

[www.educatorsrisingva.org](http://www.educatorsrisingva.org)

STATE LEADERSHIP CONFERENCE (SLC) and COMPETITVE EVENTS

**Potomac Shores Middle School**

**Dumfries, VA**

**March 2, 2024**

MEMBERSHIP, REGISTRATION, AND CANCELLATION POLICIES

**MEMBERSHIP**

Each student attending the Educators Rising Virginia SLC as either a competitor or non-competitor must be an **ACTIVE-LEVEL,** *paid* member of Educators Rising by **February 1, 2024, at 5 p.m.** This is a requirement to compete at the SLC and/or Nationals in June. All competitors must pay the $10 active-level dues.

**REGISTRATION**

Please be sure that all the people you are registering for the Educators Rising SLC will attend. Refunds will NOT be issued once you have registered. Educators Rising Virginia incurs financial obligations in advance of the SLC, including but not limited to, conference space, custodial support for the event, competition supplies, awards, and food for attendees. Educators Rising Virginia does not receive any CTSO funds from state-level membership dues and is required to cover SLC expenses through SLC registration fees.

*Registration Fee*

* **All attending the Educators Rising Virginia SLC must pay a $25 registration fee.**
* Schools are provided **one** complimentary registration for the Teacher Leader of record.
* Schools are provided **three** complimentary registrations for students registered to compete.
* **All fees must be received by Prince William County Public Schools no later than Friday, February 23, 2024.**
* Students will not be scheduled to compete if funds have not been received by Prince William County Public Schools.

*Changes*

* Changes (substitutions and/or additions only) to your registration are permitted through 5 p.m. on February 15, 2024.
* Chapters are financially responsible for all persons registered on the final day of registration, regardless of whether they attend SLC or not.
* No invoice adjustments will be made after the final registration due date, February 15, 2024, at 5 p.m.

*Payment*

* Preferred payment is by credit/debit card. If paying in this way, you will receive a link to make payment on your invoice.
* If paying by check, payment must be received by Friday, February 23, 2024, to attend the Educators Rising Virginia SLC.
* In the event your chapter’s payment has not been received five (5) days prior to the deadline, you will be notified via email.
* If your Chapter’s invoice is not paid in full by the deadline, registrants will be ineligible to attend the Educators Rising Virginia SLC. This does not, however, exempt payment. Chapters are financially responsible for all persons registered, regardless of whether they attend the conference or not.
* If checks for conference fees are sent by individuals, rather than a school check, the Educators Rising Virginia chapter will be responsible for payment if the check does not clear the bank and must pay any additional bank fees charged to process the returned check.
* It is the Chapter’s responsibility to see that an invoice is paid on time even if a school division is paying for its registrants.
* If you anticipate a delay in payment, please contact Kelli Stenhouse at stenhokt@pwcs.edu.

**Checks should be made payable to:**

Prince William County Public Schools. Please use school name for the memo line.

**Checks should be mailed to:**

 PWCS Kelly Leadership Center

 Human Resources Department

 14715 Bristow Road

 Manassas, VA 20112

 ATTN: Cheri Bradford

**CANCELLATION OR POSTPONEMENT**

If the SLC is postponed or cancelled, no refunds will be issued. Chapters will receive a credit for a portion of the registration after all obligations are paid (no less than $10 and no greater than $20 per registrant). Please be sure that all of the people you are registering for the Educators Rising Virginia SLC will attend. Refunds will NOT be issued once you have registered.

EDUCATORS RISING® VIRGINIA

2024 STATE LEADERSHIP CONFERENCE & COMPETITIVE EVENTS

**Potomac Shores Middle School**

**17851 Woods View Dr.**

**Dumfries, VA 22026**

**March 2, 2024**

**7:00 a.m. to 4:00 p.m.**

**Schedule at a Glance**

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| **Time** | **Event** | **Location** |
| 7:00 a.m. – 7:30 a.m. | Event Set-up | School Building |
| 7:30 a.m. – 7:45 a.m. | Event Volunteer Meeting | Library Media Center |
| 8:00 a.m. – 8:45 a.m. | Evaluators, Exhibitors, Presenters RegistrationExhibitor Set-up | Library Media Center |
| 8:00 a.m. – 8:45 a.m. | Competitor Registration | Area Outside Student Dining |
| 8:55 a.m. – 9:05 a.m. | Advisor Meeting | FLEX 1048 |
| 8:30 a.m. – 12:15 p.m. | Hall of Colleges | Hallway |
| 9:10 a.m. – 12:10 p.m.  | Competitive Events | Classrooms |
| 9:10 a.m. – 10:10 a.m. | Hall of Colleges Scavenger Hunt | Hallway |
| 10:20 a.m. – 11:20 a.m. | Session I Workshops  | Classrooms |
| 11:25 a.m. – 12:15 p.m. | Student Lunch  | Student Dining |
| 11:45 a.m. – 12:45 p.m. | Lunch for Evaluators, Exhibitors, Presenters | Library Media Center |
| 12:20 p.m. – 1:05 p.m.  | Keynote Speaker | Auditorium |
| 1:10 p.m. – 2:10 p.m. | Session II Workshops | Classrooms |
| 2:15 p.m. – 2:30 p.m. | Group Picture | Gymnasium |
| 2:35 p.m. – 3:30 p.m. | Presentation of Awards Ceremony | Auditorium |



**2024 Educators Rising Virginia**

**State Leadership Conference Registration Form**

**Potomac Shores Middle School**

 **March 2, 2024**

 **Registration forms are due to** **educatorsrisingva@gmail.com** **by February 1, 2024.**

**All artifacts must be uploaded to** **educatorsrisingva@gmail.com** **by February 6, 2024.**

**Payments are due to Prince William County Public Schools by February 23, 2024.**

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| **Educators Rising Teacher Leader:** |  |
| **School Division:** |  |
| **School Name:** |  |
| **School Mailing Address:** |  |
| **School Phone Number:** |  |
| **Teacher Leader Cell Phone:** |  |
| **Teacher Leader E-mail Address:** |  |

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| **Registration Fees - $25 per attendee** |
| *The Teacher Leader of record for the chapter is provided with complimentary registration.* |
| **Number of adults attending (less one Teacher Leader) = \_\_\_\_\_\_\_\_ x $25 = $** Click or tap here to enter text. |
| **Number of students attending (less three participants) = \_\_\_\_\_\_\_ x $25 = $**Click or tap here to enter text. |
|  **Total Amount Due = $**Click or tap here to enter text. |

**Registration Checklist:**

[ ]  Fill in Teacher Leader contact information above and complete the chapter registration form on the next page.

[ ]  Email registration forms to educatorsrisingva@gmail.com

☐ After registration forms are received, you will receive an invoice and directions for

 submitting payment.

[ ]  Make payment to PWCS using the information provided on the invoice.

☐ Credit cards are preferred. Checks will be accepted.

**2024 Educators Rising Virginia State Leadership Conference Registration Form**

**School Name:** Click or tap here to enter text. **School Division:** Click or tap here to enter text. **Teacher Leader:** Click or tap here to enter text.

**\*Please group teams together.**

**\*If all attendees do not fit on one form, please duplicate this page. Page \_\_ of \_\_**

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