

4. _____

Please copy this form if additional rooms are needed.

Sample Schedule for MAAP STARS 2011 Spring Events Conference

Thursday April 14th:

9:30 am -10:30 am	Advisor check-in and receive pre-scheduled team competitive event times
10:00 am - 11:15 am	Individual Event and Art Display registrations (please allow enough time for your students to sign up for their individual event competition times-closes at 11:15 sharp)
11:15 – 12:00pm	Opening Session
12:00 – 7:45pm	Demonstration and Competitive Events
1:00 to 7:45	Art (Display) Show
3:00	Hotel Check In (luggage self storage available)
5:00 – 7:00	Dinner
6:00 – 7:45	MAAP STARS Clothing for sale
7:45 – 9:00	Preliminary Awards (Ribbons for events)
9:00 – 11:30	Dance (DJ)
Midnight	Curfew

Friday April 15:

7:00 – 9:00	Breakfast
8:00 – 2:00	Demonstration and Competitive Events Continue
9:00 – 11:30	Morning Movie
9:00 – 1:00	STARS Officers/ Community Service Event
9:00 – Noon	Art (Display) Show
10:30 to 12:00	Future Career Fair by registration desk
11:00 – 1:00	Lunch
11:30 – 2:00	Afternoon Movie (Free popcorn)
12:00 noon	Hotel check out (please check out early if you can)
12:00 – 2:00	MAAP STARS Clothing for sale
1:00 – 2:00	Bingo , Free with lots of great prizes!
2:15 – 3:00	Grand Awards & Closing Ceremony

Information for MAAP STARS ADVISORS!

Upon arrival:

- **Advisors check in** with conference staff located in the upper lobby and receive pre-scheduled team competitive event times, pick up lanyards, name tags and programs for your school
- Have your students and advisors make their **nametags**
Full Student Name and Full School Name, please
These must be worn for meals, dance, and all events
- Give your students their programs and **team event times**
if you have multiple teams, let them know their team letter
- Have your students **sign up for their individual** Competition and Demonstration event times. Sign up for each event will be in the Miami room. Individual event registration closes at 11:15 sharp.
- Turn in all **Job manuals & Entrepreneurship manuals** at registration table in upper lobby.
- **Career portfolios** to be brought to the event at time of competition.
- Bring any **artwork** to the Navajo room on the 2nd floor by 1:00 pm
- Please report any **team event cancellations** to that event's chair in the Miami room. Individual event cancellations need not be reported.

Very Soon:

- Check your guest rooms for problems
- Inform your students that they may not smoke anywhere around the main hotel entrance or in any hotel common area. Remind them that the law forbids smoking at any school function!
- Complete the **“STARS Certificate order form”**
Neatly and clearly spelling each students full name for the Award Certificates and bring these to headquarters/**Blackfoot room 257 by 1:00.**
Note: we have 350 certificates to type by 9:45 tonight!
Get your list in right away.

9:45 p.m. Thursday: **Mandatory** Advisors Meeting (Don't tell students) **Pawnee/LifeSmarts room**

At least one advisor from each school (others are encouraged to chaperone the dance, pool area and guest room hallways). Some event semi-finalists and finalists will be announced and you will need to schedule them into these events at the end of the mtg.

<u>2011-2012</u>	<u>MAAP STARS</u>	<u>Calendar of state events:</u>
TBD		The Fall Leadership Conference at Camp Ripley
TBD		Legislative Day at the State Capitol
April 19-20, 2012		The Spring Events Conference at Ramada MOA

MAAP STARS AWARDS SESSIONS

Preliminaries Thursday 7:45 pm to 9:00 pm

All students should be present. As time permits, we will distribute award ribbons at the 90%, 80% and 70% performance levels for all events that have been completed by 8 pm.

These are self-adhesive labels that are to be placed on the student certificates that will be handed out at the 9:45 advisor meeting. Collect the ribbon from your students, noting who gets what ribbon and save them.

Most Semi-finalists and finalists will be announced at the advisor meeting. Ask event chairs when and where they plan to post them, as some may take place prior to that meeting.

Grand Awards Friday 2:15 to 3:00pm

All students should be present. ***Please, do not leave early!***

Talk to your students about, “Good Sportsmanship” and their behavior.

(The faster students get on stage the shorter the awards session)

Ribbons will be distributed for all events not covered at the preliminary award session on Thursday. Ribbons will be at the 90%, 80%, and 70% performance levels. Save these to put on their award certificates.

Plaques will be distributed for all competitive events: Ribbons for the Demonstration events. Students earning a plaque will also get a Medallion to wear. Our thought was that your school would keep and display the team plaques.

We will try to follow the “Awards presentation schedule”.

After the Grand Awards

Pick up your student manuals and projects and your schools envelope containing all of the student evaluation forms in the upper lobby.

Artwork to be picked up from the art display room by noon.

Please, have your students and advisors complete the **conference evaluation** forms and get those to us.

Feel free to **return nametags**, so that we may use them again. The lanyards are yours to keep as a reminder of your experience at MAAP STARS.

MAAP STARS: *“Achieving extraordinary life changing results for learners throughout Minnesota.”*