

CONFERENCE CHECKLIST

In order to prepare you and your students for the upcoming conference, we are putting together a checklist. If you have any questions or concerns do not hesitate to contact your Program Manager.



TO PREPARE FOR YOUR INFORMATION

- Review IGNITE Preparation Documents
- Review IGNITE Competitive Events on jobs.mt.gov for instructions, rules, and score sheets
- Review IGNITE Competitive Events Breakdown by Grade for proper registration planning
- Review Monthly Lesson Plan Outline and Curriculum Corner documents to prepare for conference
- Review any applicable Competitive Event registration forms
- Have all students sign and submit the Professional Conduct Form
- Have all students attending IGNITE sign the DLI Media Release Form (if not submitted at LEAD)
- Provide students' guardians the IGNITE permission slip and parent letter
- Provide students copies of the Event Guidelines for the events they are pre-registered
- Hold in-class competitions to select IGNITE competitors

REGISTRATION DUE TO JMG STATE OFFICE BY FRIDAY MARCH 15, 2019

- Complete the IGNITE Blank Registration Worksheet (HS and/or MS)
- Complete the Eventbrite IGNITE Online Registration
- Complete DLI Media Release Forms for students registered to attend (if not turned in at LEAD)
- Complete Professional Conduct Forms for students registered to attend (if not turned in at LEAD)
- Complete and submit Chairman's Recognition Registration Form
- Complete and submit Chapter Civic Activities Registration Form
- Complete and submit Chapter Manual of the Year Registration Form
- Complete and submit Chapter Web Page Registration Form
- Complete and submit Individual Civic Activities Registration Form*
- Complete and submit Poster/Slogan Registration Form*
- Complete and submit Talent – Group Registration Form
- Complete and submit Talent – Individual Registration Form
- Complete and submit Telephone Techniques Registration Form*
- Submit Decision Making essays*
- Submit Employment Preparation Phase 1 materials (Resume, Cover Letter and Application)*
- Submit Exploratory Career Notebooks*
- Submit Poster/Slogans*

*For each student competing in this event