

**44<sup>th</sup> Annual Illinois Statewide  
Young Authors' Conference  
May 19, 2018**



# **Conference Guidelines**

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

# **44th Annual Illinois Statewide Young Authors' Conference**

**Normal West High School, Normal, Illinois**

**May 19, 2018**

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](mailto: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.**

**Due to loss of funding from the state we may not be able to continue the  
conference. Please help to support future authors and the Young  
Author’s Conference by donating to our GoFundMe page.  
[gofundme.com/2467wgjk](https://www.gofundme.com/2467wgjk) Thank you!!!!**

## 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 ISBE or IRC. PLEASE PRINT THE STUDENT CONGRATULATORY PACKET ON THE ISBE WEBSITE AND SEND IT TO THE STUDENT'S HOME.**  
**[http://www.isbe.net/curriculum/html/young\\_author.htm](http://www.isbe.net/curriculum/html/young_author.htm)) This will be available after March 15, 2018.**
6. Books authored and/or illustrated by *more than two* children will not be accepted. Coauthored or author/illustrator entries will count as two of the district's allotment of entries. 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. 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)

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### REGISTRATION INFORMATION

Registration materials for each participating student must be received by Sue Anderson of the Illinois Language and Literacy Council **no later than Friday, April 13, 2018**. **NOTE: this is a date change.** (Registrations postmarked after this date will be charged \$65. Any registration postmarked after May 3, 2018 will be charged \$100 and will not be guaranteed a book from their child's author. On-Site Registration will no longer be available.)

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**).
- **Mandatory Volunteer Form (at least one per three students) – fill out online form to Sue Anderson**

<https://goo.gl/forms/dflyJ1wHa4xCBABX2>

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 44th 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 15, 2018, at <http://www.isbe.net/young-authors/> or <http://www.illinoisreadingcouncil.org/yac.html> and distribute to each participant. **Note that there is a letter for kindergarten through sixth grade and a letter for seventh and eighth grade. 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. 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 13, 2018**:
  - \_\_\_\_\_ 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, and
  - \_\_\_\_\_ E. Mandatory Volunteer Form(s) (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

Fill out the online the Mandatory **Volunteer Form(s)** to:

<https://goo.gl/forms/df1yJ1wHa4xCBABX2>

**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).**

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## **IMPORTANT NOTES:**

- **THE STUDENT CONGRATULATORY PACKET WILL NOT BE MAILED FOR YOU. IT WILL BE AVAILABLE ON-LINE BY MARCH 15, 2018, FOR YOU TO PRINT AND DISTRIBUTE TO THE STUDENT.**
- **It is imperative that all completed registration forms be received by April 13, 2018. NOTE: Date Change! Space at the conference is limited.**
- **There is ONE congratulatory letter: one for Kindergarten through Grade 8.**

School District Name and Number: \_\_\_\_\_

**DISTRICT REGISTRATION FORM**  
**(Submit one per district)**

**44th Annual Illinois Statewide Young Authors' Conference**  
**Normal West Community High School, Bloomington-Normal**

**May 19, 2018**  
**Registration Due: April 13, 2018**

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.)

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 13, 2018**.

Send completed forms to:

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

**Student Registration Form**  
**44th Annual Illinois Statewide Young Authors' Conference**  
**Normal West Community High School, Normal, Illinois**  
**May 19, 2018**

**Currently we have enough reservations for the Conference to proceed. Complete your registration in a timely fashion. We have lost funding from the state. Please consider donating to our Gofundme campaign at [gofundme.com/2467wgjk](http://gofundme.com/2467wgjk).**

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 13, 2018**. 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, address, and manuscript title, is accurate. By registering for the Young Authors' Conference, you are giving permission for your child to be photographed for promotional purposes for the conference.**

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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Dietary<br>_____<br><input type="checkbox"/> Language/Hearing<br>Student requires an interpreter/translator due to:<br><input type="checkbox"/> A hearing impairment<br><input type="checkbox"/> Primary language other than English<br>(please state language):<br>_____ |  | <input type="checkbox"/> Medical<br>_____<br><input type="checkbox"/> Mobility<br>_____<br><input type="checkbox"/> Other<br>_____<br>_____ |
|--|--|---|

*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 \_\_\_\_\_

# 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 44th Annual Illinois Statewide Young Authors' Conference on **May 19, 2018**. 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 Community High School on May 19, 2018.

\_\_\_\_\_  
Parent or Guardian—original signature required

\_\_\_\_\_  
Date

**We have lost funding from the state, which means we may not be able to continue the conference. Please consider donating to our Gofundme campaign at**

[gofundme.com/2467wgjk](http://gofundme.com/2467wgjk)



## 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 19, 2018, in Bloomington-Normal, Illinois, and help make the 44th Annual Illinois Statewide Young Authors' Conference the best one yet! CEU's are available!

The Volunteer Form is electronic this year. Please go to this web address to fill out the online volunteer form by April 13, 2018:

<https://goo.gl/forms/df1yJ1wHa4xCBABX2>

**We have lost funding from the state, which means we may not be able to continue the conference. Please consider donating to our Gofundme campaign at [gofundme.com/2467wgjk](http://gofundme.com/2467wgjk)**

## 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 19, 2018. 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. 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 Grade Level Coordinator, to act as a co-facilitator, to assist at lunchtime, or to provide general assistance around campus.
- **Grade Level Coordinators** are responsible for a grade level of students and their volunteers. They make sure the groups get to their rooms after the Opening Ceremony and are a resource for Group Facilitators in the 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. These will include a mandatory training session. 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](mailto: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

April 13, 2018

Dear Young Author:

Congratulations on your selection to represent your school at the 44<sup>th</sup> 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 Community High School campus in Normal, on Saturday, May 19, 2018. **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 included with this document. **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 19, 2018.** 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 19, 2018.

Sincerely,

Dr. Sue Anderson

Attachments

**We have lost funding from the state, which means this may be the last year of the conference. Please consider donating to our Gofundme campaign at [gofundme.com/2467wg](https://gofundme.com/2467wg)**