



ADVISER CONVENTION PLANNING GUIDE

Welcome to the 2025 FSPA state convention. We are excited to have you join us at the Renaissance Orlando at SeaWorld. The Florida Scholastic Press Association and its executive board, district directors and student representatives from around the state have worked hard to build a quality program geared toward propelling today's scholastic journalists into this ever-changing media landscape. Now more than ever, we're looking for you to help make our state convention one of the best in the nation. Please make sure to review these guidelines with your students prior to joining us on April 3 and if you have any questions, feel free to reach out to us.

GENERAL INFO

- Set the tone for the convention at the very beginning. Your enthusiasm is contagious and pumped-up students will have a great time at convention.
- Start your paperwork early. It takes time to get permission to attend an overnight convention and to get checks processed.
- Book hotel rooms and send them your school's tax exempt certificate.
- Arrange transportation to the convention.
- Go over the Student Convention Planning Guide and Student Permission Form with your students. Be sure they understand the importance of behaving responsibly.
- Talk to your students about their goals for convention and stress the importance of attending sessions and competing in contests. Tell them to take notes and ask questions and encourage them to network with students from other schools. Many schools
- Meet with chaperones so they understand their roles and responsibilities, as well as the rules and expectations for convention.

PACKING LIST

- FSPA Student Permission forms for every student attending. Any student missing a form will be sent home immediately at school or parental expense.
- A copy of your hotel reservation and your school's tax exempt certificate.
- A light jacket; meeting rooms are often very cold.
- Technology equipment, especially for those in contests, including cameras, video cameras, microphones, computers, memory cards, extra batteries, power cords, surge protectors (to charge many devices at once), etc.
- A list of all of your students' cell phone numbers.

ADVISER/CHAPERONE RESPONSIBILITIES

- Chaperone-to-student ratio should be no more than 10 students per chaperone and/or should meet your district's requirements.
- Teachers and chaperones who assume the responsibilities of accompanying students on an out-of-town trip should recognize they are assuming a 24-hour-a-day responsibility. Advisers must be in charge at all times. Advisers and chaperones should not make personal plans away from the convention site.
- Advisers must ensure that students do not have members of the opposite sex in their hotel rooms and that all students must be in their assigned hotel rooms by the 11:30 p.m. curfew. Adviser should never retire until all students are checked in for the night.
- Advisers must have an accurate check on the students assigned to them at all times. At no time should students be "turned loose."
- Possession and/or consumption of alcohol, tobacco and illegal drugs as well as possession of weapons are strictly prohibited.
- FSPA convention name tags are required at all times.
- If a student violates convention rules, the adviser is responsible for helping enforce the consequences, which may include sending the student home at parental expense the day of the infraction.

By signing this form, I agree to abide by the above responsibilities and have reviewed the rules listed on the Student Convention Planning Guide with my students. I understand that I am responsible for my students at all times during the convention.

ADVISER SIGNATURE

DATE

SCHOOL NAME

ADVISER NAME (PRINTED)

PHONE NUMBER THAT ADVISER CAN BE REACHED 24/7 DURING CONVENTION