

**46th Annual Illinois Statewide
Young Authors' Conference
May 16, 2020**



Conference Guidelines

Co-Sponsored by the
Illinois Language and Literacy Council
and
Illinois Reading Council

46th Annual Illinois Statewide Young Authors' Conference

Normal West High School, Normal, Illinois

May 16, 2020

Co-sponsored by the
Illinois Language and Literacy Council and Illinois Reading Council

Purpose

The Illinois Young Authors' conference is a celebration of the written work of children in kindergarten through eighth grade. The purpose of the conference is to support classroom teachers in their efforts to encourage and improve students' abilities in writing, reading, listening, and sharing, and to recognize the accomplishments of young authors. All children in kindergarten through eighth grade, including those in special programs, are encouraged to participate.

In the spring, young authors selected by their local schools and districts will be invited to attend a one-day statewide conference where their books will be read, discussed, and affixed with the official seal of the Young Authors' Conference. The Young Authors' Conference will emphasize language as a vehicle for communication with others. In small groups, children will be encouraged to share ideas with noted children's authors, educators, and other young authors. Adults who accompany children to the conference will be invited to a session designed to further their insights into children's writing.

Questions regarding the Young Authors' Conference may be directed to:

Dr. Sue Anderson
Conference Coordinator
Illinois Language and Literacy Council
537 South Oak Avenue
Westmont, IL 60559
Phone: 630-988-9833
E-mail: anderbrose@aol.com
Email responses preferred

**You can also receive updates by “liking” us on Facebook at Illinois
Young Author’s Conference. You can also follow us on twitter
@ilyoungauthor.**

School District Guidelines

1. Each district's Young Authors' program should be made available to all students in grades K-8. Children of all ages and ability levels should be encouraged to participate.
2. Selection of conference participants is the responsibility of the local school and/or district. Selection criteria should reflect the principles of the authoring cycle, growth and development in the writing process, and representations of the best efforts of students.
3. **Each district may select at least one young author regardless of enrollment. More than one young author may be sent per school district provided that the following criterion is met: At least 1 volunteer is sent. 1 volunteer is required for every three students sent to the conference. (i.e. 1-3 students = 1 volunteer, 4-6 students = 2 volunteers)**
4. If more than one student is selected, as many grade levels and school buildings as possible (primary, intermediate, junior high/middle school) should be represented. It is strongly suggested that, if a young author cannot be selected from each school in a district, schools be represented on a rotating basis so that, over time, all schools are able to send young authors to the conference.
5. The district must notify its eligible participants and inform them of registration procedures for the conference. The informational letter included in this packet should be distributed to all participants. **NO STUDENT PACKETS WILL BE MAILED BY IRC. PLEASE PRINT THE STUDENT CONGRATULATORY PACKET ON THE IRC WEBSITE AND SEND IT TO THE STUDENT'S HOME.** (<http://www.illinoisreadingcouncil.org>) **This will be available after March 30, 2020.**
6. Books authored and/or illustrated by *more than two* children can be accepted as two separate registrations or one single registration. Coauthored or author/illustrator entries will count as two of the district's allotment of entries if both authors attend. The coauthors will be given the same room assignment. Districts that send only one participant may submit registrations for *both* authors of a coauthored manuscript, for certificates, but will only pay for one registration. Please complete the information about coauthored books on the Registration Form found in this packet.
7. Dictated books may be typed or handwritten by an adult, but must be in the student's own language.
8. Manuscripts must have a substantial cover with pages securely attached. A legibly written manuscript identification card (included in this packet) must be secured inside each manuscript. The young authors are to bring their manuscripts with them to the conference. **Please do not mail them.**
9. **PLEASE NOTE VOLUNTEER REQUIREMENTS. It is mandatory that each participating district or nonpublic school provide at least one volunteer to ensure adequate support for the conference. The requirement is 1 volunteer for every 3 students.** If you do not provide at least one volunteer, the student(s) will not be able to attend the conference. CEU's will be available to volunteers. Volunteers may be administrators, teachers, teacher's aides, and/or parents/guardians.

Nonpublic and Home School Guidelines

Nonpublic school children are also eligible to participate. Please make sure that you send one volunteer for every three children sent from a nonpublic school district. (i.e. 1-3 students = 1 volunteer, 4-6 students = 2 volunteers)

REGISTRATION INFORMATION

Registration materials for each participating student must be received by Sue Anderson of the Illinois Language and Literacy Council **no later than Saturday, April 11 2020**. (*Registrations postmarked after this date will be charged \$65. Any registration postmarked after May 2, 2020 will be charged \$100 and will not be guaranteed a book from their child's author. On-Site Registration will no longer be available.*)

NOTE: A special registration fee of \$35 is available for students who were registered for last year's canceled conference and will attend this year's conference. A separate notice was sent out to those Districts who registered last year.

Registration packets must contain the following:

- District Registration Form (typed/printed neatly)
- Student Registration Form (typed/printed neatly)
- Emergency Medical Treatment and Parental Waiver Form (bearing original signature)
- Registration fee of \$50 per student (checks made payable to the **Illinois Language and Literacy Council**). (\$35 if a student was supposed to attend last year's canceled conference.)
- **Mandatory Volunteer Form(s) (at least one per three students)**

Send **completed registration** materials to:

Dr. Sue Anderson
Student Registration
Illinois Language and Literacy Council
537 South Oak Avenue
Westmont, IL 60559

Young Authors' Contact Person Checklist

- _____ Select students to participate in the 46th Annual Statewide Illinois Young Authors' Conference.
- _____ Notify the students of their selection to participate in the conference. **Please download and duplicate the Student Congratulatory Packet** available on-line after March 30, 2020, at <http://www.illinoisreadingcouncil.org/yac.html> and distribute to each participant. **Please note: no packets will be mailed to students' homes by ILLC.**
- _____ Arrange for and collect the registration fee of **\$50** per student to cover lunch and materials. (\$35 if the student was supposed to attend last year's canceled conference.) Most districts pay this fee for students. If the district does not, *collect* fees from parents. Check(s) must be made payable to the **Illinois Language and Literacy Council**.
- _____ Submit a completed registration packet, including the following, by **April 11, 2020**.
 - _____ A. Completed District Registration Form, page 5 (only one per district will be accepted),
 - _____ B. Completed Student Registration Form for each student selected to attend the Conference, page 6
 - _____ C. A signed Emergency Medical Treatment and Parental Waiver Form for each student registered, page 7,
 - _____ D. Registration fee of **\$50** per student (checks only) made payable to Illinois Language and Literacy Council, (\$35 if the student was supposed to attend last year's canceled conference.)
 - _____ E. Mandatory Volunteer Form(s) (page 8 of the packet) (at least one volunteer per three students). (Packets are sent to volunteers in early May. Please check the accuracy of all volunteer information prior to its submission.)

Send the **District Registration Form, Student Registration Form(s), registration fees, and, Medical Treatment and Parental Waiver Form** to:

Dr. Sue Anderson
Student Registration
Illinois Language and Literacy Council
537 South Oak Avenue
Westmont, IL 60559

Send the Mandatory **Volunteer Form(s)** to:

Dr. Sue Anderson
Young Authors' Conference Coordinator
Illinois Language and Literacy Council
537 South Oak Avenue
Westmont, IL 60559

PLEASE NOTE THE VOLUNTEER REQUIREMENTS: The Statewide Young Authors' Conference is run entirely by volunteers. It is MANDATORY that each district or nonpublic school provide at least one volunteer per three students to ensure adequate support for the conference (see form on page 8). If you do not provide at least one volunteer per three students, the student(s) will not be able to attend the conference. Volunteers will receive CEU's. Volunteers may be administrators, teachers, teacher's aides, and/or parents/guardians.

Students are to bring their manuscripts to the conference where the books will be discussed, displayed, and affixed with the official seal of the Young Authors' Conference. Do not mail manuscripts and Manuscript Identification Cards (page 6).

IMPORTANT NOTES:

- **THE STUDENT CONGRATULATORY PACKET WILL NOT BE MAILED FOR YOU. IT WILL BE AVAILABLE ON-LINE BY MARCH 30, 2020 FOR YOU TO PRINT AND DISTRIBUTE TO THE STUDENT.**
- **It is imperative that all completed registration forms be received by April 11, 2020. Space at the conference is limited.**
- **There is a congratulatory letter. Make sure you send one home with your student(s).**

School District Name and Number: _____

DISTRICT REGISTRATION FORM
(Submit one per district)

46th Annual Illinois Statewide Young Authors' Conference
Normal West Community High School

May 16, 2020
Registration Due: April 11, 2020

Please **type/print** neatly.

Enclosed is a check(s) in the amount of \$ _____ to register (number) _____ young authors from District # _____ in _____, Illinois. (Registration fee of \$50 per student.)
****Additionally, we are registering (number) _____ young authors who were to attend last year's conference that was canceled (Registration fee of \$35 per student).**

I verify that I am sending the following volunteers for every 3 students sent to the conference:

Name: _____	Contact number: _____
Name: _____	Contact number: _____
Name: _____	Contact number: _____
Name: _____	Contact number: _____

The Student Registration Forms for each young author selected to attend the Statewide Conference accompany this sheet.

District Contact Person _____ Phone _____

Street Address _____

City _____ Zip _____

Email Address _____

Name of Superintendent _____

Street Address _____

City _____ Zip _____

Original signature of Superintendent or Designee

The District Registration Form, Student Registration Forms, check(s) for student registration (payable to the Illinois Language and Literacy Council), Emergency Medical Treatment and Parental Waiver Forms **must** be received by **April 11, 2020**.

Send completed forms to:

Sue Anderson
Student Registration
Illinois Language and Literacy Council
537 South Oak Avenue
Westmont, IL 60559

Student Registration Form
46th Annual Illinois Statewide Young Authors' Conference
Normal West High School, Normal, Illinois
May 16, 2020

We have lost funding from the state, which means we would prefer to have your registrations as early as possible.

Please **type/print neatly** for *each* student:

Title of Manuscript _____

Author's Name _____ Grade _____

Author's Home Address _____

City _____ Zip Code _____

Complete District Name _____

Complete School Name _____

Please list below information for the school/district Young Authors' Conference contact person:

Name _____ Phone _____

School Name _____ School Address _____

City _____ Zip Code _____

Phone Number _____ Fax Number _____ Email Address _____

A fee of \$50 payable to the Illinois Language and Literacy Council must be sent with the forms for each student attending the Statewide Conference by **April 11, 2020**. Please do **NOT** staple check(s) to this form. Name tags, certificates, and other conference materials will be prepared from this form. **Please check to ensure that all information, including spelling of the student's name, grade level, address, and manuscript title, is accurate. By registering for the Young Authors' Conference, you are giving permission for your child to be photographed or videoed for promotional purposes for the conference. NOTE: Please indicate if this student was supposed to attend last year's canceled conference by circling YES and then the fee is \$35.**

Please indicate any special arrangements that are necessary for this student:

<input type="checkbox"/> Dietary _____ <input type="checkbox"/> Language/Hearing Student requires an interpreter/translator due to: <input type="checkbox"/> A hearing impairment <input type="checkbox"/> Primary language other than English (please state language): _____	<input type="checkbox"/> Medical _____ <input type="checkbox"/> Mobility _____ <input type="checkbox"/> Other _____ _____
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Type/print neatly, detach here, and affix the bottom portion to the inside cover of each manuscript.

MANUSCRIPT IDENTIFICATION CARD

Author _____ Grade _____

Name of coauthor (if applicable) _____ Grade _____

Title of Manuscript _____

School Name _____

School Address _____

School District Number _____ City _____

Illinois Young Authors' Conference
Volunteer Form 2020

1. Please complete the following form for each Volunteer.
2. Scan it and email it to anderbrose@aol.com
3. OR snail mail it to:

Dr. Sue Anderson
537 S. Oak Avenue
Westmont, IL 60559

Name _____

Street Address _____

City _____ Zip Code _____

Phone # _____

Alternate Phone # _____

Years Volunteered (If this is your first year, put the number 1)

Your current role (Please circle one)

Teacher

Parent/Guardian

Teacher's Aide

Administrator

Student Teacher

College Student

Other _____

School District _____

Child's Name and Grade _____

Child's School District _____

1st Choice of Grade Level to work with (circle one)

K-2

3-4

5-6

7-8

2nd Choice of Grade Level to work with (circle one)

K-2

3-4

5-6

7-8

Volunteer Position you would like to do (please refer to Page 11 for Position Descriptions.)
Please circle one:

Group Facilitator

Flexible

Hallway Representative

Author/Storyteller Escort

Anything else you need us to know, Please write it here.

Emergency Medical Treatment and Parental/Guardian Waiver

This form must be completed and signed by a parent or guardian for each student planning to attend the 46th Annual Illinois Statewide Young Authors' Conference on **May 16 2020**. A completed form for each student registered must be included in the nonpublic school's or public school district's packet of registration materials. **Please note: Student Registration Forms cannot be accepted without completed waivers.**

Please type/print neatly.

Student's Full Name _____ Age _____

Parent/Guardian Name _____ Relationship to Student _____

Street Address _____ City _____ Zip _____

Parent Cell Phone _____ Alternate Phone _____

Emergency Contact (in case you cannot be located):

Name _____ Phone _____

The law requires that parental permission be obtained for medical or surgical procedures for unmarried minors under 18 years of age. The following consent form must be signed by parents so that procedures may be promptly carried out and so that no unnecessary delays will occur with treatment. However, no emergency surgical procedure or operation will be performed in a local hospital without parents being contacted, fully informed and their consent obtained.

The authorization for release of medical information and reassignment of benefits is needed by Normal West High School.

I understand any medical expenses are my financial responsibility. I also authorize Normal West High School to release information of such care to my health insurance carrier for the purpose of reimbursement and authorize assignment of insurance benefits to Normal West High School's designated service provider for any care provided.

Parent or Guardian—original signature required

Date

Parental/Guardian Waiver Normal West High School

I, _____, parent/guardian of _____, minor, do hereby release, acquit, and forever discharge, Normal West High School, its officers, employees, agents and representatives, the Illinois Language and Literacy Council, and the Illinois State Board of Education, from any and all claims, causes of action, damages, or judgments, whether in contract or in tort, for any injuries including personal that may be incurred arising out of or in any way connected to _____'s participation in the Statewide Young Authors' Conference at Normal West High School on May 16, 2020.

Parent or Guardian—original signature required

Date

Mandatory Volunteer Form

We need you to volunteer! **It is MANDATORY that each participating district or nonpublic school provide at least one volunteer per three students (i.e. 1-3 students = 1 volunteer, 4-6 students = 2 volunteers) to ensure adequate support for the conference. If you do not provide at least one volunteer per three students, the student(s) will not be able to attend the conference.**

Please volunteer to spend Saturday, May 16, 2020, in Bloomington-Normal, Illinois, and help make the 46th Annual Illinois Statewide Young Authors' Conference the best one yet! CEU's are available!

The Volunteer Form is due to Dr. Sue Anderson by April 11, 2020.

THE FORM IS FOUND ON PAGE 8 OF THESE GUIDELINES!

Volunteer Job Descriptions

Volunteers at the Young Authors' Conference are very valuable. Every job is easy and fun, and we look forward to your participation on May 16, 2020. Below you will find volunteer job descriptions for the Conference:

- **Group Facilitators** meet with groups of children. This is similar to managing a group of children on a field trip. They plan a get-acquainted activity, allow children to read their stories to each other, and escort children to the panel discussion, to lunch, and to visit with an author. Extra CEU's for this position!
- **Author Escorts** are provided with a building map so that they can escort authors to several different locations during the day and to lunch. You will be eating lunch with your Author. An Author Escort is asked to meet with his/her author on Friday evening at the reception.
- **Flexible Volunteers** agree to work where they are most needed the day of the conference. They may be asked to assist a Hallway Representative, to act as a co-facilitator, to assist at lunchtime, or to provide general assistance around campus.
- **Hallway Representatives** are responsible for a Hallway area of students and their volunteers. They walk the groups to their hallway rooms after the Opening Ceremony and are a resource for Group Facilitators in their hallways. They also run the Closing Ceremony for their grade levels and facilitate the author panels in the afternoon.

Additional Information

- **Reception:** To show our appreciation to volunteers, a special reception and book signing with the authors will be held on Friday evening at 7:00. Additional information, as well as the RSVP form for this event, will be included in the mailing that confirms each volunteer assignment. Look for them in early May.
- **CEU's:** Three CEU's will be available for attendance at the reception on Friday evening. Seven CEU's will be available to volunteers on Saturday. Group Facilitators will be awarded two (2) additional CEU's for their preparation time.
 - Saturday's activities commence at 7:30 a.m. NOTE: These will include a mandatory training session. Volunteers with students accompanying them can have students with them at the training. The day's activities generally conclude at approximately 3:00 p.m. Further details of the day's schedule will be provided.

If you have any questions, please contact:

Dr. Sue Anderson
Phone: 630/988-9833
E-mail: anderbrose@aol.com
(E-mail is the preferred method of communication.)

You can also receive updated information by "liking" us on Facebook at "Illinois Young Author's Conference" or following us on twitter @ilyoungauthor

46TH ILLINOIS YOUNG AUTHORS' CONFERENCE

April 11, 2020

Dear Young Author:

Congratulations on your selection to represent your school at the 46th Annual Illinois Statewide Young Authors' Conference. This letter provides preliminary information regarding the conference for students in **kindergarten through grade 8** that have been selected to participate this year.

The conference will be held on the Normal West High School campus in Normal, on Saturday, May 16, 2020. **You should plan to arrive no earlier than 8:45 a.m.** Student check-in is from 9:00 a.m. to 9:30 a.m., with a mandatory opening address beginning at 9:30 a.m. in the Auditorium. During the conference, you will meet with a noted Illinois author of books for young people and receive a signed copy of his or her work. Lunch will be provided for you. Your escort, family, or friends who accompany you will be invited to attend a special session.

Directions to Normal West High School and a hotel map are available online at the Illinois Reading Council Website. **Additional information, including the check-in process and the conference schedule, will be given to the student by the district representative by early May.** You can also receive updates by "liking" us on our Facebook page, "Illinois Young Author's Conference" and/or following us on Twitter @ilyoungauthor.

Please remember to bring your manuscript on May 16, 2020. You will have an opportunity to share your writing with other student representatives. The official conference seal will be given to you to be placed on your original manuscript.

If you have any questions, please ask your local Young Authors' contact person. Have a safe trip and we look forward to seeing you on Saturday, May 16, 2020.

Sincerely,

Dr. Sue Anderson, Young Authors' Conference Coordinator
Illinois Language and Literacy Council

Attachment