**ARKANSAS COMMUNICATIONS AND THEATER ARTS ASSOCIATION**

**2018 ARKANSAS STUDENT CONGRESS**

Dear Colleague:

You are invited to attend the **2018 Arkansas Student Congress**, which marks the 50th year of Arkansas Student Congress. This year’s Student Congress will be held at the Crowne Plaza Hotel Little Rock (201 S Shackleford Road) and the Arkansas State Capitol Building (500 Woodlane Street) Sunday, November 11th to Tuesday, November 13th, 2018.

The following additional information will soon be posted on our website, www.actaa.net:

* 2018 Student Congress Schedule
* Entry Forms
* Bill Writing Instructions
* A Sample Bill
* A list of the 2017 bill titles (subjects) which **cannot** be used for 2018
* A summary rules sheet for parliamentary procedure
* **Revised Student Congress By-Laws *(the rules of the competition; which should be read and printed before completing your entry)***

Should you decide to attend Student Congress, your completed entry form and one clear copy of each bill must be ***E-MAILED*** to Colton Gilbert at Colton.Gilbert@lrsd.org and Martene Campbell at martene@gmail.com.

**DEADLINES AND IMPORTANT DATES**

Entry forms and bills to be submitted must be in the hands of the Congress director by **Monday, September 24, 2018**. To avoid technical glitches and to ensure the receipt of your entry, please e-mail to both Colton.Gilbert@lrsd.org and martene@gmail.com.

PLEASE TAKE NOTE OF ALL DEADLINES; THEY ARE STRICTLY ENFORCED!

**HOTEL INFORMATION**

This year, we will be using the **Crowne Plaza Hotel** at 201 S Shackleford Road off I-430 in Little Rock. **Reservations must be arranged by October 20th.** Ask for the **“Reservations Department”** andtell them that you are with “ACTAA Student Congress.” Please plan to **stay here**. Our rates for meeting rooms are based on Student Congress using 50 guest rooms. Rates are **$104** per room, **plus tax**. **Phone number for the hotel** **is 501-223-3000. Remember the October 20th deadline for reservations.**

**ENTRY INFORMATION**

All delegations must be sponsored and accompanied by an active member of ACTAA. **Coaches are to remain on site with students during the entirety of the competition**. **Each coach is responsible for the Student Congress rule compliance of his/her delegation.** Colleges may enter a maximum of eight delegates; high schools may enter a maximum of six delegates. **If you have any students wishing to run for office, candidates must be declared on the attached entry form.** Entries must be submitted on time. Each allowable change made after September 24th will be assessed a $5.00 change fee for each name. There will also be a $5.00 judge drop fee assessed after that date. *Please note:* Entries require delegate names by September 24th, not merely “Entry A”. A student cannot be changed from one House to another after this date. At registration the only names that can be added are those of students who are completely replacing entry form delegates. Once Congress begins, **NO SUBSTITUTIONS** are allowed for any reason. Delegations must operate with only the registered delegates. Fees will be assessed for any changes requested after September 24th. Colleges may enter a maximum of ***four*** bills; high schools may enter a maximum of ***three***, **with the author/co-author assigned to the same house as their bill**. **Bills not in compliance with the rules will not be included in the bill book.**

**CONGRESS LOCATIONS**

Sessions will be held at the Crowne Plaza on Sunday and in the State Capitol Building on Monday and Tuesday. Congress Headquarters and Tab Room will be located on the first floor of the State Capitol; the Coaches Lounge location will be announced at the Coaches meeting on Sunday evening.

**ELECTRONIC DEVICES**

We will be allowing laptop computers PRELOADED with bill research in sessions. No student may access the internet at any time. Proper use will be monitored by the Student Congress Committee and pages. Any student found accessing the internet during competition at any point will be immediately disqualified and forfeit all points.

**CAMPAIGNING**

Campaigning is strictly prohibited. Students are not allowed to communicate about Student Congress with students of a different school prior to 1:00 pm Sunday, November 11th. Do not post materials on hotel walls or in elevators. Handouts, posters on easels, and other temporary options are encouraged. Please remove all discarded and leftover materials. **Pages may not campaign but** may wear stickers or other campaign material.

**ENTRY FEES**

The entry fee for high schools is $125 and colleges/universities is $150 per delegation. Fees are payable upon the return of the registration form or when Congress begins on Sunday. If this is not possible for your delegation, please make arrangements with the Congress Director. Please request checks now!

**GET BILLS AND ENTRIES IN EARLY.** Call if you have any questions and we look forward to seeing you at Student Congress in November.

**2018 ACTAA STUDENT CONGRESS COMMITTEE MEMBERS**

Martene Campbell – ACTAA Student Congress Permanent Director

Colton Gilbert – Student Congress Director

Zack Tucker – Co-Director

Patrick Laxson

Julia Howell

Jennifer Akers – Tabulation

Leigh Walters – Immediate Past Director

**IMPORTANT DATES**

Entry and Bill Submission: September 24, 2018

Hotel Reservations for Student Congress at the Hotel Little Rock: October 20, 2018

Student Congress: November 11-13, 2018

**ACTAA MEMBERSHIP**

***If sponsors are NOT YET members of ACTAA, they must join!*** Remember membership runs from September to August. If you have not joined and would like to, please include full name/address (school and home, email) and a check made out to “ACTAA” for $50, and your membership will be forwarded to the Treasurer.

*Yours,*

Colton Gilbert, Director

Martene Campbell, Permanent Director

Arkansas Student Congress