**ARKANSAS COMMUNICATIONS AND THEATER ARTS ASSOCIATION**

**2016 ARKANSAS STUDENT CONGRESS**

Dear Colleague:

You are invited to attend the **2016 Arkansas Student Congress**. This year’s Student Congress will be held at the Crowne Plaza Hotel in Little Rock (201 S Shackleford Road) and the Arkansas State Capitol Building (500 Woodlane Street) Sunday, November 13th to Tuesday, November 15, 2016.

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

* 2016 Student Congress Schedule
* Entry Forms
* Bill Writing Instructions
* A Sample Bill
* A list of the 2015 bill titles (subjects) which **cannot** be used for 2016
* 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 Zack Tucker zacktucker89@gmail.com and Martene Campbell martene@gmail.com.

**DEADLINES AND IMPORTANT DATES**

Entry forms, registration payment, and bills to be submitted must be in the hands of the Congress director by **Friday, September 23, 2016**. Entries and bills may ***NOT*** be faxed. To avoid technical glitches and to ensure the receipt of your entry, please e-mail to both zacktucker89@gmail.com and martene@gmail.com.

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

**HOTEL INFORMATION**

We will be using the Crowne Plaza at 201 S Shackleford Road off I-430 in Little Rock. **Reservations must be arranged by October 10.**  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 **$99** per room, **plus tax**. **Phone number for the Crowne Plaza** **is 501-223-3000 or 1-866-276-6648. Remember the October 10 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. **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 23rd 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 after September 23rd, 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 23rd. 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 Hotel in Little Rock 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 this year. 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 2:00 pm Sunday, November 13 is allowed. 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 left over materials. **Pages may not campaign,** but may wear stickers or other campaign material.

**ENTRY FEES**

The entry fee for high schools is $75.00 and colleges/universities is $100.00 per delegation. Fees are payable upon the return of the registration form. If this is not possible for your delegation, please make arrangements with the Congress Director. All fees must be paid before Congress begins on Sunday. Please request checks now!

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

**2016 ACTAA STUDENT CONGRESS COMMITTEE MEMBERS**

Martene Campbell – ACTAA Student Congress Coordinator

Zack Tucker – Student Congress Director

Leigh Walters – Co-Director

Colton Gilbert

Patrick Laxson

Jennifer Akers – Tabulation

Christy Armbrust – Assistant to the Director

Rosie Valdez – Immediate Past Director

**IMPORTANT DATES**

Entry and Bill Submission: September 23, 2016

Hotel Reservations for Student Congress at the Crowne Plaza: October 10, 2016

Student Congress: November 13-15, 2016

**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 $30, and your membership will be forwarded to the Treasurer.

*Yours,*

Zackery Tucker, Director

Arkansas Student Congress