**TIMELINE FOR GJCL CONVENTION REGISTRATION**

\*\*Go to www.gjcl.org for all Membership and Convention forms and details.\*\*

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| Dates | Events |
| August 15 – November 15, 2016 | Phase I ***Membership*** Registration:Teachers may register students for $4 each with no chapter fees; membership will not be processed without payment. These chapters and students will be considered *in good standing*.Once initial payment is made, teachers may register additional members for a $4 per student fee at any time. These students will be considered *in good standing* when payment is received.*N.B.* All sponsors listed on chapter form MUST be members of the American Classical League. |
| November 16, 2016 – February 1, 2017 | Phase II ***Membership*** Registration:Teachers may register students for $4 each with $20 chapter fees; membership will not be processed without payment. These chapters and students will be considered *in good standing*.*N.B.* All sponsors listed on chapter form MUST be members of the American Classical League.Teachers may register additional members at any point during this period for a $4 per student fee. These students will be considered *in good standing* when payment is received. |
| February 2 – July 1, 2017 | Phase III ***Membership*** Registration:Teachers may register students for $4 each with $40 chapter fees; membership will not be processed without payment. These chapters and students will be considered *in good standing* when payment is received.*N.B.* All sponsors listed on chapter form MUST be members of the American Classical League. |
| February 1, 2017 | The 2017 Convention FAX will be available on the GJCL Website. |
| February 10, 2017 | Randy Fields, GJCL Membership Chair, will forward a list of students who are IN GOOD STANDING to the sponsors of all chapters that are IN GOOD STANDING.  |
| February 10 – March 24, 2017 | Phase I ***Convention*** Registration:Teachers of chapters in good standing may register only students in good standing for the 2017 GJCL Convention. Registrations will be processed only when FULL PAYMENT IS RECEIVED. Convention cost is $130 at this point. The students eligible at this point will be on the list sent to you on February 10. |
| March 24, 2017 | Last day to request a refund for a student who has decided not to attend convention. NO refunds will be made after this date. |
| March 24 – April 2, 2017 | Phase II ***Convention*** Registration:IF THERE IS ANY ADDITIONAL SPACE AT ROCK EAGLE, teachers (of schools properly registered) may register additional students. Students in good standing will be charged $140; students NOT in good standing for a cost of $144, the $140 convention fee + the $4 membership fee. |
| April 3 – April 18, 2017 | Phase III ***Convention*** Registration:IF THERE IS ANY ADDITIONAL SPACE AT ROCK EAGLE, schools not already registered may register, and teachers may register any additional students for convention for a cost of $150 per student. ($4 membership dues will be added if needed.) |
| April 3 – April 18, 2017 | Substitutions may be made by individual schools for a $20 fee. Substitutions will only be accepted if a delegate of the SAME GENDER is being substituted. Fee will be assessed PER SUBSTITUTION.N.B. If you substitute a student who was NOT a member as of February 1, the $10 Phase II cost will be assessed in addition to the substitute fee, plus dues, if applicable. |
| April 18, 2017 | GJCL Convention Registration is closed. |
| April 21, 22, & 23, 2017 | GJCL State Convention  |

**Information and Policies for the 2017 GJCL Convention:**

1. This year we have room for about 1100 delegates. This includes students, SCL, chaperones, and sponsors. For the first time ever, we will have more new cabins than “traditional” cabins! At this point, we have no information about whether we have additional beds in the Lodge, but we do NOT have the Coca Cola Cabin.
2. If space becomes an issue for the convention, the Convention Advisor reserves the right to limit delegation sizes.
3. Delegation Sizes for Spirit and Sweepstakes:
	1. 1 – 9 = Small Delegation
	2. 10 – 29 = Medium Delegation
	3. 30 – 49 = Large Delegation
	4. 50+ = Extra-Large Delegation
	5. Numbers above are based on JCL Delegates only.
4. Miscellaneous Information:
	1. All sponsors will be expected to chaperone the dance for 30 minutes. We have had problems at dances because chaperones do not always know what they should do, so we feel a teacher presence is a must. Sponsors will have only 30 minute shifts.
	2. To be considered in good standing, a chapter may not owe any money from Fall Forum or *Praetoria*. All obligations should be settled with GJCL Treasurer Rachel Ashe before they may register for convention.
5. Chaperone Policy:
	1. We expect at least one sponsor per chapter to attend convention, and we encourage them all to come and chaperone.
	2. 1 – 5 student delegates: only sponsor attendance required regardless of genders.
	3. 6 – 15 student delegates of one gender: one chaperone of same gender required; may be sponsor.
	4. 16 – 25 student delegates of one gender: two chaperones of same gender required; one may be sponsor.
	5. 26 – 35 student delegates of one gender: 3 chaperones of the same gender required; one may be sponsor.
	6. 36 – 45 student delegates of one gender: 4 chaperones of the same gender required; one may be sponsor.
	7. 46 – 55 student delegates of one gender: 5 chaperones of the same gender required; one may be sponsor.

f. The GJCL Convention Chair reserves the right to refuse registrations until the above chaperone criteria are not met.

* 1. The GJCL Convention Chair reserves the right to ask a school NOT to bring a chaperone IF that chaperone is not of the gender needed by your delegation and if his/her presence causes a housing problem.
	2. Sponsors of large delegations may discuss the number of chaperones needed with the GJCL Convention Advisor prior to registration.
	3. Sponsors and members of the American Classical League may attend convention at no charge. Full payment is expected for all chaperones.
1. Substitutes:
	1. Sponsors may substitute students if the original student registered is not able to come.
	2. After March 24th, these substitutions must be of the same gender.
	3. If the substitute was not a GJCL member as of February 1 and therefore not in good standing, an additional $10 fee will be assessed. Individual dues will be assessed, as well.
2. Payment:
	1. Schools may submit Phase I and Phase II Convention Registration forms at the same time, if that makes getting payment from your school easier.
	2. If, however, registration fills with Phase I students before the March 24 deadline, the students will not be able to attend. Refunds will be made to the school, not individuals.
	3. Phase II students will be considered on a first PAID, first served basis.