**State Competition Checklist**

**April 19th-20th, 2018**

**Tacoma Convention Center**

**Tacoma, WA**

Disclaimer: Check with your school district guidelines regarding overnight travel and deadlines. There may be additional paperwork or requirements separate from what is listed in this checklist.

* Below are deadlines for WCTSMA State Competition 2019 and items that you need to remember to bring with you to the competition.
* If you have any questions, please e-mail Bud Bannon at secretary.wctsmabod@gmail.com or Heather Sevier at president.wctsmabod@gmail.com
* Transcripts may be mailed to:

Larry Howe

360 Valley Mall Parkway #161

East Wenatchee, WA 98802

School Deadlines

|  |  |  |
| --- | --- | --- |
|  | **Task** | **Deadline** |
|  | GPA Transcripts mailed to Larry Howe | POSTMARKED by March 22, 2019 |
|  | ASB fundraiser form | At least 2 weeks prior to fundraiser |
|  | ASB reconciliation form | At least 2 weeks prior to fundraiser |
|  | ASB requisition (participation fees, lodging, dining, transportation) | At least 2 weeks prior to fundraiser |
|  | CTE requisition (instructor fees/student fees as applicable) | At least 2 weeks prior to fundraiser |
|  | School Field Trip Paperwork | At least 4 weeks prior to event |
|  | School Transportation Paperwork | At least 4 weeks prior to event |
|  | Pre-arranged Absence Request Form | 1 week prior to event |
|  | School Medical Form | 1 week prior to event |
|  | School Overnight Form | 1 week prior to event |
|  | Program Competition Code of Conduct | 1 week prior to event |

WCTSMA Deadlines/Things to Bring

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| --- | --- | --- |
|  | **Task** | **Deadline** |
|  | Hotels reserved: Block WCTSMA | January ASAP |
|  | Scholarships | February 11, 2019 |
|  | WCTSMA Registration/Payment | March 15, 2019 |
|  | WCTSMA EPAC (2/school) | March 15, 2019 |
|  | WCTSMA Name Submission | March 22, 2019 |
|  | GPA Transcripts to Larry Howe | POSTMARKED BY March 22, 2019 |
|  | Student Forum APPLICATION | No later than March 22, 2019 |
|  | FINAL Student Forum submitted | BY April 12th, 2019 |
|  | Poster Submissions | BY April 5th, 2019 |
|  | Student Officer Applications: e-mail to stateofficerdirector.wctmabod@gmail.com | BY April 5th, 2019 |
|  | WCTSMA Check-in | April 18-19, 2019 |
|  | WCTSMA Adult Code of Conduct | Bring with you |
|  | WCTSMA Participant Code of Conduct | Bring with you |
|  | WCTSMA Medical Release Form | Bring with you |
|  | CPR Face Masks | Bring with you |
|  | Student Forum Flash Drives | Bring with you |
|  | Poster | Bring with you |