



Maine  
Academic  
Decathlon

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To: Academic Decathlon Coaches  
From: David Heckman, State Director  
Date: October 1, 2016  
Re: Registration for State Competition

It is that time of the year again to register teams for the Maine Academic Decathlon state competition Saturday, March 4, 2017 at Scarborough High School. Any of the registration material that you can email will help save trees and save postage. Electronic submission should make the process easier for you.

The registration packet includes school registration form, team/alternate/extra registration form, student replacement form, GPA spreadsheet, code of conduct, student release form, t-shirt order form, and special request form. These are all the forms you need to use for the state competition. You may not need to use all of the forms but they are available to you at a latter time if necessary. They can also be found on the Decathlon Web Site.

You have received an invoice for your school's business manager for the school registration fee is \$225.00 which is due by November 4, 2016. The rest of the registration packet is due by December 16, 2016. Extras beyond the nine included in the \$225 registration fee are \$25.00. T-shirts for all participants are \$9 each. Coaches and volunteers will receive a t-shirt at no cost. Please enclose your check for extras and their t-shirt orders with your team registration form. If you need a second invoice for extras, let me know. **A late fee of \$100.00** may be assessed for registration materials after January 18, 2017. Students who drop out after registration are still responsible for their registration and t-shirt fees.

All students need to submit a student registration and parent release form to be eligible to compete. Signed forms indicate that students and parents have read and agree with the code of conduct.

The team registration, including nine team and three essay alternates, should include the GPA of each student. This should be verified with their GPA spreadsheet and/or official transcript. **Extras (above the 12) DO NOT need GPA material.** The coach needs to work with the administration or guidance office to fill out computation of GPA spreadsheets. *Please refer to the Eligibility Guidelines for courses that apply to the GPA computation. If you are unsure please contact me.* If your school can email transcripts that is outstanding. The five state champions will need official transcripts to compete in Garden Grove or on-line. Please include a copy of your grading scale so I know what numerical grades represent an A, B, C, D, or F at your school. Remember that you only use the **last two years** plus any summer school included within that time. Sophomores need to include their middle school or junior high school grades as part of their packet. Freshmen will only use one year, that being grades from their 8<sup>th</sup> grade. This is the most crucial part of the registration packet. If you are uncertain or have any questions please call me. Home schooled student, without transcripts, are put in the Honors division. Large, medium and small school on-line winners will also need copies of transcripts.

If, after you have sent in your team registration form, you need to replace a student, you must notify the state director in writing as soon as possible. There are no replacements on the competition team after January 25<sup>th</sup> (day before the essay). The only exception is in the event that a team member is dropped. We really need to make sure that this is taken care of before the morning of the competition. Orders for certificates, food, programs, and t-shirts that are delayed put the vendors in a hard position.

The t-shirt order form is to help me get a true count for the number of t-shirts and their sizes. This should help to speed up registration because the t-shirts should be already separated by the time you arrive at the competition. The order form contains a preview of the shirt. The number of shirts that you request should match the number of people who are registered (coaches as well). Additional t-shirts can be ordered at the cost listed on the form.

The special request form is to be used if you or any of your students might have special needs as part of the competition. Special requests also will include such things as dietary requests and usage of elevators. Please make sure you take the time to review all of the forms.

The last item concerning the state competition is the need of volunteers. We need upwards of 40-50 volunteers for the state competition. As always, we need speech and interview judges, essay correctors, and proctors in the competition rooms. For the day of the competition each school is responsible for at least 3 volunteers (2 for speech/interview, 1 for proctoring the tests, coach for proctoring Super Quiz). If we can't find enough volunteers I will need to have the coaches proctoring the test rooms. Please send me names of people (with their email address) and for what area(s) they would volunteer. Some suggestions I have to recruit volunteers include service organizations like Lions, Rotary, Kiwanis, Toastmasters, parents and friends of the program, superintendents, principals, and school guidance counselors.