

HANDBOOK SUMMARIES

These summaries are provided to orient sponsors and students to the LTLA committees. The handbook should be consulted for a complete list of the duties, rules and scoresheets.

High school clubs chair committees for the junior high school contests, except for the Book Discussion program, and junior high school clubs chair committees for the high school contests, except for the Book Discussion program.

The following guidelines may apply to all committees:

- Attend & present a report at the Executive Board meetings.
- Email reports to the president, secretary & SRC Chairman prior to board meetings.
- If needed, request an amount to be included in the budget for the committee's use for the convention.
- Submit Check Requests and invoices, receipts, etc. to the Treasurer.
- Submit a deposit slip and all funds collected to the treasurer as soon as possible
- Contracts must be submitted to the Student Relations Committee (SRC) Chair for approval.
- Upon arrival at the convention center, check that tables, signs and envelopes with judges' score sheets are set up for each contest.
- If applicable, deliver the score sheets to the Spirit Awards Chair (also the SRC chairman).
- Dismantle displays, throw garbage, clean area, etc. after the convention adjourns the afternoon of the second/final day.

EXECUTIVE BOARD OFFICERS – refer to pages 1-20 for information.

BOOK DISCUSSION COMMITTEE JR.-chaired by a high school club-& BOOK DISCUSSION SR.-chaired by a junior high school club

- Plan & host a one hour session to discuss in a fun & entertaining format the books the students are required to read in preparation of the convention.
- Held the evening on the first day of the convention; refer to page 21 of the handbook for additional details.

BOOK SALE/AUTOGRAPH COMMITTEE

- Organize a crew to set up the fair at the convention center of 6 cases (delivered on Thursday or Friday).
- Organize adults to man two registers for Sunday afternoon for 1-1 ½ hours during registration & 1-1 ½ hours during the dance.
- Bring change for the till.
- Submit financial forms to Scholastic.
- Contact the luncheon speaker to offer your services.
- Obtain through the author, a bookstore or Scholastic copies of books written by the luncheon speaker.
- Arrange for a table & chairs for the items to be sold
- Assist with sales & autographing of the books; bring change to the convention.
- Held the morning of the second day of the convention; refer to page 22 of the handbook for additional details.

BOOKMARK CONTEST JR.-chaired by a high school club-& BOOKMARK CONTEST COMMITTEE SR.-chaired by a junior high school club

- Announce the winners at the appropriate time on the program.

- Held the evening on the first day of the convention; refer to page 23-25 of the handbook for additional details.

BULLETIN BOARD CONTEST Jr.-chaired by a high school club-& BULLETIN BOARD CONTEST SR. - chaired by a junior high school club

- Announce the winners at the appropriate time on the program.
- Held the evening on the first day of the convention; refer to page 26-28 of the handbook for additional details.

COSTUME CONTEST COMMITTEE-Jr. Individual & Group-& COSTUME CONTEST COMMITTEE-Sr. Individual & Group (high school sponsors judge the jr. contests & junior high school sponsors judge the sr. contest)

- Receive & process Registration Forms for group & individual costume contests.
- Conduct group & individual costume contests for junior & senior divisions.
- Announce the winners at the appropriate time on the program.
- Held at night on the first day of the convention; refer to pages 29-32 of the handbook for additional details.

DANCE COMMITTEE

- Secure appropriate entertainment (disc jockey or other means of providing music) for the dance.
- Conduct group & individual dance contests for junior & senior divisions at 9:30 P.M. (held at the same time for up to 30 minutes).
- Check in all dance contestants & give them a number to wear on their shirt.
- Sponsor & students tally the results of the dance contests, fill out the Contest Results Sheet, & give a copy to the SRC Chairman; keep a copy to announce the winners during the awards ceremony.
- Ensure that the disc jockey is performing satisfactorily & students are behaving appropriately.
- Held the first night from 9:00-11:30 p.m.; refer to page 33-35 of the handbook for additional details.

DECORATIONS COMMITTEE

- Make convention theme-related, attractive, economical decorations for the lobby, on/around the stage for general sessions & tables for the luncheon.
- Decorate the lobby & general session area before convention begins.
- First & second day of convention; refer to page 36 of the handbook for additional details.

DRAWING CONTEST

- The theme of the drawing contest is decided upon by the committee & sponsor, & will not be announced ahead of time.
- Schools must preregister up to three (3) members using the form on page 38 of the handbook.
- The committee will provide supplies for the contestants.
- Participants will receive a synopsis of the book & graphic if necessary.
- Voting for these posters will take place during the Voting Delegates meeting on the second morning.
- Held the evening of the first day of the convention; refer to pages 37-38 of the handbook for additional details.

GIVEAWAYS COMMITTEE

- Inform clubs about the number of items needed for the giveaway bags.
- Collect the clubs' giveaway items at registration
- Distribute the bags in the registration area at the appropriate time on the second day of the convention.

- Refer to page 39 of the handbook for additional details.

HOSPITALITY COMMITTEE

- Select a chairman that can speak before a group & present gifts.
- Purchase a gift for guest speakers, workshop leaders, officers, & out-going SRC chairman.
- Refer to page 40 of the handbook for additional details.

MEMBERSHIP COMMITTEE-Sponsor

- Sponsor takes first place posters, junior & senior divisions' scrapbooks, & the state scrapbook to display at LLA conference/LASL luncheon to promote new LTLA clubs.
- Promote LTLA & encourage new clubs to join LTLA through articles in professional journals & newsletters.
- Refer to page 41 of the handbook for additional details.

NOMINATING COMMITTEE

- Request clubs to consider sponsoring a candidate for a state office: president, vice president, secretary, treasurer, reporter, historian, & parliamentarian; include the 16 points listed on the Candidates for Office sheet on page 44 of the handbook.
- Email letters to all member clubs by December 15 requesting nominations & setting forth the rules of eligibility; deadline for nominations is January 15.
- Refer to pages 42-45 of the handbook for additional details.

REGISTRATION COMMITTEE

- Collect fees for registration & the luncheon.
- Prepare name tags & luncheon tickets for students & sponsors.
- Number the name tags consecutively on the backs for the door prize drawings.
- Purchase & label letter size envelopes; put name tags, workshop tickets, book discussion tickets, luncheon tickets, etc. in the envelopes.
- Place the envelopes in alphabetical order in a box for easy distribution.
- Run the registration desk from 3-5 p.m. the afternoon of the first day.
- Prepare extra tickets & name tags for on-site registration.
- Refer to page 46-48 of the handbook for additional details.

SCRAPBOOK CONTEST COMMITTEE

- Book Junior-chaired by a high school club-& Book Senior-chaired by a junior high club
- Electronic Media Junior-chaired by a high school club-& Electronic Media Senior-chaired by a junior high club
 - Announce the winners & award ribbons at the Awards Session on the second day of the convention.
 - Refer to pages 49-53 of the handbook for additional details.

SOCIAL GAMES COMMITTEE

- Provide games for members to enjoy during the dance.
- Contact other clubs to bring games that the members will enjoy playing.
- Supervise gaming area.
- Held 9-11:30 p.m. during the Dance; refer to page ? of the handbook for additional details.

SOUND SYSTEM COMMITTEE SUMMARY - DRAFT

- Research borrowing, renting or purchasing equipment.
- Ask schools if any of their members can provide these services at the convention.
- Get CD from previous sound person; download current music.
- Provide music at times during the convention; refer to page ? of the handbook for additional details.

TALENT SHOW COMMITTEE

- Refer to page 54 of the handbook for the preregistration form.

T-SHIRT CONTEST COMMITTEE-Junior-chaired by a high school club-& senior-chaired by a junior high club

- Deliver the score sheets to the SRC chairman.
- Announce the winners & award the ribbons at the third general session/awards luncheon.
- Refer to pages 55-57 of the handbook for additional details.

WES SMITH MEMORIAL ESSAY CONTEST COMMITTEE- Junior Division & Senior Division

- Using the example in the contest rules, determine the evaluation criteria when the new theme is selected.
- Notify clubs of the due date.
- Secure judges; contact a college English Department in September/October to request assistance with judging the essays by the designated deadline.
- Following judging, give a token of appreciation (\$5-\$10 price range) to the department head for assisting with the Essay Contest.
- Submit Spirit Award forms to the SRC chairman during the dance.
- Present awards to the winning entries at the awards session on the second day of the convention.
- Email the reporter copies of the winning essays so that they may be published on the website.
- Email the original essays of the top three (3) winners in each division to the historian for inclusion in the LTLA scrapbook.
- Refer to page 58-62 of the handbook for additional details.

STUDENT RELATIONS COMMITTEE (SRC) CHAIRMAN

- Sponsors-consider serving as STC Chair in the future.
- Refer to pages 63-64 of the handbook.

SPIRIT AWARDS

- Refer to pages 66-67 of the handbook.

BYLAWS OF THE LOUISIANA TEEN-AGE LIBRARIANS ASSOCIATION

- Refer to pages 75-77 of the handbook.

STANDING RULES

- Refer to pages 78-79 of the handbook.

DRAFT DESCRIPTION

For Consideration of Placement in the LTLA Handbook

SOCIAL GAMES COMMITTEE SUMMARY

- Provide games for members to enjoy during the dance.
- Supervise gaming area.
- Held 9-11:30 p.m. during the Dance; refer to page ? of the handbook for additional details.

SOCIAL GAMES COMMITTEE

1. Secure appropriate games for members to enjoy during the Dance.
2. Contact other clubs to bring games that the members will enjoy playing.
3. Make arrangements with the LTLA/hotel liaison person for a room.
4. Supervise Social Games room to ensure that students are behaving satisfactorily, and that no one is unruly.
5. Make sure that the disc jockey receives payment at the end of the dance. The treasurer will issue the check to the disc jockey. A check request form must have been processed.
6. Check to see that all persons attending the Social Games area have name tags. Some of the sponsors will gladly assist you.
7. If any student has no name tag, he/she must get their ID immediately.
8. Attend all required executive board meetings. Email your report to the president, secretary, and Student Relations Chairman.