Jack and Jill of America, Inc.
67th Annual Eastern Region Teen Conference
March 30-April 2, 2017
Boston Marriott Copley Hotel | Boston, Massachusetts
Hosted by the Rockland Orange Chapter

TEEN CONFERENCE GUIDE

Unapologetically BLACK
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017 Eastern Region Teen Officers</td>
</tr>
<tr>
<td>Teen Conference Purpose and Objectives</td>
</tr>
<tr>
<td>Eligibility Requirements</td>
</tr>
<tr>
<td>2017 Teen Conference Program Highlights</td>
</tr>
<tr>
<td>Registration Fees and Deadlines</td>
</tr>
<tr>
<td>• Refund Policy</td>
</tr>
<tr>
<td>• Registration Process</td>
</tr>
<tr>
<td>• Lead Advisor Only</td>
</tr>
<tr>
<td>• Room Captain Process</td>
</tr>
<tr>
<td>Dates to Remember</td>
</tr>
<tr>
<td>Medical Information</td>
</tr>
<tr>
<td>Preparing for Teen Conference</td>
</tr>
<tr>
<td>• Chapters</td>
</tr>
<tr>
<td>• Lead Advisor/Chaperone</td>
</tr>
<tr>
<td>• Chaperones</td>
</tr>
<tr>
<td>• Parents</td>
</tr>
<tr>
<td>• Delegate</td>
</tr>
<tr>
<td>Forms</td>
</tr>
<tr>
<td>Conference Arrival and Departure</td>
</tr>
<tr>
<td>Graduating Seniors</td>
</tr>
<tr>
<td>Excused Absences/Late Arrivals</td>
</tr>
<tr>
<td>Offsite and Onsite Visitation</td>
</tr>
<tr>
<td>Dress Code</td>
</tr>
<tr>
<td>Teen Conference Committee Assignments</td>
</tr>
<tr>
<td>Module Completion</td>
</tr>
<tr>
<td>Guidelines for Infractions of Regional Code of Conduct</td>
</tr>
<tr>
<td>Senior Teen Journal</td>
</tr>
<tr>
<td>Souvenir Journal</td>
</tr>
<tr>
<td>Teen Awards</td>
</tr>
<tr>
<td>Chapter Competitions</td>
</tr>
<tr>
<td>Oratorical Competition</td>
</tr>
<tr>
<td>Talent Showcase</td>
</tr>
<tr>
<td>Teen Conference Community Service</td>
</tr>
<tr>
<td>Foundation Contributions</td>
</tr>
<tr>
<td>Courtesies</td>
</tr>
<tr>
<td>Chaperone Certification &amp; POPS</td>
</tr>
<tr>
<td>APPENDIX</td>
</tr>
<tr>
<td>• Code of Conduct</td>
</tr>
<tr>
<td>• Chaperone Responsibilities</td>
</tr>
<tr>
<td>• Chaperone Code of Conduct Form</td>
</tr>
<tr>
<td>• Teen Chapter Activity Report</td>
</tr>
<tr>
<td>• Programming Award Form</td>
</tr>
<tr>
<td>• Graduating Senior Teen Journal Form</td>
</tr>
<tr>
<td>• Souvenir Journal Form</td>
</tr>
<tr>
<td>• Academic Award Guidelines</td>
</tr>
<tr>
<td>• Distinguished Teen</td>
</tr>
<tr>
<td>• Teen Community Service Award Guidelines</td>
</tr>
<tr>
<td>• Excused Absence Letter</td>
</tr>
<tr>
<td>• Teen Conference Late Arrival/Early Departure Request Form</td>
</tr>
<tr>
<td>• Carol Robertson Award Guidelines &amp; Application</td>
</tr>
<tr>
<td>• Visual Arts Form</td>
</tr>
<tr>
<td>• Judging Criteria for Chapter Competitions</td>
</tr>
<tr>
<td>• Chapter Teen Community Service Project</td>
</tr>
<tr>
<td>• Module Completion Forms</td>
</tr>
</tbody>
</table>
2016-2017 EASTERN REGION TEEN OFFICERS

President
Maya Long, Arundel Bay Area, MD Chapter

Vice President
Jada Thorne, Nassau County, NY Chapter

Secretary
Lauren Smith, Stamford-Norwalk, CT Chapter

Treasurer
Caitlyn Hughes, New Haven, CT Chapter

Foundation Chair
Channing Russell, Essex Hudson, NJ Chapter

Parliamentarian
Jordan Ruffin, Bergen Passaic, NJ Chapter

Nominating Chair
Dahyo Coleman, South Jersey, NJ Chapter

Chaplain
Gabrielle Stevenson, Alexandria-Mt. Vernon, VA Chapter

Sergeant at Arms
Jared Bethea, Chester County, PA Chapter

Legislative Chair
Jaden Thornton, Baltimore County, MD Chapter

Protocol Chair
Ariel Talbert, Loudon County, VA Chapter

Primary Regional Team Contacts for Teen Conference

Eastern Regional Director Mondi Kumbula-Fraser, jjeasternrdmondi@gmail.com

Eastern Regional Treasurer Delia Ware-Tibbs, jjeasternrtdelia@gmail.com

Eastern Regional Secretary Margaret Gibson, jjeasternrsmargaret@gmail.com

Eastern Regional Member at Large, jjeasternmalakira@gmail.com

Eastern Regional Teen Advisor Anissa Wilson, anissa.erta@gmail.com

Eastern Regional Events & Logistics Chair Ronnette Finch, Email: ronnettefinch@gmail.com
Purpose

The purpose of the Teen Conference is to create a forum that enables Jack and Jill Teens to engage in leadership development activities, including educational, cultural, recreational and philanthropic programs created for and by the Teens of the Eastern Region.

Objectives

1. Provide an opportunity for Teens to interact, network and share ideas regarding issues affecting their development.
2. Introduce Teens to leadership and personal development skills.
3. Foster teamwork and communication among chapters in the Eastern Region.
4. Provide an opportunity for each chapter to work as a team and to present the talent and skills of their teens through awards and competition.
5. Recognize Teen achievement.
6. Provide an opportunity to participate in hands-on community service.

ELIGIBILITY REQUIREMENTS

A Teen is eligible to attend the 67th Annual Teen Leadership Conference under the following conditions:

1. The Teen is a member of his/her chapter’s teen group for the program year for which per capita was paid, and will be thirteen (13) years of age as of June 30th of the year of the conference.
2. The Teen has not reached his/her twentieth (20th) birthday by midnight, March 30, 2017.
3. The Teen Regional Per Capita tax was sent in for the teen as part of the local chapter’s financial report for 2016-2017.
City of Boston Tours
Hands-On Community Service Project
Talent Showcase
Distinguished Teen Breakfast
Apparel Parade
College Fair
Leadership Awards Luncheon
Teen Committee Meetings
Engaging Teen Workshops
Interactive Plenary Sessions
Teen Oratorical Competition
Teen Party
2017 - 2018 Teen Officer Elections
Seniors Only Recognition Dinner
Class of 2017 Graduating Senior Ball
Sunday Prayer Breakfast
REGISTRATION FEES & DEADLINES

1. All Teens, Chaperones and Mothers who plan to attend Teen Conference activities MUST be registered and wear appropriate conference badges and wristbands.

2. All Teen Chaperones and Mothers requiring 1 in 4 credit MUST be registered and wear appropriate conference badges and attend the entire conference to receive credit.

3. All Teens and Chaperones are required to stay in the conference hotel. There is not a separate price for members not staying at the conference hotel.

4. All graduating seniors participating in the Senior Ball must be registered and attend all waltz rehearsals.

5. Those listed as roommates by Room Captains must register by January 22, 2017.

6. Registration includes 1 ticket to the Senior Ball and one ticket to Sunday Breakfast.

7. A maximum of two (2) additional Senior Ball guest tickets will be available for each graduating senior during the early registration period January 17-18, 2017, for $175 each. ALL Ball tickets must be pre-ordered and pre-paid on the conference registration website. Tickets are available on a first come, first served basis until capacity is reached. If you require additional tickets, you may send a request to support@viprllc.com and you will be contacted as they become available. Additional Sunday breakfast tickets are $75.

8. All prepaid Ball tickets for non-registered attendees will be available at the will call table on Saturday evening.

9. Teens who won the Division I and II oratorical competition will receive a $250 credit towards registration. Credit will be issued at registration and is non-transferable. Oratorical participants must be registered and attend the conference to participate.

10. Only registered conference attendees will be permitted to utilize the conference transportation to off-site venues.

11. Onsite registration will not be available.

12. Registration is open until Friday, February 3, 2017, or until it sells out—whichever comes first.

REGISTRATION OPENS FOR GRADUATING SENIORS ONLY
JANUARY 17-18, 2017*

REGISTRATION FOR ROOM CAPTAINS & CHAPERONES ONLY
JANUARY 19-20, 2017**

REGISTRATION DATE FOR THOSE LISTED AS ROOMMATES BY ROOM CAPTAINS
JANUARY 22, 2107***

REGISTRATION OPENS FOR ALL ON
JANUARY 23, 2017****
<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Fee</th>
<th>Dates</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quad</td>
<td>$850</td>
<td>Early for Graduating Seniors</td>
<td>Credit Card Only*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 17-18, 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room Captains &amp; Chaperones Only</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 19-20, 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Registration</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 23, 2017</td>
<td></td>
</tr>
<tr>
<td>Triple</td>
<td>$900</td>
<td>Early for Graduating Seniors</td>
<td>Credit Card Only*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 17-18, 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room Captains &amp; Chaperones Only</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 19-20, 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Registration</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 23, 2017</td>
<td></td>
</tr>
<tr>
<td>Double</td>
<td>$950</td>
<td>Early for Graduating Seniors</td>
<td>Credit Card Only*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 17-18, 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room Captains &amp; Chaperones Only</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 19-20, 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Registration</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 23, 2017</td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td>$1,350</td>
<td>Chaperones/Adult Only</td>
<td>Credit Card Only*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 19-20, 2017</td>
<td></td>
</tr>
<tr>
<td>Sr. Teen Journal **</td>
<td>$85</td>
<td>January 17-February 3, 2017</td>
<td>Credit Card Only</td>
</tr>
<tr>
<td>Online Chaperone</td>
<td>$55</td>
<td>January 17-February 3, 2017</td>
<td>Credit Card Only</td>
</tr>
<tr>
<td>Certification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Journal Ad</td>
<td>$ Varies by ad size (See form)</td>
<td>January 17—February 3, 2017</td>
<td>Credit Card or Chapter Check</td>
</tr>
</tbody>
</table>
*Payment for all registration types is by credit card. Delegates, Alternates, and Chaperones that are covered by a chapter budget need to seek immediate reimbursement from the chapter treasurer by submitting a voucher and registration receipt.

** Payment for Senior Teen Journal is in addition to room type registration. You do not have to attend teen conference to place a bio in the Sr. Teen Journal.

Registration includes lodging, all meals (except Thursday night), Sr. Gala, and all activities. Parking at the Marriott Copley Place is $40 per offsite and $54 per day for valet parking. There may be local parking lots nearby that are less expensive.

REFUND POLICY

- Cancellation fee is $250.00 for each registration, no matter the circumstance.
- ALL Teen Conference Refund requests must be received by February 28, 2017. There will be no refunds after this date — no exceptions!
- Send all requests for cancellations to: support@viprllc.com. DO NOT use the chargeback feature in PayPal.
- No refunds will be processed until after April 2, 2017. All refunds will be mailed via check.

REGISTRATION PROCESS

1. The required chaperone to teen ratio is one chaperone per five teens. Let’s Begin:

2. Select roommate(s) and determine who will be the Room Captain. The Room Captain is the only person who will register January 19-20, 2017. You must enter the name of your roommate(s) and all roommates must register by January 22, 2017 or the registration will be cancelled. If you do not have a roommate and need one, enter “Roommate Needed” so we may pair you with someone else.

3. Region will send online registration link: www.etouches.com/ertc2017. (If you are a mother registering yourself, you must enter your member identification number).

4. Method of payment is credit card.

5. If type selected is Senior, a separate page will come up to pay for an ad in the Senior Teen Journal (not mandatory). The price is $85 for the Sr. Teen Journal bio and picture.

6. Chapter checks for Conference Journal Ads are due to RT Delia Ware-Tibbs no later than February 3, 2017. Chapter or Corporate Checks not received by February 3, 2017 will result in the ad not being placed.

7. Mother should inform Lead Teen Advisor when registration process is completed and provide copy of medical insurance card to Lead Teen Advisor in case of emergency.

8. Go to www.jjertc.org to complete online forms for Teen awards and to upload photos for ads that have been paid for. A sample of all forms can be found in the Appendix.

9. If you are a registered mother/chaperone, you must attend through the end of the conference to receive 1 in 4 credit. You do not need to log into MIS to document the event.
LEAD TEEN ADVISOR ONLY

Go to www.jjertc.org to enter arrival/departure time, recipient of Distinguished Teen Award, Module Completion Forms, Teen Activity Report, Chapter Photo of Graduating Seniors, Sr. Journal Form, and Chapter Teen Community Service Project. Obtain copy of front and back of medical insurance card for each teen registered and copy of Medical Liability Release form from Chapter Program Director.

ROOMMATE CAPTAIN PROCESS

- Quad, Triple, and Double Registrations will need to identify who is the Room Captain. Doubles, Triples and Quads each have two double beds.
- The captain will register and list the name(s) of roommate(s). You will receive a confirmation number that you need to share with those listed as your roommate.
- When the roommate(s) register, they need to enter that confirmation number. This process assures you that as long as one roommate registers during the appropriate designated window, a room is reserved for listed roommates confirm registration by January 22, 2017.
- Graduating Seniors rooming together can both register early and enter the names of who they are rooming with, even if there are non-graduating seniors sharing the room. In this case, a graduating senior is the room captain.
# TEEN CONFERENCE DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Event/Document</th>
<th>Date</th>
<th>Where to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Log from Mandatory Chapter Teen Meeting</td>
<td>February 23, 2017</td>
<td><a href="http://www.jjertc.org">www.jjertc.org</a></td>
</tr>
<tr>
<td>Room Captain &amp; Chaperone Registration (Quads, Triple, Doubles)</td>
<td>January 19-20, 2017</td>
<td><a href="http://www.etouches.com/ertc2017">www.etouches.com/ertc2017</a></td>
</tr>
<tr>
<td>Registration for those listed as roommates by Room Captains</td>
<td>January 22, 2017</td>
<td><a href="http://www.etouches.com/ertc2017">www.etouches.com/ertc2017</a></td>
</tr>
<tr>
<td>All Registration Types</td>
<td>January 23, 2017</td>
<td><a href="http://www.etouches.com/ertc2017">www.etouches.com/ertc2017</a></td>
</tr>
<tr>
<td>Talent Showcase Video</td>
<td>February 3, 2017</td>
<td><a href="http://www.jjertc.org">www.jjertc.org</a></td>
</tr>
<tr>
<td>Individual Awards. (Go to website to enter name. Mail transcripts and/or verification letters)</td>
<td>February 3, 2017</td>
<td><a href="http://www.jjertc.org">www.jjertc.org</a></td>
</tr>
<tr>
<td>Senior Teen Academic (Sealed Transcripts)</td>
<td>Postmarked by February 3, 2017</td>
<td>Mail to Regional Secretary</td>
</tr>
<tr>
<td>Teen Academic (Sealed Transcripts)</td>
<td>Postmarked by February 3, 2017</td>
<td>Mail to Regional Secretary</td>
</tr>
<tr>
<td>Distinguished Teen</td>
<td>Postmarked by February 3, 2017</td>
<td><a href="http://www.jjertc.org">www.jjertc.org</a></td>
</tr>
<tr>
<td>Teen Community Service (Verification Letters)</td>
<td>Postmarked by February 3, 2017</td>
<td>Mail to Regional Secretary or upload at <a href="http://www.jjertc.org">www.jjertc.org</a></td>
</tr>
<tr>
<td>Graduating Senior Teen Journal form and photo</td>
<td>February 3, 2017</td>
<td><a href="http://www.jjertc.org">www.jjertc.org</a></td>
</tr>
<tr>
<td>Conference Souvenir Journal Ad(s)</td>
<td>February 3, 2017</td>
<td><a href="http://www.jjertc.org">www.jjertc.org</a></td>
</tr>
<tr>
<td>Carole Robertson Award</td>
<td>Postmarked by February 3, 2017</td>
<td>Mail to Regional Secretary</td>
</tr>
<tr>
<td>Chapter photo of Graduating Seniors (from Lead Teen Advisor)</td>
<td>February 3, 2017</td>
<td><a href="http://www.jjertc.org">www.jjertc.org</a></td>
</tr>
<tr>
<td>Chaperone Certification Online</td>
<td>February 28, 2017</td>
<td>Link will be sent to those who paid by Feb. 3</td>
</tr>
<tr>
<td>Teen Programming Award (from Lead Teen Advisor)</td>
<td>February 23, 2017</td>
<td><a href="http://www.jjertc.org">www.jjertc.org</a></td>
</tr>
<tr>
<td>Chapter Community Service Project (from Lead Teen Advisor)</td>
<td>February 23, 2017</td>
<td><a href="http://www.jjertc.org">www.jjertc.org</a></td>
</tr>
<tr>
<td>Talent Show Participants Notified</td>
<td>February 23, 2017</td>
<td></td>
</tr>
<tr>
<td>Module Completion Forms (from Lead Teen Advisor)</td>
<td>February 23, 2017</td>
<td><a href="http://www.jjertc.org">www.jjertc.org</a></td>
</tr>
<tr>
<td>Obtain copy of Medical Insurance Card for all registrants (teen and adult) AND Medical Liability Release Form</td>
<td>February 23, 2017</td>
<td>Lead Teen Advisor</td>
</tr>
<tr>
<td>Chapter Community Service Donation ($5 per teen in chapter over the age of 13 by June 30, 2017)</td>
<td>March 30, 2017</td>
<td>Regional Desk at Teen Conference</td>
</tr>
</tbody>
</table>

Please use the information/forms provided on the Teen Conference website.
During the registration process, a yes or no response will be required for the following medical conditions: Asthma, Diabetes, Heart Disease, Hay Fever, Eating Disorder, Seizures, Drug Allergies, Food Allergies, Physical Limitations, Other. All medications with current dosage will need to be documented as well as the name of the insurance carrier, policy holder, and policy number. Lead Teen Advisor needs to obtain the completed and signed Medical Information and Release form that was due to the Chapter Program Director at the beginning of the program year. This form along with the front and back of the Insurance Card should be brought to the conference and secured by the Lead Teen Advisor. In the event of an emergency, the form gives consent for a chaperone or other adult representative of Jack and Jill of America, Inc. to obtain medical care as is reasonably necessary for the welfare of the teen.

## MEDICAL INFORMATION

## PREPARING FOR TEEN CONFERENCE

### Chapters
- Appoint a Lead Advisor
- Distribute Teen Conference information and participation forms in a timely manner.
- Encourage full participation of eligible Teens.
- Adhere to all IMPORTANT deadlines.
- Encourage and prepare Teens for participation on Committees, individual and team activities (i.e., talent show; chapter banner, etc.).
- Create Chapter Banner (Required)
- Create Chapter Apparel and Display (Optional)
- Ensure Teens are PROTOCOL PERFECT!
- Ensure each room has assigned a Room Captain
- Encourage eligible Teens to seek a Regional office.
- Submit a Chapter Ad Supporting Your Teens
- Require that all Chaperones, parents, and teens attend a mandatory chapter meeting led by the chapter teen advisor at least two weeks prior to start of Teen Conference to discuss rules and code of conduct requirements.

### Lead Advisor/Chaperone

The Lead Teen Advisor is the hub of the Teen Conference Wheel. Responsibilities and tasks of the Lead Advisor are to:
- Hold a mandatory meeting for all teen mothers prior to registration opening to review requirements and deadlines and distribute all materials in a timely manner. Begin the roommate matching process. Upload attendance log of meeting to www.jjertc.org by February 23rd.
- Be certified as a Chaperone.
- Participate in all of the Regional Teen Conference webinars.
- Work with Chapter Treasurer to ensure mothers are reimbursed submission of registration fees and other fees as requested via the chapter. Chapter checks to the region will only be accepted for the Conference Journal Ad.
- Submit all required information on the registration sites while adhering to all conference deadlines.
On the registration site, be prepared to list the five (5) teens under the care of each registered chaperone.
Assign responsibility for specific Teens to each Chaperone (5 Teens maximum per one Chaperone per Jack and Jill of America, Inc. bylaws.)
At all activities, have access to registration forms with medical consent and information.
Assign night duty in the hallway.

Chaperones
During the four days our teens are participating in Teen Conference, they will require your support, patience and guidance. Remember, for some this is their first time away from home in this type of setting. It is equally important to provide the sense of security for our teens, as it is to enforce rules and regulations. Responsibilities and tasks of a Teen Chaperone are to:

Be certified as a Chaperone.
Participate in all Regional Teen Conference Webinars.
Participate in MANDATORY Teen Chaperone Orientation meeting on March 30th and attend daily Chaperone Meetings.
Serve as an example for teens in the manner of your conduct and behavior – at all times.
Be active as a chaperone by attending events.
Chaperones must NOT be under the influence of alcohol/drugs while on duty
Review and adhere to signed Chaperone Responsibilities form.
Confirm your number of teens before and after attending on and off site activities.
Supervision must be provided at all times. No teen shall be allowed to leave any session, event, meal, or activity without being accompanied by a sponsor/chaperone.
Chaperones must enforce the curfew by remaining visible in hallways and conducting complete room checks; particularly after 1:00 a.m.
Hold a brief meeting with your five (5) teens at the end of each day, for the purpose of answering questions, reviewing the next day’s schedule or addressing any problems or concerns.
Chaperones are responsible for providing instruction and direction to teens they observe regardless of chapter designation.
Develop a cohesive unit within the five (5) teens in your charge. It will make your job easier.
Review all teen rules to be enforced by Chaperones:
A. No drugs, alcohol or smoking
B. All participants will remain on hotel premises
C. No cars are to be driven by teens
D. Attend all planned activities and meals.
E. Teens are NOT allowed to stay in their rooms during scheduled activities (social activities, workshops, etc.)
F. Attend all sessions and workshops
G. Should be in hotel rooms during free time ONLY
H. Male/Female visitations permitted only with DOOR OPEN and not after curfew
I. Telephone privileges ROOM TO ROOM ONLY
J. Ensure items are not removed from hotel room and snack bar
K. All teens return to ASSIGNED ROOMS at curfew
L. All Rules as detailed in Code of Conduct
Chaperone should bring a first aid kit, feminine products, cell phone numbers for teens and their parents, snacks, plenty of bottled water, copy of signed “Code of Conduct” for each teen and copy of the medical release form for each teen.

Teens are not allowed to order room service nor incur any additional hotel costs without the pre-approval of the Lead Teen Chaperone and appropriate proof of responsibility. Any use of the snack bar or room service will be billed back to the chapter.

Don’t hesitate to contact the Regional Director if you have any concerns or issues.

Chaperones should understand that all of these duties will be required while operating with early risings and late night hours.

Parents

- Assist your teen with roommate selection and communicate to Lead Teen Advisor.
- Attend all Chapter Teen Advisor meetings and participate in webinars related to Teen Conference.
- Inform Lead Advisor when registration is complete.
- During the registration process, please list any food allergies or dietary needs for your teen.
- Make sure your teen has appropriate attire and check luggage before their departure. They will not be allowed into events if not dressed appropriately.
- Discuss the code of conduct to include dance code of conduct.

Role of a Teen Conference Chapter Delegate

The Teen Conference Delegate should be someone who can represent the chapter and vote on its behalf on a variety of subjects. The chapter president and vice president usually serve as delegate and alternate because of their intimate knowledge of the workings of that chapter and the national organization.

- The job of a Teen Conference Delegate is to provide a link between the chapter members and the Teen Conference by representing your Teens and by reporting back on events, actions and decisions that occur during Teen Conference.
- Teen Conference Delegates MUST ATTEND ALL PLENARY SESSIONS in a timely manner and be acquainted with items of business that will be presented to the body.
- Delegates must exercise their responsibility to vote the desires of their individual chapters.
- Delegates advise their chapters and members of issues pending before the national organization, seek their opinions, and report back to them when actions are taken.
- Finally, all Delegates should provide an oral and written report back to the members as a whole after Teen Conference at the first business meeting following the convention.
- Alternate delegates have the same responsibilities as the Delegate when serving in that capacity.
For Teen Conference, the Region utilizes a website, www.jiertc.org, for the submission of required forms. The links will allow you to autofill forms and upload supporting documentation. We will be able to share the files with all of the people who need to see them with the click of a mouse. A sample of the information needed for each form is included in the Appendix and will be on the main registration site.

Each mother or teen advisor can enter information online for the following forms:

**Lead Teen Advisor:**
- Module Completion Forms
- Attendance Log from mandatory Teen Conference preparation meeting
- Chapter Ad for the Conference Journal (payment on registration site or chapter check)
- Enter name(s) for Academic Awards and Teen Community Service Award Consideration
- Distinguished Teen for the chapter
- Names of Delegate and Alternate
- Chapter Activity
- Programming Activity Award
- Upload Graduating Senior Bio forms and photos
- Upload Chapter Graduating Senior Teen Photo
- Chapter Community Service Project
- Chapter arrival and departure times and mode of transportation

**Mothers:**
- Mail transcripts for Academic Award Consideration
- Mail letters of verification for Teen Community Service Award
- Complete Graduating Senior Bio Form with photo and give to Lead Advisor
- Talent Showcase Video if teen wants to be in Talent Showcase
- Conference Journal Form and ad (payment on registration site)
- Read and review Teen Code of Conduct (during registration, will need to verify mother and teen have read and understand)
- If a chaperone, read and review Chaperone Code of Conduct (during registration, will need to verify that you read and understand requirements)

At the point of registration, the registrant will need to certify that they have reviewed the Teen Code of Conduct with their teen and all parties understand the rules and expectations of the conference. Chaperones will need to certify that they have reviewed and understand the Chaperone Code of Conduct. The forms can be found in the Appendix.

Each registrant must send a copy of the front and back of a medical insurance card to the lead teen advisor.
CONFERENCE ARRIVAL AND DEPARTURE

The Lead Teen Advisor, with the support of all Teen Chaperones is responsible for the following:

**Before Arrival**
- Enter arrival times and lead advisor cell phone number on www.jjertc.org. This information is needed to help with the registration process on site.

**Upon Arrival**
- Buses/cars unload at Bus Hotel entrance
- There will be signs for each chapter regarding where to store your luggage.
- Sign in with Registration. Lead Advisor will be called when keys are ready. **An early arrival time does not guarantee that your chapter will receive rooms first. Rooms are ready based on release by hotel and keeping the chapter together. The goal is to have everyone in their room no later than 6pm.**
- Stop by Regional Desk to submit Community Service payment and pick up certificates
- The teen lounge will be open from 1:00 pm-6:00 pm and there will be city tours and community service shifts.
- Lead Teen Advisor will receive a text message when it’s time to pick up materials from J&J Registration Desk (One Teen & One Advisor), so you can pick up your conference packet and room keys.
- Distribute keys and room assignment (**TA’s should keep one (1) key to each room**)
- Check rooms each night at curfew to assure that all of the teens under her care are in their rooms.

**Upon Departure**
- Check rooms for personal items.
- Collect keys and return to hotel registration desk.

GRADUATING SENIORS

Graduating seniors must participate in all scheduled rehearsals starting Friday. If a senior misses any rehearsals, they will not be permitted to participate in the dance portion of the Senior Presentation at the Saturday Ball. Please ensure that your teen can fully participate before registering.

EXCUSED ABSENCES/LATE ARRIVALS

If your teen will be missing school and needs a letter for an Excused Absence, there is a letter in the Appendix that may be used.

If a teen will be arriving after the First Plenary session, permission needs to be granted from the Regional Director. The request must be completed and uploaded to the Teen Conference website at: www.jjertc.org under “Late Arrivals/Early Departures” by **Tuesday, February 28, 2017**. The Regional Director is the ONLY person who can grant such permission—and it must be in writing.
OFFSITE AND ONSITE VISITATION

- All Teens and Chaperones are required to stay at the host hotel during the conference.
- Conference participants are not allowed to leave the site of the conference or any off-site conference activities without the prior approval of the Regional Director.
- Persons, who are not members of Jack and Jill of America, Inc., cannot visit any teen room, nor are they allowed to attend any conference activity – except via the pre-purchase of Senior Ball tickets.
- Teens are prohibited from driving during the conference. Automobiles for teens will not be allowed at the hotel or used during the conference.
Parents need to ensure that their teen has appropriate clothing for each event. **A teen will not be allowed into events if he/she is not dressed properly for the occasion.**

Chaperones/mothers attending the opening ceremony must be in Dress White and pants are NOT permitted.

**A. Opening Ceremony/First Plenary (Thursday) Ceremonial***

**FEMALES**
- White Dresses or skirt suits.
- **NO PANTS**
- No spaghetti straps, but sleeveless dresses for teen girls are allowed (no halter top style dresses). Dresses should be knee length or longer—dress should be no higher than level of fingertips when arms are held at side.
- White shoes must be worn but may be open toe OR open heel (but not both). ENTIRE shoe must be white, including the heel (heel must be white)
- Sandals are not allowed
- Stockings must be worn (flesh toned or white only)
- Mothers attending the opening plenary are required to be dressed in all white. Mothers must abide by white attire protocol.

**MALES**
- Dark pants, white collared shirts and ties

*Attire for our official Opening and Closing ceremonies is dictated in our Mothers Membership Manual*

**B. Plenary Session & Offsite Activities (Friday) Casual Attire**
- No hats, no halter tops or tube tops
- No shorts, no baggy or droopy pants (trousers should be belted at waistline),
- No cut-off pants, no ripped jeans,
- No exposed midriffs, no muscle shirts, no see through clothing, skimpy/short skirts, or skin-tight clothing will be allowed.
- Undergarments must not be visible.
- Jeans and chapter apparel are allowed
- Friday night Dinner and Party—jeans only. No khakis, skirts, shorts, or skorts. No midriff shirts, halter, or tank tops

**Plenary Session & Workshops (Saturday) Business Attire**
No jeans, no sneakers, no shorts, no skin tight, skimpy clothing

**Ball (Saturday PM)**

**FEMALES —** Formal (long or below the knee dresses)
- No Mini dresses
- Dresses should not be body contouring or too tight
- No hi-low dresses (unless the “high” is at or below the knee)

**MALES —** Coat and Tie, dress pants, dress shoes
- No boots, no sneakers or tennis shoes, no jeans, no hats.
GRADUATING SENIORS
Females – Formal white gowns
Males – Suit or formal jacket, shirt and tie

Graduating Senior Girls will be allowed to change from their white gown to another formal/semi-formal dress (Regional Dress Code Appropriate). Teens will not be allowed to go back to their rooms to change. A changing room will be available for Graduating Senior Girls to use prior to attending the Gala Party. If changing, Chaperones must bring the attire to the changing room PRIOR to the Gala Dinner. The additional Dress MUST be in a garment bag with the teen’s Full Name and Chapter clearly listed on the outside of the bag. All other Teens MUST remain in their semi-formal/formal attire the entire evening.

E. Breakfast (Sunday)
Dressy or Business attire
Ladies are required to wear white. Gentlemen must wear white dress shirt.

Appropriate Attire for Opening/Closing Session:

Inappropriate Attire for Opening/Closing Session:

If wearing spaghetti straps, a white jacket or sweater must be worn.
Appropriate Attire for Senior Ball
Dresses must be floor length or below the knee—no mini dresses.

Inappropriate Attire for Senior Ball
Dresses should not show excessive cleavage or be body contouring.
Each delegate and alternate will be assigned to a committee. The general duties for all the Teen Conference Committees are listed below. This information is provided to help your delegate and alternate have some understanding of what will be expected of them at the committee meetings during the Teen Conference. The Teen Chair of each committee will present their committee’s report to the body at the plenary session designated on the conference agenda. Each committee has an adult advisor to assist the committee chair.

Committee assignment will be communicated prior to arrival at Teen Conference. Committee members will be requested to attend 1-2 teleconference planning meetings prior to the conference, and an onsite committee meeting on Thursday, March 30. Committee meeting locations will be highlighted in the Final Agenda.

There will be a mandatory meeting of the Rules and Regulations, Nominating, Judges, Teller and Credentials committees before the first plenary session. Teens must be escorted TO and FROM committee meetings.

ALL COMMITTEES MEET BEFORE THE FIRST PLENARY SESSION.

FINANCE COMMITTEE. Works with Regional Teen Treasurer of the region to prepare a budget for the Regional fiscal operation and submits a recommended budget to the Conference delegates for approval.

CHAPTER ACTIVITIES. Each chapter prepares a Chapter Activities Report and sends the report in with their chapter's documents. The committee compiles and presents a brief overview or pertinent chapter activities and selects the top three chapters to be recognized at the Conference for exceeding the goals of Jack & Jill.

COURTESY COMMITTEE. Prepares and presents to the assembly any resolutions, expressions of appreciation of the Conference to those who rendered service. (National Officers, Regional Officers, Host Chapter members and others).

FOUNDATION COMMITTEE. This committee is chaired by the Regional Teen Foundation Chair and is responsible for establishing the 2017-2018 Regional Teen Foundation Goals including contributions and grants (e.g. a minimum of 2% increase in chapter contribution). This committee is also responsible for identifying innovative ways to educate Teens on the mission of our Foundation throughout the program year.

JUDGES. Responsible for utilizing scoring criteria to evaluate chapter banners, displays, visual arts, scrapbooks, and chapter apparel competitions.

EDITORIAL COMMITTEE. The Committee is appointed and led by the Regional Teen Vice President and prepares a report on the day-to-day highlights of the conference for distribution to the body.

JUDICIAL BOARD (committee members were elected during each Cluster Workday). This committee is responsible for establishing a judiciary process for handling infractions during the Teen Conference. This committee is also responsible for developing appropriate penalties for categories of infractions. Infractions include, but not limited to: curfew violations, sleeping during a plenary session, text messaging during a plenary session, cursing, fighting, inappropriate behavior, etc. It will be comprised of a subcommittee of the Teen Advisory Board.
EVALUATIONS/RECOMMENDATIONS. This committee is responsible for developing, receiving and compiling conference evaluations. His committee will decide what is to be learned, determine best method to collect information, and prepare survey for distribution at conference, or post-conference as determined by the committee. This committee will collect surveys at the end of each activity and/or day and prepare two reports: (1) present preliminary findings at final plenary session and (2) prepare final report for inclusion in conference minutes. In addition, this committee will give suggestions for next year's conference based on constructive analysis.

NOMINATING COMMITTEE. The Regional Teen Nominating Committee is appointed and has primary responsibility for the operations of this committee. The committee will assist in specific phases of the election process, as determined, including the planning and establishing the guidelines for the 2017 Regional Teen Candidates Debate Forum. The guidelines must cover candidates and member participation.

RULES AND REGULATIONS. This committee is responsible for developing the Rules and Regulations that will govern the business of the teens during the 2017 Teen Conference. The chair of the committee will be required to provide a written and oral report during the conference. A copy of the 2017 Rules and Regulations will be provided to committee members for review and evaluation.

TELLERS. The primary responsibility is to assist with the electronic voting process and to be prepared to assist with the counting of votes.

SERVICE PROJECT COMMITTEE. This committee is responsible for the successful execution of the 2017 Teen Conference Service Project. In addition, the committee will be asked to provide a recommendation of three service project initiatives for the 2018 Teen Conference.

THEME COMMITTEE. This committee is responsible for developing the criteria for a theme for the 2018 Teen Conference and for presenting up to three (3) ideas for consideration as the 2018 Teen Conference theme.

STATISTICS. Prepares and certifies to the Conference the number of delegates, alternates, members and guests that have registered. Compiles a list of chapter delegates and alternates and gives copy to the Teen President before each plenary session ends to confirm voting strength and attendance. They may gather this information from the Regional Secretary.

CONFERENCE PAGES. Conference Pages will work with the Sergeant-at-Arms to maintain order at all plenary sessions and help collect fines levied for infractions. Additional duties consist of assistance to the dais and delegates during plenary sessions to include, delivery of messages and to be of general assistance to ensure a smooth execution of conference business sessions. (i.e., door monitors, podium runners, recording assistants, delivery of daily Teen Observer, ticket collection, miscellaneous request.) Pages will be selected at the discretion of the Regional Director.

CAROLE ROBERTSON AWARD. Recognizes a graduating senior for their service to Jack and Jill of America during their tenure in the organization. Chapter selection should be based on a demonstrated commitment to service to Jack and Jill of America, Inc. and the community.
MODULE COMPLETIONS

Each chapter is required to complete a minimum of 6 modules prior to Teen Conference (3 Leadership and 3 Financial). Module completion forms are due no later than February 23, 2017 to the Regional Teen Advisor via the Teen Conference website (www.jjertc.org). If the modules have not been completed by Teen Conference, chapters are still allowed to register.

GUIDELINES FOR INFRACTIONS OF REGIONAL CODE OF CONDUCT

The Teen Judicial Board will be comprised of the teens elected at each Cluster. The Board is presided over by the Regional Teen Parliamentarian. Proceedings will be witnessed by the Regional Director and Regional Teen Advisor, and if necessary, the Regional Secretary, Regional Treasurer and Regional Foundation Member-At-Large.

ALL OFFENSES MUST BE REPORTED TO THE REGIONAL DIRECTOR.

Infractions of the Regional Code of Conduct and Local Laws will be considered as follows:

Minor Offense
Minor offenses include but are not limited to the following: texting, sleeping in Plenary Sessions, inappropriate dancing, “accidental” profanity (i.e. a slip of the tongue). Offenses should be reported to the Regional Director. The Board Chairperson will give basic recommendations to the Teen’s Lead Advisor.

Recommended Penalties:
☐ A letter of apology by the offender to the Region (this letter should be submitted to the Regional Director, signed by the Teen and the Lead Teen Advisor)
☐ After the second minor offense, the Teen will appear before the Judicial Board and may be subjected to non-attendance at the next conference or must be accompanied by his/her mother to the next conference.

Major Offense
Major offenses include, but are not limited to: fighting, hitting, spitting, property damage, profanity directed at a peer, chaperone, or adult, leaving the premises without a chaperone, being in a closed room with member of the opposite sex, harm or damage to an individual or property, creating a major disruption in the productivity of the conference, actions seeking to humiliate, disrespect, or offend any individual, use of drugs or alcohol. Offenses should be reported to the Regional Director and the Teen Judicial Board will meet to give basic recommendations.

Recommended penalties:
☐ Letter of apology by the offender to the Region. This letter should be submitted to the Regional Director, signed by the Teen and Teen Advisor
☐ Reprimand by the Regional Director (a letter will be sent to the chapter of the Teen(s) involved.
☐ Not allowed to participate in teen conference scheduled events
☐ Notification to the offender's parents.
☐ Dismissal from the Conference at parents' expense. Region will incur expense to send Teen home but parent’s will be responsible for immediate reimbursement.
☐ Not allowed to attend a future Teen Conference or must be chaperoned by the Mother. Major offenses will be recorded in the conference minutes.

The cost of sending a teen home becomes an automatic financial assessment to the Mother. Unpaid, assessments terminate the Mother's membership.
The 67th Annual Teen Leadership Conference is a celebration of the achievements of our Teens. The Senior Teen Journal is a chance to highlight their accomplishments and goals, especially graduating Seniors. This publication will be distributed at the Senior Ball. The cost is $85 via Credit Card ONLY payable on the registration site.

The Lead Teen Advisor should ensure that the form has been completed online and a picture uploaded to the Teen Conference website no later than February 3, 2017. The form and the photo should be entered at the same time.

Please note that the Senior Teen Journal is separate from the Up the Hill publication and does not use the same format.

Teens do not have to attend Teen Conference to submit a picture and bio.

SEE FORM in APPENDIX. Form will also be on registration site

**Senior Photo**
- Please submit digital photos ONLY – no paper print copies will be accepted.
- Submit a 3 x 5 clear (color or black & white) headshot photograph only as a .jpg file, preferably the senior picture.
- For optimal print result, digital photo must be at least 300 dpi.

**Senior Profile**
All Profiles must be completed online. Do not submit as a .pdf file.
- Name of graduating senior and his/her parents/guardian
- Name of Jack and Jill of America, Inc. Chapter
- Name of high school and extracurricular activities & community service involvement
- Length of time in Jack &Jill
- Jack and Jill Teen Offices Held
- College or Career Choice
- College Major
- Hobbies/Interests
- Awards/Scholarships/Honors
- Personal Motto
- Email and phone number (optional)
- Twitter, Instagram, Facebook

Enter profile online via Senior Journal link at www.jiertc.org by February 3, 2017.
This is a great opportunity for chapters and individuals. The form can be completed online on Teen Conference website or mailed. Ads can be from parents congratulating their teens, chapters congratulating teens, business advertisements, and/or chapter ads for upcoming events. All journal ads and payment must be received no later than February 3, 2017. Payment by credit card is accepted on the registration site. A chapter or corporate check will be accepted. Each chapter should submit an ad and solicit for ads for the souvenir journal.

**TEEN AWARDS**

Deadline
The Lead Teen Advisor should complete the online form and submit supporting documentation by February 3, 2017. **No entry will be accepted after that date (Visual Arts can be submitted onsite).**

For all academic awards, please start the process early to allow time for the school to complete transcripts. Only teens with GPA that meet the criteria will be considered for the academic award.

Teens attending the Eastern Regional Teen Conference have the opportunity to participate in several activities and awards programs. Only ONE teen per chapter will be accepted for each award (except Visual). If more than one from a chapter is submitted, the teen with the highest rank will be selected. The categories are as follows:

- **SENIOR TEEN ACADEMIC AWARD.** Recognizes a Jack and Jill Graduating Senior who has a cumulative unweighted grade point average of **3.50 or higher** for the last two consecutive high school years. The teen must be registered for Teen Conference to receive the award.

- **11th GRADE TEEN ACADEMIC AWARD.** Jack and Jill teen registered for teen conference and is **NOT** a graduating senior in Grade 11 for the 2016-2017 school year, with a cumulative unweighted grade point average of **3.50 or higher** for the last two consecutive semesters, trimesters or quarters.

- **10th GRADE TEEN ACADEMIC AWARD.** Jack and Jill teen registered for teen conference and is **NOT** a graduating senior in Grade 10 for the 2016-2017 school year, with a cumulative unweighted grade point average of **3.50 or higher** for the last two consecutive semesters, trimesters or quarters.

- **9th GRADE TEEN ACADEMIC AWARD.** Jack and Jill teen registered for teen conference and is **NOT** a graduating senior in Grade 9 for the 2016-2017 school year, with a cumulative unweighted grade point average of **3.50 or higher** for the last two consecutive semesters, trimesters or quarters.

- **DISTINGUISHED TEEN AWARD.** Recognizes the teen who is Courteous, Conscientious, Consistent, Cordial, Confident, Cooperative, Constructive, and a Contributor. This teen is an asset to your chapter. Attends J&J activities regularly, and promotes unity among fellow J&J members. After your chapter’s teens have voted upon their choice of Distinguished Chapter Teen of the Year, the Lead Advisor will enter the nominee on the registration site. **Teen does not have to be registered for Teen Conference to be eligible for this award.**

- **TEEN COMMUNITY SERVICE AWARD.** Jack and Jill teen registered for teen conference who has participated in community service activities with the Chapter, outside of the Chapter, and in school.
• **CAROL ROBERTSON AWARD.** Recognizes a graduating senior for their service to Jack and Jill of America during their tenure in the organization. Chapter selection should be based on a demonstrated commitment to service to Jack and Jill of America, Inc. and the community.

• **VISUAL ARTS.** This is an opportunity to showcase the artistic talents of the teens. A teen can only submit one piece. Each participant will be recognized, and copies of art may be used throughout the upcoming program year, in regional communications as well as posted on the Eastern Regional website.

Submissions can be in the form of photography: two dimensional (18” x 24”) Painting—Watercolor, acrylic oil, or tempera, Graphic Art/Silk Screening; Linoleum Print/Pen & Ink, Charcoal/Collage, Pencil/Pastel, Computer; Three Dimensional (18” x 18” x 24”) Sculpture/Clay, Wood/Metal, Plaster/Pastel, Crafts.

Display art exhibits on tables or easels, if available. No items may be affixed to hotel walls.

Each art exhibit must be labeled with the following information:

- Name of Teen
- Chapter Name
- Lead Teen Advisors Name
- Label Size 3”x4”

Submissions and the completed form are to be brought to the conference on March 30 and will be displayed in the same room as the chapter display.

Submissions are judged on originality, quality, technique, and relationship to theme.

Scoring Rubric can be found in the Appendix.
TEEN COMMUNITY SERVICE PROJECT

The Region is excited and honored to acknowledge and reward the great community service of our Teens. Jack and Jill proudly instills the importance of giving to all our children — especially for our Teens. The Teen Community Service Project Award recognizes and honors chapters whose teens have developed and implemented an exceptional community service project, during the 2016-2017 program year. This award reinforces Jack and Jill's emphasis on community service and awards chapters who have done an outstanding job in terms of their teen service project.

Awards
To account for differences in chapter sizes and resources TWO awards will be presented.
- There will be one award given to the best teen community service project in chapters with less than 25 members and one award given to the best teen community service project focused on chapters with more than 25 members.

General Eligibility
- Open to ALL chapters in good standing, financial and otherwise within the Region.
- Each chapter may submit only one entry.
- No on-site entries will be accepted.
- The Lead Teen Advisor is responsible for submitting the Chapter’s entry.

Deadline
The Lead Teen Advisor must go online to complete and submit the Teen Community Service Project Award form by February 23, 2017. No late entries will be accepted.

PROGRAMMING & CHAPTER ACTIVITY

Each chapter prepares a Chapter Activities Report and sends the report in with their chapter’s documents. In addition, each chapter can select one outstanding activity to be considered for recognition. Each activity will be evaluated for its reflection of the National Theme, creativity, and uniqueness. The Chapter Activity Committee will compile and present a brief overview of pertinent activities and select the top three chapters to be recognized for exceeding the goals of Jack and Jill of America, Inc.

General Eligibility
- Open to ALL chapters in good standing, financial and otherwise within the Region
- The activity must have occurred between September 1, 2016 and February 23, 2017
- Each chapter may submit only one entry
- No on site entries will be accepted
- The Lead Teen Advisor is responsible for submitting the Chapter’s entry

Deadline
Chapter Activity Report is due by February 23, 2017, but to allow for more time for programming, the programming award form is due no later than February 23, 2017. The activity must have occurred between September 1, 2016 and February 23, 2017.

CHAPTER TEEN SCRAPBOOK

Scrapbook contents document service projects and accomplishments of the chapter’s teens, not the chapter in general, and should reflect program year activities, regional, and national themes.
Should reflect teen conference theme and identify chapter. Electronic Scrapbooks will not be judged.

Organization: Identify chapter (Advisor, Officers, and Members). Arrange material chronologically from previous to present Teen Conference. Creativity and the presentation of programming initiatives is highly encouraged. All teens are included. Material selection should withstand handling by judges. Chapter participation is voluntary but highly encouraged.

CHAPTER DISPLAY

Display should reflect teen conference theme and identify chapter. The display table will be 6ft. Due to space restrictions, the display cannot exceed a 6ft space (should fit on table and not impede floor space or other displays). Please advise the Regional Secretary in advance of any electrical needs. Any Audio Visual equipment must be supplied by the chapter. On Thursday, each table will be assigned on a first come, first served basis.

APPAREL COMPETITION

May include polo, button-down, baseball jersey, sweatshirts, hoodies, basketball, or the traditional t-shirt, blazers, jackets or sweaters. Entry should reflect conference theme. Chapter participation is voluntary but highly encouraged. Apparel must be designed by chapter teens. T-shirts may be professionally reproduced (i.e., screen printing, air-brushing, etc.). Apparel will be judged on originality, inclusion of conference theme, and creativity. Chapter name and logo must appear on apparel. For judging, include your apparel as part of your chapter display. There will be an Apparel Parade on Friday morning during the plenary session. The apparel on the display must match the attire worn. One to two members per chapter may participate in the parade.

CHAPTER BANNER COMPETITION (Required Participation)

Entry should include Jack and Jill logo, Chapter name and conference theme. Banner must be no larger than 6 x 4. Banners larger than 6 x 4 will not be judged. Chapter participation is required. The categories are:

- Best Overall (handcrafted banner only). Awards for 1st, 2nd, and 3rd place
- Most Original (digital or handcrafted). 1st Place only
- Most Creative (digital or handcrafted). 1st Place only

Each entry in the four chapter competitions will be judged on originality, quality, technique, and relationship to theme. Each judge will select the top five chapters (in ranked order) in each category to determine the final three. Scoring sheets are provided in the Appendix.
REGIONAL ORATORICAL COMPETITION

The First place winners from Division I and II from each of the fall 2016 clusters will compete based on the 2017 Teen Conference theme, “Unapologetically Black!” The Winner will present his or her speech at the Saturday night Ball. Monetary prizes will be mailed after Teen Conference.

TALENT SHOWCASE

The talent show is not a judged category. It is a talent showcase that provides an opportunity for teens to present their unique talents in the form of dance, dramatic interpretation, instrumental or vocal renditions, spoken word, or comedy.

All entries should be submitted by February 3, 2017, via a You Tube video or video uploaded to the conference website. A confirmation email will be sent within 48 hours after submission. Entries will be reviewed by the Regional Teen Officers for content and type. Selected participants will be notified by February 23, 2017. If musical accompaniment is needed, this must be communicated with the submission.

Performances should be 5 minutes or less.

Groups or individuals must all be registered for Teen Conference

TEEN CONFERENCE COMMUNITY SERVICE

Each teen who pays regional per capita in the Region is requested to contribute $5 for the community service project. This applies to teens unable to attend teen conference as well. For example, if you have 35 teens in your Junior/Senior Teen group, but only 20 attend teen conference, the amount due is $175.

Once the funds have been collected, the Lead Teen Advisor should complete the Teen Chapter Activity Report (due February 23, 2017) and submit a check payable to “Jack and Jill of America, Inc. Eastern Region” to the Registration Desk upon arrival at Teen Conference.

Funds collected will be donated to the charitable organization(s) designated for Teen Conference and/or used to purchase necessary supplies for the organization(s). Teens will be conducting a hands-on community service project Friday afternoon.

FOUNDATION CONTRIBUTION

Please do not remit the teen foundation contribution at Teen Conference. Submit foundation contribution at the same time as the Mother’s contribution in May. This will allow more time for your teens fundraising efforts.

COURTESIES

Regional Teen Officers are dedicated and work hard for the region. To thank them for their service, it is protocol to recognize the elected officers: Teen President, Vice President, Secretary, Treasurer and Foundation Chair. It would be appreciated if courtesies were also extended to the six appointed regional teen officers as they have worked hard on behalf of the region. Our Regional Protocol Chair, VaCora Rainey, will contact the chapter Protocol Chairs with suggestions, however, the gift cards were much appreciated last year as they are easy to pack and allows the flexibility of the teens to purchase something they may need.
All chaperones should have been certified within the last two year period, starting from July 2015. There will be one additional opportunity to be certified prior to teen conference on February 28, 2017 via webinar. The cost will be $55 and you can register on the registration web site.

POPs (Parents on Patrol) are necessary to ensure the safety of our teens. Please encourage fathers and Associates to volunteer time at Teen Conference. Information will be forthcoming from the Eastern Region Father’s Auxiliary Chair, Byron Johns at bajusa@yahoo.com.

POPs do not have to pay for Teen Conference, and do not have to be certified.
MANDATORY to be reviewed and signed annually by each teen, parent/guardian and Lead Teen Advisor (LTA)

In order to honor its Founders, maintain a standard that allows its members to serve as role models
1. I understand that I must abide by ALL rules and regulations required by the chapter, regional or national organization.
2. I understand that I am under the direct supervision of and responsible to my chapter chaperones and/or my parent(s) throughout the Jack and Jill sponsored event.
3. I understand that I must respect all adults including members of Jack and Jill, members of the Fathers' Auxiliary, facility management and those with whom I interact.
4. I will respect the property of any facility used to hold/host a Jack and Jill event. I understand the destruction of property and/or missing items are the sole responsibility of the parent.
5. I understand that I must adhere to the dress code for events as described by Jack and Jill.
6. I understand the behavior standard***:

NO smoking, NO alcohol, NO drugs or NO weapons of any type will be allowed at Jack and Jill events. Consequences for infractions to these rules will include, but not be limited to, immediate dismissal from the Conference or event.

7. I understand that I may be subject to a personal and/or property search either electronically or physically. This is to help ensure my safety and the safety of all teens.
8. Infractions of the Teen Code of Ethics will be considered as follows:

Major Infractions include but are not limited to the following:
- involvement with/possession of drugs, alcohol or weapons; sexual activity; Curfew violations; leaving the site of the organized activities, fighting and/or blatant disrespect for other teens, teen sponsors or any adults associated with the meeting; theft; hazing; bullying; violence; or destruction of property

Consequences for major infractions include but are not limited to:
- expression/letter of apology
- event attendance limitations (i.e. no social activities)
- modified chaperone requirements (i.e. 1:1 chaperone requirement)
- future activities and/or conference attendance limitations/prohibitions
- immediate removal or dismissal from the event or conference

Minor Infractions include but are not limited to the following:
- disrespectful / disruptive / insubordinate / offensive behavior, inappropriate dancing, use of profane or offensive language

Consequences for minor infractions include but are not limited to:
- expression/letter of apology
- restitution
- event attendance limitations
CODE OF ETHICS, CONTINUED

9. I understand that I must adhere to all curfews as established in the National Constitution and Bylaws of Jack and Jill of America, Incorporated.
10. I understand that post-curfew parties or room visits are prohibited.
11. I understand that I am not allowed to drive or travel alone to/from any regional or national event. I may only ride in vehicles provided by Jack and Jill organizers or when an adult chaperone is present.
12. I understand that after arrival/check-in at a Jack and Jill Regional or National hosted event, I may not leave the site without the expressed permission and approval of the Regional Director or National Officer. For all Jack and Jill chapter events, I understand that I may not leave the site without the expressed permission from a Teen Advisor, parent, or chaperone.
13. I understand that a minimum mandatory ratio of one (1) adult chaperone for every five (5) teens in attendance throughout Jack and Jill events, inclusive of all social functions.
14. I understand that dancing at teen social events must be consistent with the standards established by the adults in charge. I understand that, I must comply or leave the dance floor for the remainder of the party.
15. I understand that I must wear my name tag at all times during a regional or national event.
16. I understand when registered for or participating in a Jack and Jill event, I must attend and take part in all events that are planned by the Jack and Jill organizers.

*** The behavior standard (offenses and disciplinary penalties) is not all-inclusive. Other behaviors deemed inappropriate may result in consequences that will be evaluated in accordance with the aforementioned guidelines.
ACKNOWLEDGEMENT OF ACCEPTANCE FORM

All 3 signatures – Teen, Parent/Guardian and Lead Teen Advisor – are required.

TEEN PARTICIPANT
I have read the Teen Code of Ethics, and I understand the contents apply to all Jack and Jill events at the local, regional and national levels. I agree to abide by the rules and behavior standards as set forth.

Furthermore, I agree to accept the consequences of non-compliance requiring disciplinary action by the Chapter President, Regional Director or National Officer.

Print Name
Signature
Date
Chapter Region

PARENT/GUARDIAN
I have read the Teen Code of Ethics, and I understand the contents apply to all Jack and Jill events at the local, regional and national levels. I have discussed the behavior expectations with my Teen(s). Furthermore, I understand the consequences of non-compliance for teens and agree to accept the disciplinary action(s) rendered by the Chapter President, Regional Director, or National Officer.

Print Name
Signature
Date

LEAD TEEN ADVISOR
I understand that, the Lead Teen Advisor is responsible for reviewing this Code of Ethics by conducting a workshop for the Teens, Parents, and Chaperones each Program Year. My signature below affirms that a review of the Code of Ethics occurred.

Print Name
Signature
Date

AT REGISTRATION EACH TEEN AND CHAPERONE WILL NEED TO CONFIRM THAT THEY READ AND WILL ABIDE BY THE CODE OF CONDUCT. TEEN ADVISORS SHOULD ALSO PRINT AND HAVE TEENS AND PARENTS SIGN FOR THEIR CHAPTER RECORDS
CHAPERONE RESPONSIBILITIES

There MUST be ONE Registered Chaperone for every FIVE teens.

Teen Advisor / Lead Chaperone:

PRIOR TO LEAVING FOR TEEN CONFERENCE
- Read Teen Conference Guide
- Review “Code of Conduct” and Teen Conference Guide with your teens and mothers at a Mandatory Chapter Meeting
- Review all teen rules to be enforced by Chaperones:
  - No drugs, alcohol or smoking
  - All participants will remain on hotel premises
  - No cars are to be driven
  - Attend all planned activities and meals
  - Attend all sessions and workshops
  - Should be in hotel rooms during free time ONLY
  - Male/Female visitations permitted only with DOOR OPEN
  - Telephone privileges ROOM TO ROOM ONLY
  - All teens return to ASSIGNED ROOMS at 1:00 AM Saturday morning and 1:30 AM on Sunday morning
  - All Rules as detailed in Code of Conduct

UPON ARRIVAL
- Check in at J&J Registration Desk (One Teen & One Advisor) and pick up conference packet.
- Distribute keys and room assignment (Teen Advisor should keep 1 key to each teen room.
- Check rooms and note condition (towels, etc.)
- MUST ATTEND Chaperone meeting. Failure to attend may result in chapter not being seated at next plenary session.
- Will check rooms each night at curfew to assure that all of the teens under her care are in their rooms.

UPON DEPARTURE
- Reconfirm condition of each room
- Check rooms for personal items
- Collect keys and return to hotel registration desk
- Check out at hotel registration desk

Chaperones MUST be in attendance at all teen activities (i.e. plenary sessions, meals, dances, etc.) and sit with their teens at plenary sessions.

Chaperones MUST enforce curfew by remaining visible in hallways after curfews. Assigned schedules will be distributed to Chaperones at Orientation. Chaperones MUST complete room checks.

Infraction of any of the Rules and Regulations of the Conference will result in the teen’s appearance before the Judicial Board with the Regional Director for major abuse. A possible result may be the dismissal of the teen from the conference. The Regional Director will inform the involved teen’s advisor, chaperone, and parent of the infraction, as well as punitive actions taken.
I will attend the conference as the chaperone for the teen(s) listed below and confirm that:

⇒ I am aware of the duties of a chaperone in the Jack and Jill organization
⇒ I have read the Teen Conference Guide
⇒ I am aware of the Teen Code of Conduct included in this package
⇒ I will review the Teen Code of Conduct with the teens in my care upon arrival at the Teen Conference
⇒ I will be present on site for registration and the entire regional teen programming as outlined on the agenda
⇒ I am aware that no teens may leave the teen conference without the chaperone and without the express permission from the Regional Director
⇒ Chaperones are not to consume alcohol beverages during Teen Conference
⇒ Teens who have parents in attendance at the teen conference are still required to be with their chaperones, check in with their chaperones and comply with the chaperone’s directives and or requests, including permission to leave the area with their parents
⇒ I am aware that if any major and serious infractions of the aforementioned rules and regulations will result in the teen’s appearance before the Judicial Board. Major abuses will go before the Regional Director. The Regional Director will inform the involved teen’s advisor, chaperone and parents of the infraction, as well as, the punitive actions taken: dismissal and/or expulsion

TEENS UNDER MY DIRECT SUPERVISION:
(Please Print)

1. 
2. 
3. 
4. 
5.

SIGNATURE OF CHAPERONE: ___________________________ DATE: ___________________________
TEEN CHAPTER ACTIVITY REPORT

1. This Chapter Teen Activity Report is to be completed online by February 23, 2017
2. Chapter Teen Activity Reports will not be accepted at the Teen Conference.
3. Every Chapter completes and returns this report on or before the registration due date deadline or the DELEGATES will not be seated.

PROGRAM YEAR: __________________________________________

CHAPTER: ________________________________________________

Chapter President: _________________________________________

Teen Chapter President: _____________________________________

Teen Chapter Vice-President: ________________________________

Number of Teens in Chapter: # of Males: _______ # of Females: _______

Do you have more than one Teen Group? Yes No

If yes, number of Teen Groups you have:

Names of your teen groups - include the number of teens per group and the age level or grades the group incorporates:

Name: # of Teens:
Name: # of Teens:
Name: # of Teens:

Number of Teens attending Teen Conference:

MEETINGS

How often do your chapter teens meet? Monthly: Bi-monthly: When: What is the approximate length of your meetings?

FINANCE

Do the members of your group pay dues? No [ ] Yes [ ] If yes, how Much?

Do you operate with a planned budget? No [ ] Yes [ ]

If yes, who helps plan your budget?

When is proposed budget planning done? When is it voted on?

Do the Mothers review for approval? No [ ] Yes [ ]

Do you have a Treasurer of the Mother’s group for check writing and banking needs? No [ ] Yes [ ]

Do you have a separate Teen’s Operating Account? No [ ] Yes [ ]

If yes, who are the signers?

What is the average/actual cost of your various teen groups’ monthly activities?
CONTRIBUTIONS

List your teen group’s contribution to Jack and Jill of America Community Service at this conference: $

List any other charities and the amount donated:

<table>
<thead>
<tr>
<th>Charity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL AMOUNT DONATED: $

Do you have fundraising activities? No ☐ Yes ☐

If yes, how many? List your fundraising activities:
1.
2.
3.

TEEN PROGRAMMING/ACTIVITIES

Who plans the yearly teen activity calendar? In what month is the planning done?

Do you have a Teen Newsletter?

In what month are your Teen Officers elected?

Does your Chapter have a teen officer’s installation ceremony? No Yes If yes, when?

Are fathers involved in your activities? No ☐ Yes ☐

If yes, how often and what is their level of involvement?

Are your monthly activities and meetings listed in the chapter handbook? No ☐ Yes ☐

Do you have community service activities? No ☐ Yes ☐

If yes, list your community service activity/activities:

<table>
<thead>
<tr>
<th>Project</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How many community service activities do you have per year?

What is the average attendance for community service activities?

What is the average attendance for regular monthly activities?

List the monthly activities that experienced above average attendance:
What is the average attendance for regular monthly activities?
List the monthly activities that experienced above average attendance:

<table>
<thead>
<tr>
<th>Project:</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How many of your teens attended the Cluster Workday this program year?
How many of your teens attended the previous Mother’s Regional Conference?
How many of your teens attended the previous National Convention?

In 25 words or less, describe your teen’s level of involvement in Jack and Jill of America, Inc.:
"UNAPOLOGETICALLY BLACK"
Programming Award for Outstanding Activity

Activity Title: ________________________________

Chapter Name: ________________________________

Lead Teen Advisor contact info: ________________________________

Teen Program Director contact info: ________________________________

National Thrust: (select one)
Leadership in Action
Leadership Development

Cultural Heritage
Financial Literacy

OR

Program Themes: (select one)
Education
Social Civic

Recreation
Health

Number of Participants: __________ Facilitator(s) ________________________________

Community Involvement (if applicable): ________________________________

Corporate Sponsorship (if applicable): Yes ☐ or No ☐

Was the event publicized: Yes ☐ or No ☐ If so, please share:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Description of Activity (use separate sheet if needed):
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Due by February 23, 2017 to www.jjertc.org
Briefly describe why you believe that this activity should be selected for the Outstanding Chapter Activity Award (use separate sheet if needed):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please note: All submitted activities must have occurred between September 1, 2016 and February 23, 2017.

***************Please do not write below this line***************

<table>
<thead>
<tr>
<th>Creativity</th>
<th>______</th>
<th>______</th>
<th>______</th>
<th>______</th>
<th>______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniqueness</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Age appropriateness</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Activity incorporated selected theme</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Allowed interaction between children</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Included National Partner</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Reflected National Theme</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

TOTAL POINTS______

Complete form online at www.jjertc.org

**Each submission will be reviewed by Committee and the Regional Program Chair. Each activity will receive up to 10 points per evaluation category. The activity with the highest points will win.
Submit $85 via Credit Card for all Graduating Senior Teen Journal entries **with or without a photo. Payment is via the registration site.**

Submit a 3 X 5 clear (color or black & white) photograph or .jpeg file, preferably the senior picture.

Lead Teen Advisors submits completed text and graduating teen photograph for all Chapter Graduating Teens at the conference website, www.jjertc.org

---

<table>
<thead>
<tr>
<th>CHAPTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEEN’S NAME</td>
</tr>
<tr>
<td>Parent or Guardian’s Name(s)</td>
</tr>
<tr>
<td>Telephone number for editing/clarification purposes only</td>
</tr>
<tr>
<td>Twitter, Facebook, and/or Instagram Name</td>
</tr>
<tr>
<td>High School Attending</td>
</tr>
<tr>
<td>Length of Time in Jack &amp; Jill</td>
</tr>
<tr>
<td>Jack &amp; Jill Teen Offices Held</td>
</tr>
<tr>
<td>College or Career Choice</td>
</tr>
<tr>
<td>College Major</td>
</tr>
<tr>
<td>Career/Goals</td>
</tr>
<tr>
<td>Hobbies/Interests</td>
</tr>
<tr>
<td>Awards/Honors/Scholarships</td>
</tr>
<tr>
<td>Personal Motto</td>
</tr>
</tbody>
</table>

Amount: $85
CREDIT CARDS ONLY
NO PERSONAL CHECKS
NO CHAPTER CHECKS
Due Date: February 3, 2017
FOR EXHIBIT PURPOSES ONLY
JACK AND JILL OF AMERICA, INC. | EASTERN REGION TEEN CONFERENCE
March 30-April 2

SOUVENIR JOURNAL For Chapter, Family and Vendor Advertisements

PAYMENT AND CAMERA READY ART DUE FEBRUARY 3, 2017

All journal advertisements must be submitted with full remittance to guarantee ad placement.

Campaign ads for teens running for office are prohibited.

Journal finished size: 8.5" x 11"

Camera Ready • Digital format • MS Word, MS Publisher of JPEG/GIFF/TIF (no PDFs)

Please check the appropriate box

<table>
<thead>
<tr>
<th>Ad size &amp; Placement</th>
<th>Dimensions*</th>
<th>Cost Full Color</th>
<th>Cost Black and White</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back Cover</td>
<td>8.75” x 11.25” (1/8” trim margin)</td>
<td>(full color bleed) $750</td>
<td>N/A</td>
</tr>
<tr>
<td>Inside Back Cover</td>
<td>8.75” x 11.25” (1/8” trim margin)</td>
<td>(full color bleed) $500</td>
<td>N/A</td>
</tr>
<tr>
<td>Inside Front Cover</td>
<td>8.75” x 11.25” (1/8” trim margin)</td>
<td>(full color bleed) $500</td>
<td>N/A</td>
</tr>
<tr>
<td>Full Page Black &amp; White</td>
<td>7.5” x 10”</td>
<td>N/A</td>
<td>$275</td>
</tr>
<tr>
<td>Half Page Horizontal</td>
<td>7.5” x 5”</td>
<td>N/A</td>
<td>$150</td>
</tr>
<tr>
<td>Quarter Page</td>
<td>3.75” x 5”</td>
<td>N/A</td>
<td>$75</td>
</tr>
</tbody>
</table>

* Please ensure that your ads are submitted in the proper dimensions!

Name __________________________________________ Title ________________________________________

Chapter or Company _________________________________________________________________

Address __________________________________ City/State/Zip _____________________________

Phone ________________________________

Please complete form online and upload ad to the conference website www.jjertc.org by February 3, 2017

Chapter and Corporate checks payable to: Jack and Jill of America, Inc. Eastern Region.
Payment via credit card on registration site.

Send camera ready ad to Delia Ware-Tibbs at jjeasternrtdelia@gmail.com
SUBJECT LINE: “SOUVENIR JOURNAL & CHAPTER NAME”
Eastern Regional Treasurer
116 East Tenth Avenue
Roselle, NJ 07203
SENIOR TEEN ACADEMIC AWARD

Eligibility Criteria
- Jack and Jill Graduating Senior registered for teen conference.
- A cumulative un-weighted grade point average of 3.50 or higher for the last two consecutive high school years.
- An official school sealed transcript and copy of your school profile must be submitted for verification purposes.
- Class ranking, if your school ranks, must be top 10%.
- In case of a tie, individual schools weighing of courses will affect outcome (for example IB, AP and Honors courses).

* The top three cumulative averages will be awarded a plaque/trophy at Teen Conference during the Leadership Luncheon
* Certificate of Distinguished Scholastic Merit will be awarded to all eligible entries

9th, 10th OR 11th GRADE TEEN ACADEMIC AWARDS

Eligibility Criteria
- Jack and Jill teen registered for teen conference in 9th, 10th or 11th grades and is NOT a graduating senior.
- A cumulative un-weighted grade point average of 3.50 or higher for the last two consecutive semesters or quarters.
- An official school sealed transcript and copy of your school profile must be submitted for verification purposes.
- In case of a tie, individual schools weighing of courses will affect outcome (for example IB, AP and Honors courses).

* The top three cumulative averages for each grade will be awarded a plaque/trophy at Teen Conference during the Leadership Luncheon
* Certificate of Distinguished Scholastic Merit will be awarded to all eligible entries

An official school sealed transcript and copy of your school profile must be submitted for verification purposes no later than February 3, 2017 (postmarked) to:

Eastern Regional Secretary Margaret Gibson
PO Box 355
Crompond, NY 10517
Phone (914) 260-4445
2017 DISTINGUISHED TEEN AWARD

Only One teen per Chapter will be accepted for each award. The Lead Teen Advisor will enter the name of nominee in the registration site (www.ijertc.org) under the “Distinguished Teen” link.

THE DISTINGUISHED TEEN IS…
• Courteous, Conscientious, Consistent, Cordial, Confident, Cooperative, Constructive, and a Contributor.

THE DISTINGUISHED TEEN IS…
• Humble,
• Always willing to lend a helping hand,
• Ready, willing and able to inspire others to go the extra mile,
• Anxious to serve others that they may lead,
• Able to listen that they may hear,
• Willing to accept life’s failures that they appreciate living with success.

THE DISTINGUISHED TEEN IS…
• An asset to your chapter. Attends J&J activities regularly, and promotes unity among fellow J&J members.

The Chapter Distinguished Teen does NOT need to be registered or present at Teen Conference. Awards will be handed out at the Distinguished Teen Awards Ceremony during the Conference.

Chapter Teens should nominate and vote for the Distinguished Teens during a chapter meeting.
2017 TEEN COMMUNITY SERVICE AWARD

Eligibility Criteria

- Jack and Jill teen registered for teen conference.
- Verified hours and personal level of involvement in community service activities with the Chapter.
- Verified hours and personal level of involvement in community service activities outside the Chapter.
- Verified hours and personal level of involvement in community service activities in school.

Hours can be a combination of the above, but all must be verified.

Verification Criteria

- A letter of verification of service from the Chapter President or Lead Teen Advisor documenting Chapter community service.
- Letter(s) of verification of service from the director(s) of the community service organization for activity outside of the Chapter.
- Letter(s) of verification of service from the school principal or school community service coordinator.

The total amount of volunteered hours served. (If not included, the candidate will be eliminated)

Please note the following:

1. Verification period starts from 9th grade to date. Hours submitted for service activities that occurred prior to 9th grade will not be counted.
2. Verification letters are to be on official letterhead of the organization involved.
3. Verification letters must have a valid contact number to reach the signer of the letter.
4. Verification letters are to be sealed and dated.
5. Letters that don’t meet the prescribed requirements eliminates the candidate.

*Please include the letters of verification with the attached form.

* The top three cumulative averages will be awarded a plaque/trophy at Teen Conference.

Eastern Regional Secretary Margaret Gibson
PO Box 355
Crompond, NY 10517
Phone (914) 260-4445

Or upload via the conference website, www.jjertc.org, then go to the Award link.
2017 TEEN COMMUNITY SERVICE AWARD

Name______________________________

Chapter____________________________

Registered for Teen Conference (Yes or No) ______

Service Hours: Chapter __________

Service Hours: Outside the Chapter __________

Service Hours: School __________

Total Volunteer Hours __________

For informational purposes only*

Service Hours supporting a Hunger Initiative __________

Service Hours supporting Cradle to College Initiative ______

Checklist

Letter of verification from Chapter President/Teen Advisor ______

Letter of verification from Director of Community Service ______

Letter of verification from School Principal or Community Service Coordinator ______

Send this form along with dated letters of verification, postmarked by February 3, 2017 to:

Eastern Regional Secretary Margaret Gibson
PO Box 355
Crompond, NY 10517
Phone (914) 260-4445

Or upload verification letter via the conference website, www.jjertc.org
January 15, 2017

Dear Educational Administrator:

I’m writing this letter on behalf of your student, ____________________. We request that her/she receive an excused absence from school March 30- March 31, 2017 (Thursday and Friday), because he/she is registered to attend the Jack and Jill of America, Inc., 67th Annual Eastern Region Teen Conference in Boston, MA. Our Teen Conference will take place from March 30-April 2, 2017 and will include several educational components including daily business plenary sessions, a college fair and a variety of workshops on topics such as interview skills, study skills, financial literacy, college preparation techniques and more. In addition, we will hold an oratorical contest.

Jack and Jill of America, Inc. is a national organization that encourages leadership development for children ages 2-19. Additionally, our organization teaches and develops advanced communication skills in teens as well as provides them with an arena to practice those skills with guidance from adults.

If you have any questions, please do not hesitate to contact me at jjeasternrdmondi@gmail.com or 301-802-4044. For more information about our organization, please visit our National website at www.jackandjillinc.org or our Regional website at www.jjeasternregion.org.

Best,
Mondi Kumbula-Fraser

Mondi Kumbula-Fraser

Eastern Regional Director
Teens are required to be onsite for the duration of Teen Conference from March 30-April 2, 2017. The safety of our Teens is paramount. Since Teens will have to miss school, it is the responsibility of the Teens and their Parents to make special arrangements with their schools in preparation for their absence (i.e., turn in excused absence form to school as soon as Teen Conference registration has been confirmed, make arrangements with the school regarding any assignments or exams that would fall during that time period, notify any sports teams or any other extracurricular activities that your child will be away during that time period.

If there are rare and unique circumstances in which a conflict cannot be avoided or resolved, Teens may request permission from the Regional Director to arrive late or depart early from the Eastern Region Teen Conference, BUT must adhere to the following:

1) No teen may drive to or from the conference or be picked up or returned by another teen
2) An adult who has already been approved by the parent must sign the teen in for late arrival or out for early departure at the POPS office. Identification will be required.
3) For late arrival, the adult must take the teen to the POPs office. The certified chaperone will be called to the office and the teen will be released to the advisor. No teen is permitted to walk to their room unescorted or be in the hotel unescorted.
4) For early departure, a certified chaperone must escort the Teen to the POPs Office and the Teen will be released to an authorized adult.
5) If the teen misses a scheduled waltz rehearsal, he or she will not be permitted to participate in the waltz at the Saturday Gala.
6) If a teen is arriving late or departing early, he or she must be in a triple or quad room, because no Teen can room alone. Teens staying in a double cannot request to leave late or early if they would be away overnight, because the other teen would be forced to room alone—and that is not allowed.
7) The Eastern Region has the right to refuse admittance of a teen if they appear to be under the influence of alcohol or otherwise impaired.
8) The request must be completed and uploaded to the Teen Conference website at: www.jjertc.org under “Late Arrivals/Early Departures” by Tuesday, February 28, 2017, in order to receive permission from the Regional Director. The Regional Director is the ONLY person who can grant such permission—and it must be in writing.

Name of Teen:_____________________________  Chapter_______________________________
Name of Mother:_____________________________  Teen Advisor_______________________________
Date and Time of Late Arrival _______________  OR  Early Departure:________________________
Reason for Late Arrival:________________________
Reason for Early Departure:________________________
Name of Adult Authorized to drop off or pick up Teen:_______________________________________
Release of Liability, Waiver of Claims and Assumption of Risk and Indemnity Agreement

By signing this document, you will waive certain legal rights, including the right to sue or claim compensation from Jack and Jill of America, Inc., and any member of Jack and Jill of America, Inc. following an accident, injury, or death that may occur from arriving late or departing early from the Eastern Region Teen Conference.

I, _____________________ the undersigned parent or legal guardian acknowledge that I have requested for my child, _____________________, to arrive late/depart early (circle one) from the Eastern Region Teen Conference on __________ and do hereby release Jack and Jill of America, Inc., including all Chapters, its chaperones, its members, or designees from any and all liability which might result from any personal injury claims or cause of action which might result directly or indirectly from my teen’s ________________ late arrival or early departure from the Eastern Region Teen Conference and participating in any offsite activity not under the supervision of Jack and Jill of America, Inc. I waive any and all claims that I have or may have in the future against Jack and Jill of America, Inc., and its designees. This release agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns, and representatives in the event of my death or incapacity.

I, _____________________ the undersigned parent or legal guardian of ____________________ also understand that if my teen ____________________ is determined at any time to be impaired or under the influence of any controlled substance, that I will be responsible for picking up my child immediately at my expense, and that my teen will not be permitted to participate in the remainder of the conference activities and no refund will be provided. I also understand that my teen, ____________________, will only be dropped off or released to adult named above, who was approved by me, and will only be allowed to arrive late or depart early from Teen Conference with the adult named above.

I am not relying upon any oral or written representations or statements made with respect to leaving the Eastern Region Teen Conference other than what is set forth in this Agreement.

Signature of Teen:___________________________________________   Date:___________________
Print Full Name of Teen:_________________________________

Signature of Parent/Guardian_______________________________________   Date: ____________
Print Full Name of Parent/Guardian__________________________________________
Telephone Number: _______________________
Date Received: _______________________ Signature of Regional Director______________________

Teen Confirmed to be in a Triple or Quad Room—Not a Double________________________

POPS Use Only

Time of Departure by Teen: _______________ Signature of Chaperone________________________

Signature of Person Signing Teen Out: ___________ ______________________________________

Print Name of Person Signing Teen Out: ________________________________________________

POP Confirmed that person signing is same person on Page 1_______________________________

Time of Return by Teen: ________________ Signature of Chaperone__________________________

Signature of Person Returning Teen: _____________________________________________________

Print Name of Person Returning Teen: ___________________________________________________
CAROLE ROBERTSON AWARD GUIDELINES

PURPOSE: To recognize graduating seniors for their service to Jack and Jill of America, Inc. during their membership in the organization.

CRITERIA: Chapter selection should be based on a demonstrated outstanding commitment to service to Jack and Jill of America, Inc. and the community.

MEASURE: Number of volunteer hours on behalf of Jack and Jill and number of Community Service (Outside of Jack and Jill)
Scholastic Achievements and cumulative GPA
Extra-Curricular Activities / Achievements

TOTAL POSSIBLE POINTS

JUDGES: Delegates, alternates, alumnae, members, associates and fathers from the Eastern Region chapters that are not represented by an applicant.

AWARD(S):

Candidate must be a high school senior for the current program year.
1. Only one (1) candidate from each Chapter may be submitted to the Region.
2. Candidate must have been a member of Jack and Jill for 3 or more years.
3. Candidates who have been members of more than one chapter are allowed and encouraged to include activities from previous chapters.
4. The Candidate, candidate’s mother or guardian, Teen Advisor, and Chapter President must sign application. Signatures represent verification of the accuracy of information provided on the application.
5. Copies of awards and/or letters of verification must support outside service to the community.
6. Copies of transcripts, certificates of award, etc., must support verification of scholastic achievements.
7. Copies of awards and/or letters must support extracurricular activities/achievements.
8. Carole Robertson Outstanding Award recipients must be registered for the Teen Conference and be present at the Senior Banquet on Saturday evening.
9. Applications received after the due date will not be eligible for the Carole Robertson Outstanding Awards.
10. Anonymity is crucial in the judging process. Please do not include your name beyond page 3. Candidates personal information on supporting documentation must be blacked out
11. No binders or scrapbooks please. Folders are acceptable
12. Packets that do not meet the criteria above will be disqualified.

All application forms must be postmarked by February 3, 2017 and sent to:
Eastern Regional Secretary Margaret Gibson
PO Box 355
Crompond, NY 10517
Phone (914) 260-4445
jjeasternrsmargaret@gmail.com
CAROLE ROBERTSON AWARD APPLICATION

Please print clearly or type and complete this application as per the instructions and guidelines provided.

Candidate’s Chapter: ______________________________

Candidate’s Name: ________________________________

Address: ___________________________ City: ___________ State: _____ Zip: ______

Phone: ___________________________ Fax: ___________________________

Age: _______ Date of Birth: ___________________________

What year did you become a participant in Jack & Jill? _______ Total Years: _________

List the Clusters Attended: | List Teen Conferences Attended:
<table>
<thead>
<tr>
<th>Location</th>
<th>Year</th>
<th>Location</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. _______</td>
<td>1. _______</td>
<td>1. _______</td>
<td>1. _______</td>
</tr>
<tr>
<td>2. _______</td>
<td>2. _______</td>
<td>2. _______</td>
<td>2. _______</td>
</tr>
<tr>
<td>3. _______</td>
<td>3. _______</td>
<td>3. _______</td>
<td>3. _______</td>
</tr>
<tr>
<td>4. _______</td>
<td>4. _______</td>
<td>4. _______</td>
<td>4. _______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teen Advisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For Judges Use Only

Do Not Write Below Line

Candidate No. __________
### 1a. List committees, community service projects you have served on and/or participated in. Indicate significant contributions such as chair, coordinator, measure of attendance, etc.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Year</th>
<th>Position</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For Judges Use Only

Do Not Write Below Line

Candidate No. __________

Possible Points: 1a, 1b, 1c, 1d - 40 Pts.

Points Received: __________
1b. List outstanding contribution made to your group’s programming and activities:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

1c. Describe outstanding contributions made to your chapter:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

For Judges Use Only

Candidate No. __________

Points Received: ________

Possible Points: 1a, 1b, 1c, 1d - 40 Pts.
1d. List and describe outstanding contributions made in your community (i.e. services to others that demonstrate kindness and devotion for the sake of humanity):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

For Judges Use Only

Candidate No. __________

Points Received: _________

Do Not Write Below Line

Possible Points: 1a, 1b, 1c, 1d - 60 Pts.
II. List and describe scholastic achievements and give cumulative unweighted grade point average (GPA):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

III. List and describe extracurricular activities:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

For Judges Use Only

Candidate No. __________

Possible Points II: 30 Points

Points Received: __________

Possible Points III: 30 Points

Do Not Write Below Line
TEEN ADVISOR’S COMMENTS: Comments should explain why you believe this candidate received the distinction of representing your chapter as the recipient of the Carole Robertson Award.

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

For Judges Use Only

Candidate No. __________

Points Summary:
Service to Jack and Jill of America, Inc. and Service to Community
Scholastic Achievement
Extracurricular Activities
TOTAL POINTS: __________
A teen can only submit one piece of art. Each participant will be recognized, and copies of art may be used throughout the upcoming program year, in regional communications as well as posted on the Eastern Regional website. This is submitted onsite at Teen Conference.

Submissions can be in the form of photography: two dimensional (18” x 24”) Painting— Watercolor, acrylic oil, or tempera, Graphic Art/Silk Screening; Linoleum Print/Pen & Ink, Charcoal/ Collage, Pencil/Pastel, Computer; Three Dimensional (18” x 18” x 24”) Sculpture/Clay, Wood/Metal, Plaster/ Pastel, Crafts.

Display art exhibits on tables or easels, if available. No items may be affixed to hotel walls.

Each art exhibit must be labeled with the following information:
- Name of Teen
- Chapter Name
- Lead Teen Advisors Name
- Label Size 3”x4”

Art will be displayed in the Chapter Display Room. Please complete this form and submit it to a host chapter member.

Name of Participant: ________________________________

Title and Description of Art: ________________________________

Chapter ________________________________

Lead Teen Advisor ________________________________

### VISUAL ARTS CRITERIA

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
<th>Awarded Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality/Overall Appearance</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Technique</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Relationship to Theme</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Originality/Creativity of design</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>
### CHAPTER BANNER CRITERIA

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
<th>Awarded Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Name included</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Jack and Jill logo included</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Effective use of color</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Incorporation of Community Service and Conference Theme</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Originality/Creativity of Design</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Overall appearance</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>

### CHAPTER SCRAPBOOK CRITERIA

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
<th>Awarded Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Name included</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Jack and Jill logo included</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Evidence of Community Service Engagement</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Effective Showcase of Chapter Programming</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Representation of Teens in Chapter</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Originality/Creativity/Visual Appeal — Overall Look</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Incorporation of Conference Theme</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>

### CHAPTER APPAREL CRITERIA

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
<th>Awarded Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Name included</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Jack and Jill logo included</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Effective use of color</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Incorporation of Conference Theme</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Originality/Creativity of design</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Overall appearance</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>
### CHAPTER DISPLAY CRITERIA

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
<th>Awarded Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Name included</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Jack and Jill logo included</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Effective use of color</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Incorporation of Conference Theme</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Originality/Creativity of design</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Overall appearance</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>
EVALUATION CRITERIA

Project Name: _________________________________

Chapter Name: _________________________________

Number of Teens in Chapter: ______________________

Number of Teens Participating: _____________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
<th>Awarded Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Describe the scope of services provided</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Calculate the teen hours (number of teens x number of individual hours served). Additionally include the percentage of your chapter teens that participated in your project.</td>
<td></td>
</tr>
<tr>
<td>Demographics</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Describe the recipient population. Research the statistics for this group. Is this an at risk group?</td>
<td></td>
</tr>
<tr>
<td>Impact</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Describe the impact that you made for the recipients. Get a letter of impact from the partner organization if you partnered.</td>
<td></td>
</tr>
<tr>
<td>Innovation</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Describe what is unique about your service project</td>
<td></td>
</tr>
<tr>
<td>Reflection</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>What are the lessons learned for this project</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Total score received. Top 3 chapters will be recognized at the teen conference.</td>
<td></td>
</tr>
<tr>
<td><strong>BONUS MEDIA</strong></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Was there any coverage on the news, partner website, newspaper, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>ENHANCED TOTAL</strong></td>
<td></td>
<td>110</td>
</tr>
</tbody>
</table>

JACK AND JILL OF AMERICA, INC.
EASTERN REGION TEEN CONFERENCE

TEEN COMMUNITY SERVICE PROJECT
JACK AND JILL OF AMERICA, INC.
EASTERN REGION TEEN CONFERENCE

TEEN COMMUNITY SERVICE PROJECT

Due February 23, 2017
Please submit completed forms online at www.jjertc.org under Teen Community Service Project

Scope: Describe your project and the services provided. Be descriptive.

Hours: ____________________ Percentage of Teens Participating: _____________

Demographics: Describe the recipient audience.

Impact: Describe the impact to the community in your own words and attach a letter from the partner organization.

Innovation: What was unique about your project?

Reflection: What did you learn during your project? What would you do differently?

Media Coverage: Was there coverage in the news, web, social media?
JACK AND JILL OF AMERICA, INC.
EASTERN REGION TEEN CONFERENCE

TEEN MODULE CONFIRMATION

DEADLINE FOR SUBMISSION: February 23, 2017

Regional requirements 2016-2017: 3 Financial and 3 Leadership – Minimum of 6

CHAPTER: ____________________________

<table>
<thead>
<tr>
<th>#</th>
<th>LEADERSHIP MODULES</th>
<th>ACTIVITY</th>
<th>DATE</th>
<th>SPONSOR’S SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Problem Solving &amp; Conflict Resolution</td>
<td>Trust and Respect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Communication &amp; Public Speaking</td>
<td>(Required by National)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Problem Solving &amp; Conflict Resolution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Legislative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Integrity &amp; Ethics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Vision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Goal Setting</td>
<td>(Required by Region)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>S.T.E.A.M.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Confidence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Risk Taking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Accountability &amp; Responsibility</td>
<td>(Required by Region)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Self – Discipline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Communication &amp; Listening</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Service &amp; Sacrifice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Utilizing Strengths</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Trust &amp; Respect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Character Building</td>
<td>(Required by Region)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURES

Teen Advisor: ____________________________
Print Name ____________________________
Signature ____________________________
Date ____________________________

Chapter President: ____________________________
Print Name ____________________________
Signature ____________________________
Date ____________________________
Regional requirements 2016-2017: **3 Financial and 3 Leadership – Minimum of 6**

**CHAPTER: ________________________________**

<table>
<thead>
<tr>
<th>#</th>
<th>LEADERSHIP MODULES</th>
<th>ACTIVITY</th>
<th>DATE</th>
<th>SPONSOR’S SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Put Some Aside Budgeting (Required by National)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Work Your Money: Investment Options</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Working it Out: Take-Home Pay, Benefits, and Taxes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Leadership: Taking Charge of Your Life</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Thinking Ahead: Developing a Financial Plan (Required by Region)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Risky Business: Risk, Reward, and Return</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Life Skills: You, Your Job, Your Career (Required by Region)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Where’s the Money?: Financial Opportunities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Saving for Your Education: Costs, Benefits, and Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Here Today, How Much Tomorrow?: The Future Value of Money</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Stop, Shop, Spend: All You Need to Know About Credit (Required by Region)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Home Sweet Home: Homeownership and Equity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Behind the Wheel: Economic Factors that Drive Investment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Give and Take: The Benefits of Philanthropy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>What in the World? International Currencies</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SIGNATURES**

Teen Advisor: ____________________________________________  ____________________________  ____________

Print Name                                           Signature                                             Date

Chapter President: ___________________________________________  ____________________________  ____________

Print Name                                           Signature                                             Date
Please print Teen Names.

<table>
<thead>
<tr>
<th>TEEN</th>
<th>CLUSTER</th>
<th>TEEN</th>
<th>CLUSTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURES

Teen Advisor: ____________________________  ____________________________  _____________
Print Name                          Signature                           Date

Chapter President: ____________________  ____________________________  _____________
Print Name                          Signature                           Date