**AATG-GA State German Convention**

**Teacher/Chaperone Checklist**

This checklist is designed to help you get organized for the SGC and remind you of important things to tell your students throughout the event.

**What you need to bring with you to registration (Terry England Building) on Friday afternoon:**

* [**CAMP PERMISSION FORM**](https://docs.google.com/document/d/1-FyoGz2_OE5DySsM_pmfArBw39zlDgxo/edit?usp=sharing&ouid=100633542602246089724&rtpof=true&sd=true) for each participant
* **SCHOOL BANNER** to put on display (no larger than 3’ x 5’)
* **NAME TAGS** – leave one extra sample at the registration table for judging.
* Send students with **PROJECTS/BAKED GOODS** to designated area to register their items immediately after you check in at the registration table in Terry England.
* Collect all **CAR KEYS** from student drivers (if applicable). UNDER NO CIRCUMSTANCES MAY STUDENTS DRIVE AROUND THE CAMP ONCE THEY HAVE ARRIVED!
* Emphasize to students that any damages done to the camp may be grounds for us not being able to continue to have the event at Camp Jackson.
* Donations for the **MARKT** (German candy, books, pencils, stickers, etc.)

**During the convention:**

* Check [judging and supervisory assignments](https://docs.google.com/document/d/1e_9F0ZrMOzDKBzM486u9t0Kykr-6gmAP/edit?usp=sharing&ouid=100633542602246089724&rtpof=true&sd=true).
* Check your cabin periodically when you are not supervising an event to make sure students are participating in events. Encourage your other chaperones to do this as well.
* Make sure all your students are in their cabins **by 10:45 PM** on Friday.
* Check student **PASSPORTS** periodicallyto make sure students are participating in events.
* Make sure nothing is left in your **CABIN** (including garbage!) *before* coming to the closing ceremony.