



January 2017

Dear Official Regional Chaperone:

On behalf of the U.S. Departments of the Army, Navy, and Air Force, we are pleased to extend a cordial invitation to you and five students to attend the 55th National Junior Science and Humanities Symposium (JSHS), April 26-30, 2017, San Diego, California.

The 55th National JSHS will bring together 230 high school students and approximately 160 adult leaders, high school teachers, university faculty, ranking military officials, and others to encourage the future generation of scientists and engineers and to celebrate student achievement in the sciences. A full program will be planned in cooperation with our tri-Service hosts and STEM researchers from DoD and the university research community from around the country. Please visit <http://www.jshs.org> for program highlights and scheduled activities. Participants can follow JSHS activities on Twitter @NtJSHS.

All regional symposia finalists are invited to present their research at the 55th National JSHS. The top two regional delegates are invited to compete for military-sponsored scholarships by presenting their research in oral sessions held on Friday, April 29, Hyatt Regency La Jolla. All other regional delegates are invited to present their research in poster sessions held on Saturday, April 30, Hyatt Regency La Jolla. Sessions will be organized by disciplines that are designated by the students during the registration process (abstract and paper submission).

*National JSHS Guidelines and ground rules for student presenters* are published at <http://www.jshs.org>. (See Participation Guidelines tab). *National JSHS Guidelines for poster presenters* are also published at above reference. Tri-fold poster boards will be available at the National JSHS. Students will simply have to tack up their prepared materials onto these boards. Poster set up is scheduled for Friday afternoon; poster judging will take place on Saturday morning.

To register JSHS student delegates and Official Regional Chaperones, please visit <http://www.cvent.com/d/dvqc2x/1Q>

Registration instructions are attached. Travel reservations for the regional delegations will be coordinated with you as the Official Regional Chaperone through the National JSHS Office. Travel is planned for the delegations to travel as a group, or to rendezvous enroute. Upon receipt of student registration, the National JSHS Office will follow-up with you to confirm the registered student delegates and distribute contact information. Additional guidelines and instructions for Official Regional Chaperones are attached. Additional guests, including student family members, teachers and mentors, may register to attend National JSHS at the same registration link as above. Guests are required to separately arrange for their travel and hotel accommodations and will be responsible for the cost of room, tax and incidentals.





**Registration deadline – April 3, 2017**  
***Symposia conducted before March 30 are encouraged to register two weeks following their symposium (to save on airline costs).***

The program dress for the National JSHS is business attire. For the oral and paper sessions, attendees typically dress more professionally. Suitable business attire for adults and students includes a collared shirt, with optional jacket or sweater, and pants for men; blouses with pants or skirt, or comparable dresses, for women. Jeans are not acceptable. Closed toed shoes are required for the DoD laboratory tours for safety, and comfortable walking shoes are recommended.

Thank you for your assistance in coordinating the registration process for your students. Please contact us for further assistance. To reach the National JSHS Office by phone or fax, Tel. (603) 228-4520, FAX (603)-228-4730 or you may email us.

1. For registration questions...Contact Tina White, [twhite@jshs.org](mailto:twhite@jshs.org), or Pamela Hampton at [phampton@aas-world.org](mailto:phampton@aas-world.org).
2. For airline reservations...Contact Sandy Delude, Penny Pitou Travel, Tel. (603) 856-7362 or email: [Sandy@pennypitoutravel.com](mailto:Sandy@pennypitoutravel.com).
3. Contact me, [cousens@jshs.org](mailto:cousens@jshs.org) for all other questions including programming, judging and student paper submission.

We look forward to seeing you at the 55th National JSHS!

Sincerely,

Doris Ellis Cousens  
Director, National JSHS

Enclosures:  
Registration instructions  
Official Regional Chaperone Role Responsibilities





National Junior Science & Humanities Symposium  
San Diego, California, April 26-30, 2017

**REGISTRATION OVERVIEW – STUDENT DELEGATIONS**

Congratulations on your outstanding achievements in STEM. We look forward to your participation in the 55<sup>th</sup> National Junior Science and Humanities Symposium (JSHS). All participants are required to register to attend at <http://www.cvent.com/d/dvqc2x/1Q>

Please also RSVP to your JSHS Regional Director within 5 days to accept or decline the invitation to attend the 55<sup>th</sup> National JSHS. In the interest of safety, continuity and maximizing the educational value of the National JSHS experience, students are required to participate in all National JSHS events and activities. If students and adult volunteers have any conflicts, they must decide within 5 days of the regional symposium competition whether to attend the National JSHS or the conflicting activity. The National JSHS Office requests that regions pass the invitation to the National JSHS to the next alternate if a student cannot fully participate in the symposium.

**Attachments:**

- Invitation to the 55th National Junior Science & Humanities Symposium
- Consent Form

**Registration.** Please be prepared to complete the following at the National JSHS registration site:

- Enter personal, demographic and assessment data; confirm airline reservations; indicate meal preferences, travel preferences and other participation details.
- Submit a consent form, requiring the signature of your parent/guardian (if 17 years of age or younger) or your signature (if 18 years of age or older).
- All students submit an abstract about the research you conducted and presented at your regional JSHS. Upon completion of your registration, you will receive a link to the Abstract submission site. Abstracts are due on April 1.
- All oral and poster presenters submit a Statement on Outside Assistance. This form may be downloaded from the abstract submission site.
- All oral presenters submit a research paper which complies with the National JSHS Guidelines and Ground Rules for Student Research Paper Presentations found at [www.jshs.org](http://www.jshs.org). All papers are due by April 1.



## Travel and airline reservations.

At registration students submit personal information required by the airlines, including date of birth, gender and legal name as it appears on the Government identification presented at the time of travel.

Once students complete their registration, travel reservations will be coordinated with the student and Official Regional Chaperone who will be traveling with the regional delegation by the National JSHS Office. All travel is planned for the regional delegation to travel to San Diego as a group.

***Non-refundable airline tickets are purchased.*** All participants are requested to review any conflicts and commit to full attendance in the National JSHS prior to completing registration. Should a student cancel participation after an airline ticket is issued, the student's abstract will be removed from the abstract publication.

Please contact your regional JSHS symposium director or the National JSHS Office, if we can be of further assistance. Here is the contact information of the National JSHS Office:

Academy of Applied Science  
24 Warren St., Concord, NH 03301  
Tel. 603-228-4520 FAX 603-228-4730

1. For registration questions, please contact Tina White, [twhite@jshs.org](mailto:twhite@jshs.org), or Pamela Hampton, [phampton@aas-world.org](mailto:phampton@aas-world.org).
2. For airline reservations, please contact Sandy Delude, Penny Pitou Travel, Tel. (603) 856-7362 or email: [Sandy@pennypitoutravel.com](mailto:Sandy@pennypitoutravel.com).
3. For all other questions, to include programming, judging and student paper submission, please Doris Cousens, [cousens@jshs.org](mailto:cousens@jshs.org).





## National Junior Science & Humanities Symposium San Diego, CA; April 26-30, 2017

### ROLE & RESPONSIBILITIES OF OFFICAL REGIONAL CHAPERONES AT NATIONAL JSHS

The U.S. Army, Navy and Air Force (hereafter also referred to as "Services") sponsor the attendance of one adult leader from each regional symposium to chaperone the student delegation at the National Junior Science and Humanities Symposium (NJSHS). The Official Regional Chaperone is responsible for all of his/her regional delegates. " Official Regional " chaperone responsibilities and duties include the following:

- ✚ Obtain contact and travel information for all delegates prior to the day of travel and provide your contact information to each delegate.
- ✚ Make contact with each delegate prior to the day of travel and ensure to:
  - Review the travel plan. If travel plans do not allow for the whole group to travel together, choose a time and place to meet face to face upon arrival.
  - Review emergency contact information (student consent forms will be available at the National JSHS).
  - Determine and report any special needs, such as physical challenges, dietary, medical, prescriptions, etc.
- ✚ Meet with all student delegates at least at one meal per day and preferably, at all meals. Introduce the delegates and establish your role as Official Regional Chaperone and your sole authority for permission to deviate from the symposium schedule.
- ✚ Maintain a list of all student room numbers and cell phone numbers. Know that student room assignments are changed only with the chaperone's consent and the consent of the appropriate JSHS staff.
- ✚ Attend all National JSHS events. If the Official Regional Chaperone cannot attend a National JSHS event or activity, he/she must inform JSHS staff immediately and provide a reasonable explanation. If a delegate has to remain at the hotel, notify a JSHS staff member immediately. There will be a JSHS staff member assigned to the hotel with a list of delegates on the premises.
- ✚ Ensure delegates attend, participate and engage in all National JSHS events/activities. Ensure that all delegates adhere to the National JSHS schedule and arrive at National JSHS events on time, to include meals, scheduled activities, bus trips, tours, and departures. Ensure delegates contribute to a successful National JSHS.



- ✚ Encourage interaction with students from other delegations.
- ✚ Be aware of delegates' activities during free time, evening hours, etc.
- ✚ Be watchful and report "unusual" activities or behaviors to JSBS staff and the appropriate chaperone, if known.
- ✚ Notify a member of the JSBS staff immediately for assistance if you have a medical emergency, and dial 911, if needed!

## Review the STUDENT RESPONSIBILITIES at National JSBS:

All student delegates, who are selected to attend National JSBS, agree to abide by the following Rules of Conduct for attendance at the National JSBS. They agree to these rules through their signature on the "National JSBS Consent Form" and their parent'(s) signature as required for any minor.

1. I understand that the U.S. Army, Navy and Air Force have sponsored my participation in the National JSBS due to my interests and achievements in science, technology, engineering, and mathematics. Accordingly, I pledge to fully participate and engage in all National JSBS activities.
2. I understand that I am representing my state and/or regional symposium as a delegate at National JSBS. I pledge to conduct myself in a manner that will contribute to a sense of community among participants and foster an atmosphere of mutual respect for peer group members, contributing researchers from host organizations, my chaperone, and hotel and other staff.
3. I will not depart the symposium site without consent from my chaperone and a designated representative of the JSBS staff.
4. I understand that the use of alcoholic beverages, or other substances that are generally regarded to be detrimental or illegal, will not be tolerated at the National JSBS. Use or possession will result in immediate dismissal from the symposium and return home at my own personal or my parents' expense as well as forfeiture of my scholarship awards.
5. All students must be in the hotel no later than 11 p.m. Visitation between delegates' rooms after curfew is strictly prohibited unless approved by the Official Regional Chaperone for a specific purpose.
6. I understand that an infraction/breach of the above Rules of Conduct may result in immediate dismissal from the symposium, return home at my own personal or my parents' expense, as well as forfeiture of my scholarship awards. The decision for disciplinary action is at the sole discretion of the JSBS staff and Services.

As an Official Regional Chaperone, you will want to be mindful of the following:

- ✚ Adhere to the curfew -- 11 p.m.! At 11:00 p.m., ensure that your delegation is on the hotel property. Contact National JSBS staff immediately, if this is not the case.
- ✚ Room switching is not permitted without consent of JSBS staff.
- ✚ Student delegates must demonstrate respect for hotel property and staff.
- ✚ Student delegates must obtain permission from their chaperone to depart the hotel.



- ✚ Student delegates must be ON-TIME to all events as well as the transportation to and from events.
- ✚ Students are encouraged to set aside some personal time for rest, study, peer interactions, etc.

**Note:** Parents may attend the National JSHS as guests. We encourage parents to remain apart from the symposium events, thereby allowing their children to become a part of the JSHS student body. Whether or not parents attend, chaperones and students are responsible to abide by the rules of participation as agreed upon by signing the "National JSHS Consent" form.

If you are a Regional Director who will be acting as the Official Regional Chaperone for your regional student delegates, you are responsible to identify assistance if you are also engaged in official JSHS business (e.g. Regional Director Executive Committee Meeting, Speaking, Session Moderating, etc.). Please inform JSHS staff whether you have identified temporary coverage or whether you will need help identifying temporary coverage, e.g. through another chaperone, or inviting a teacher to chaperone in your place.

Please do not hesitate to call upon the National JSHS staff for guidance or help in any way. Thank you very much for your service and dedication in support of the Junior Science and Humanities Symposium!

