

January 6, 2010

Dear Parents and Students,

I hope you all had a great Christmas Break and that your New Year is off to a happy and healthy start! This packet contains several pieces of pertinent information. I ask that you please read it thoroughly and complete the signup forms and return them **no later than Monday, January 11th**. All of this information is essential for me to have in a timely manner so that I may proceed with organizing the many details before me. One late sheet means much extra time for me, and a delay in communicating the details to all involved. Your prompt responses are very greatly appreciated!

First, I want to **thank you** all...parents, students, coaches...for your support and patience as I've attempted to get this year's Forensics Season up and running. I appreciate the time, effort, and enthusiasm you've all dedicated to our team.

Second, I am sorry that I was unable to confirm any **meet dates** with you prior to this letter. I have learned that as with many interscholastic programs, there is an advantage to being a veteran in terms of being connected with other coaches. I have made a variety of attempts since November to get us registered/confirmed for the meets on our "tentative" list, but progress is slow at best. Most schools, I'm finding, are not posting their meets for registration until later this month. (I haven't quite figured out the logic there!) I have tried to get verbal commitments, and in some cases I have, but in others I have not. So, in the spirit of trust, (literally...Trusting in the Spirit!) I am going to go ahead and have you sign up for the meets under the assumption we will, in fact, be accepted into them.

Attached to this sheet is a form to sign up for this season's Forensics meets. Please complete it by indicating the meets in which your child will be participating. It is recommended that he/she attend as many as possible in order to improve his/her performance, and to increase his/her chances to qualify to compete at the State tournament. Students are expected to keep their commitment to the meets in which they have agreed to participate. Please understand that if your student cancels out of a meet for which a registration was already submitted (we register over a month in advance), he/she will be required to pay a \$15 reimbursement fee per tournament back to the school. Last-minute changes negatively affect everyone involved.

When you signed your child's Forensics permission slip, you also agreed to assist with chaperoning or judging at one or more of the tournaments/meets this season. Please indicate the dates on which you **are available** to assist. **I will send a confirmation letter with your assignment(s).** If you are not scheduled to assist at a meet, it is not recommended that you attend. Parents and coaches are asked not to observe participants in their competition rooms.

For every five entries we submit to a tournament, our school must provide one judge. We will likely need 7-8 judges at each of the meets in which we participate this year. We will not be judging students from our own school. *If any New Judges still need to attend a training session, please contact me by Monday, Jan. 11th. If there are several of you in need of training, I will set up a time for us to meet and accomplish that in one sitting.* If you attended my November meeting (or are already a trained/experienced judge), you are eligible to judge at the meets. Please sign up for as many times as you would be willing to judge. It is very helpful for the participants to have judges who critique at multiple meets. (*Judges – I am also sending home for you a packet of additional training materials that I think you will find useful!*)

I would appreciate it if you would complete the attached Meet Signup Sheet and return it to me **no later than MONDAY, JANUARY 11th**. I will then send out a chaperone and judges' schedule shortly thereafter. There is also a Field Trip permission slip to be completed and turned in along with the meet signup sheet. This is for the Glen Hills meet, which is the only meet for which we will provide bus transportation. Parents are

responsible for providing transportation to and from all other meets! (We will provide bus transportation for the State Meet as well...that information will come at a later date.)

Third, I have also attached to this letter a sheet regarding the **meet we are hosting on THURSDAY, FEBRUARY 25TH**. I have decided that it is in the best interest of all if I tap into the generous offerings and valuable experience of many parents and teachers who have played a key role in organizing and running the past SFC meets. I am in the process of assigning a Committee Chairperson to each of the areas of the meet, and I will be working with them to create their team of helpers so that each person will have a specific duty at a specific time with a “go-to” person on hand. That will allow me to circulate among all areas as needed as well as to handle any situations (dare I say “crises”?!) that may arise and require my immediate attention. We will need as many helpers as possible in order to make the meet run as smoothly and efficiently as it has in the past. I welcome parents, grandparents, High School- or College-aged siblings (service hours!) to sign up. Once I have received this information, I will send home a confirmation letter of your duties and the time we’ll need you. As with the other signup sheet, I ask that you please return this also **no later than MONDAY, JANUARY 11TH**.

Fourth, I have also set dates for two **Team Practices** that I’d like to experiment with this year after having learned of it through a colleague. The format will be: Students will be divided into groups (in like categories when possible) and they will perform their pieces for their group. Group members will support, encourage, and offer constructive comments to help each other improve their techniques and quality of presentation. At the same time, Coaches (and Judges, if they wish to attend) will circulate quickly around to all the groups and will give Post-It comments, suggestions, and advice as they mingle among the groups. The goals are: peer support, input from a variety of coaches/judges, practice in front of an audience, and FUN!

I realize that not all students will be available to attend, and that’s ok. It is not required, but strongly recommended. All coaches and judges are invited as well. The more students and adults we have, the more we can accomplish in a short time.

The first Team Practice will be on Thursday, January 14th, from 2:45-3:45 in the Multipurpose Room. The second Team Practice will be on Wednesday, February 10th, also from 2:45-3:45 in the MPR. I have included a signup for these practice sessions on the SFC Meet Volunteer Signup Sheet so that I will have an idea of how to arrange the groups based on who will attend.

Fifth, I will also be holding a **MANDATORY Team Meeting for the Students** on Wednesday, January 20th, from 11:30-12:10 in Room 15 (Mr. Uselding’s Room.) The purpose of this meeting will be to review procedures, conduct rules, etc. before our first meet on February 5th. Students will need to bring a cold lunch that day if possible.

Finally, I have created a “bulletin board” for Forensics information outside of my French classroom. I will post items there for students to have ready access to dates, announcements, reminders, etc. Of course, you are always welcome to contact me at dkieser@stfcabrini.com if you have questions that arise.

With many thanks,

Diane Kieser, Forensics Coordinator

Friday, February 5, 2010	Silverbrook Middle School 3:30 p.m. – 9:15 p.m. Car
Saturday, February 20, 2010	Badger Middle School 8:00 a.m. – 3:30 p.m. Car
Thursday, February 25, 2010	St. Frances Cabrini School, 3:30 p.m. – 9:30 p.m.
Saturday, March 6, 2010	Glen Hills, Glendale, 8:00 a.m. – 3:30 p.m. Bus
Saturday, March 13, 2010	Webster/Cedarburg Middle School 8:00 a.m. – 3:30 p.m. Car
Saturday, March 27, 2010	STATE MEET for qualifiers only. Neenah HS 6:30 a.m.-5:00 p.m. Bus

FORENSICS 2010 MEET SIGNUP SHEET
TURN IN NO LATER THAN MONDAY, JANUARY 11TH, TO MRS. KIESER

Student's Name _____ Homeroom: 6F 6R 7N 7A 8U 8G

Parent Name(s) _____

Phone (H) _____ (C) _____

E-mail address _____

TOURNAMENT DATE PLACE TIME(approximate)	CHAPERONES: Check next to each tournament at which you are available to assist. For full-day meets, indicate your choice of A.M., P.M. or Entire Meet. You will receive a confirmation letter with your assignments.	JUDGES: Check tournaments at which you are available to judge <u>You will receive a confirmation letter indicating to which meets you'll be assigned.</u>	STUDENTS: Check each meet in which your child WILL participate.
Friday, February 5th – Silverbrook School – 2 rounds 3:30 p.m. – 9:30 p.m.			
Saturday, February 20th – Badger Middle School 2 rounds w/ power 8:00 a.m. – 3:30 p.m.			
Thursday, Feb. 25th – St. Frances Cabrini – 2 rounds 3:30 p.m.-9:30 p.m.			
Saturday, March 6th – Glen Hills in Glendale (?2 rounds w/ power?) 8:00 a.m. – 3:30 p.m. **Bus transportation provided			
Saturday, March 13th – Webster Middle School in Cedarburg 2 rounds w/ power 8:00 a.m. – 3:30 p.m.			
Saturday, March 27th – Neenah High School For State Qualifiers Only 6:15 a.m.- 5:30 p.m. **Bus Transportation provided			

SFC MEET – PARENT VOLUNTEER SIGNUP SHEET
PLEASE RETURN TO MRS. KIESER BY MONDAY, JANUARY 11TH

Please have at least one adult volunteer for each SFC Student Participant sign up to help at our meet on *Thursday, February 25, 2010*. Many volunteers are needed to ensure a positive, efficient, safe tournament experience for all involved! Thank you for your support!

Assistance is needed the day of the tournament in the following areas:

- | | | |
|-----------------------|---|----------------|
| *Concessions/Cafeteri | *Gym Supervision | *Hall Monitors |
| *Cleanup | *Escorts to Education Center and Parish | |
| *Tab Table | *Judges' Room/Refreshments | *Music in Gym |

YOU WILL RECEIVE A CONFIRMATION LETTER WITH YOUR ASSIGNED TIME AND DUTY. I WILL TRY TO ACCOMMODATE YOUR PREFERENCES, BUT SOME ADJUSTMENTS MAY NEED TO BE MADE TO COVER ALL AREAS.

(Judges – If I assign you to Judge at our meet, I will disregard the information below. For the time being, please complete this form. Thank you!)

Volunteer Name _____

I am available to help: _____ 2:45-6:15 _____ 6:00-9:30 _____ 2:45-9:30

_____ I am also able to contribute 2 dozen baked goods. (They can be dropped off the day of the tournament in the school library in the morning or in the multipurpose room after lunch.)

_____ I am willing to help wherever needed.

OR
_____ I have experience with helping in the following area: _____

OR
_____ I would prefer to help in the following area: _____

_____ I am able to help with **advance preparations** for the meet (may include clerical, sign making, etc.)

TEAM PRACTICE SESSIONS – STUDENT AND COACH/JUDGE SIGNUP SHEET
Please return to Mrs. Kieser No Later Than Monday, January 11th

STUDENT _____ Homeroom: 6F 6R 7N 7A 8U 8G

Forensics Category _____

Check which Team Practices you WILL attend (2:45-3:45): _____ January 14th _____ February 10th

OR _____ I am unable to attend either session

PARENT (Coaches/Judges) _____

Check which Team Practices you WILL attend (2:45-3:45): _____ January 14th _____ February 10th

OR _____ I am unable to attend either session