

## **Information for all Adults attending the PJAS State Meeting**

The PJAS State Meeting is an enjoyable event but it is not a vacation. PJAS operates with all volunteer help. EVERY adult attending the State Meeting is expected to supervise students and to perform assigned duties.

Every teacher must judge. Stop in the Saturn room upstairs in the Findlay-Johnston Commons on Sunday afternoon to pick up your judging packet.

Every adult who is not a judge will be assigned a 2-hour shift of chaperon duties. Chaperon information will be included your registration packet.

Supervision of students is vital. Please realize that this is a huge responsibility.

- Arrange regular check-ins with your students. Set up a meeting place and time and require all students to report to you at that time. It is suggested that you eat with your students.
- Check rooms on arrival and departure for any conditions that need attention.
- Make a bed check each night at curfew time.
- Inform students of YOUR room number.
- Students should know the name of their Regional Director(s).
- Have with you the name, address, and phone number of parents of all your students. It is best if you carry this information with you.

### **INSIST ON PROPER BEHAVIOR.**

- No running, no throwing, no horseplay.
- Female students are not allowed in male dorms; male students are not allowed in female dorms.
- Students must wear their nametags at all times. Nametags must be easily and clearly visible. Nametags must be worn on the shirt.
- All students must observe all curfews and must be quiet after lights out.

All sponsors and chaperons should feel free to correct any student who is acting improperly. The information desk can contact any of the regional directors if a student's actions so warrant. There is a student behavior code available on this website and also printed on the back cover of the state book. Make sure that your students are familiar with this code.

Help your students to do their best. A little preparation work with your students will prevent many problems. Have each student check the booklet to find the project-judging unit to which he has been assigned. Make sure that each student knows the time and location for the unit. Campus maps are provided. If there is a problem, see your regional director. Take the time on Sunday evening to hear each student's project and to offer encouragement.