

MAAP STARS

Spring Events Conference
April 11-12, 2018

Where: Doubletree By Hilton
7800 Normandale Rd
Minneapolis, MN 55439
(Bloomington)

See [Hotel Reservations form/directions](#)

Single room rate \$106 plus tax
Double room rate \$ 106 plus tax
Triple room rate \$ 116 plus tax
Quad room rate \$126 plus tax

(on website)

E-mail hotel directly by 3:00 pm, March 9, with rooming spreadsheet and method of payment. No phone reservations accepted.

Room rates for the MAAP STARS conference are \$106-\$126 plus 14.525% tax

All rooms are guaranteed and non-refundable, non-cancelable after March 14th.

Conference Registration:

Cost: Early Bird registration fee is **\$90.00 for each student and each advisor.**

Reservations must be in by **March 14, 2018** (hotel reservations due by 3/9)

Registrations received after March 14, 2018 will be assessed a \$100.00 late fee per program.

Absolutely no conference registrations will be accepted after 3:00 pm, March 28th!

No refunds for any registered as of this date that does not attend.

Annual Membership fee of \$160 must be paid too, if not paid at Fall conf.

See “2018 MAAP STARS State Conference Registration Form”

Schools must pay for all conference participants (students and advisors) registered as of 3:00 March 28, 2018, regardless of the reason for not attending. This is also the last date and time for any changes.

****** Any school not paying their registration in full by 4/11/18 will not be allowed to participate in this year's conference! Bring payment with you, if it hasn't been received.***

Send payment to: Brainerd AEC 311 10th Ave. NE Brainerd, MN

Attn: Mary Tollas

56401

Payment should be made out to: MAAP STARS

Sample Schedule for MAAP STARS 2018 Spring Events Conference

Doubletree by Hilton Mpls/Bloomington

Wednesday April 11th:

9:30 am -10:30 am	Advisor check-in and receive pre-scheduled team competitive event times
10:00 am - 11:15 am	Individual Event and Art Display registrations (please allow enough time for your students to sign up for their individual event competition times-closes at 11:15 sharp)
11:15 – 12:00pm	Opening Session
12:00 – 7:45pm	Demonstration and Competitive Events
1:00 to 7:45	Art (Display) Show
3:00	Hotel Check In (Baggage can be left with bellman)
5:00 – 7:00	Dinner (For paid conference participants and judges only)
6:00 – 7:45	MAAP STARS Clothing for sale
7:45 – 9:00	Preliminary Awards (Ribbons for events) and MAAP Student & Advisor of the Year
9:15 – 11:30	Cookies, Photo Booth, Games
Midnight	Curfew

Thursday April 12th:

7:00 – 9:00	Breakfast (For paid conference participants and judges only)
8:00 – 2:00	Demonstration and Competitive Events Continue
9:00 – 1:00	STARS Officers/Community Service Event
9:00 – Noon	Art (Display) Show
10:30 to 12:00	Future Career Fair in front of Plaza 5 & 6, by registration desk.
11:00 – 1:00	Lunch (For paid conference participants and judges only)
12:00 noon	Hotel check out (please check out early if you can)
12:00 – 2:00	MAAP STARS Clothing for sale
1:00 – 2:00	Bingo , Free with lots of great prizes!
2:15 – 3:00 Sharp!	Grand Awards & Closing Ceremony

Information for MAAP STARS ADVISORS!

Upon arrival:

- **Advisors check in** with conference staff **in front of Plaza 5 & 6-1st floor** and receive pre-scheduled team competitive event times, pick up lanyards, name tags and programs for your school if we have received your payment. We will not give these out w/o payment!
- Have your students and advisors make their **nametags**
Full Student Name and Full School Name, please
These must be worn for all meals and events
- Give your students their programs and **team event times**
If you have multiple teams, let them know their team letter
- Have your students **sign up for their individual** Competition and demonstration event times. **Sign up** for each event will be **in Atrium 6-2nd floor** beginning at 10:00 a.m. Individual event registration closes at 11:15 sharp.
- Turn in all **Job manuals, School Annual Program of Activities manuals & Entrepreneurship manuals** at registration table.
- **Career portfolios** to be brought to the event at time of competition.
- Bring any **artwork** to **Plaza 1-1st floor** by 1:00 pm
- Please report any **team event cancellations** to that event's chair in **Atrium 6-2nd floor**. Individual event cancellations need not be reported.

Very Soon:

- Check your guest rooms for problems
- Inform your students that they may not smoke anywhere around the main hotel entrance or in any hotel common area. Remind them that the law forbids smoking at any school function!
- Complete the **“STARS Certificate order form”**
Neatly and clearly spelling each students full name for the Award Certificates and bring these to headquarters/**Plaza 3- 1st floor**
Note: we have 320 certificates to type by 9:45 tonight!
Get your list in right away.

Wednesday evening:

Mandatory Advisors Meeting –**Plaza 2- 1st floor**
Semi and Finalists will be announced and scheduled!

At least one advisor from each school (others are encouraged to chaperone the evening activities, pool area and guest room hallways). Some event semi-finalists and finalists will be announced and you will need to schedule them into these events at the end of the mtg.

MAAP STARS AWARDS SESSIONS

Preliminaries Wednesday 7:45 pm to 9:00 pm (And “MAAP Student & Staff of the Year” awards)

All students should be present. As time permits, we will distribute award ribbons at the 90%, 80% and 70% performance levels for all events that have been completed by 8 pm.

These are self-adhesive labels that are to be placed on the student certificates that will be handed out at the 9:45 advisor meeting. Collect the ribbon from your students, noting who gets what ribbon and save them. Some advisors like to have an envelope with each student's name on it to put these in.

Most Semi-finalists and finalists will be announced at the advisor meeting. Ask event chairs when and where they plan to post them, as some may take place prior to that meeting.

Grand Awards Thursday 2:15 to 3:00pm

All students should be present. *Please, do not leave early!*

Talk to your students about, “Good Sportsmanship” and their behavior.

(The faster students get on stage the shorter the awards session)

Ribbons will be distributed for all events not covered at the preliminary award session on Thursday. Ribbons will be at the 90%, 80%, and 70% performance levels. Save these to put on their award certificates.

Plaques will be distributed for all competitive events(1st-8th place in individual events, 1st-3rd place in team events): Ribbons for the Demonstration events. Students earning a plaque will also receive a Medallion to wear. Our thought was that your school would keep and display the plaques. We will try to follow the “Awards presentation schedule”.

After the Grand Awards

Pick up your student manuals and projects and your schools envelope containing all of the student evaluation forms in the upper lobby.

Artwork is to be picked up from the art display room by noon.

Please, have your students and advisors complete the **conference evaluation** forms and get those to us.

Feel free to **return name tags**, so that we may use them again. The lanyards are yours to keep as a reminder of your experience at MAAP STARS.

MAAP STARS: *“Achieving extraordinary life changing results for learners throughout Minnesota.”*

MAAP Facebook Page: <https://www.facebook.com/maapmnn>

MAAP Website: <https://www.maapmnn.org>

MINNESOTA ASSOCIATION OF ALTERNATIVE PROGRAMS (MAAP)
Student Picture/Video Release Form

The Minnesota Association of Alternative Programs (**MAAP**) was established in the 1980's. It sponsors the youth organization called: **MAAP STARS**. **MAAP STARS** offers three state-wide student events during the school year. Those events are:

- Fall Leadership Conference at Camp Ripley
- Legislative Day at the State Capitol in St. Paul
- Spring Events Conference at the Ramada MOA in Bloomington

While in attendance at these **MAAP STARS** events, students will be having their pictures taken and/or may be recorded. We do this as part of our mission in **STARS**. Some programs also participate in regional events as well where pictures/videos are taken.

STARS is an acronym for: **S**uccess, **T**eamwork, **A**chievement, **R**ecognition and **S**elf-esteem. We want to recognize our students, their schools, and staff to promote what accomplishments are being made in their educational setting. Most of these photos and recordings are available on the **MAAP** web site and may be on display in your students' school. **MAAP** may also use photos in their promotional materials such as brochures, pamphlets, DVD's, CD's, etc..

Please sign below permission for **MAAP** to do this. If you have any questions or concerns, please contact me: Patti Haasch, **MAAP STARS** Chair 612-751-2490 pjhaasch@yahoo.com

I _____ give my son/daughter _____
(Print Parent/Guardian Name) (Son/Daughter's Name)

permission for **MAAP** to have my son/daughter's picture taken and/or to be recorded to be used for promotional purposes of **MAAP STARS** such as on the **MAAP** web site, brochures, pamphlets, DVD's, CD's, etc..

(Parent/Guardian Signature) Work Phone: _____
Home Phone: _____
Cell Phone: _____
Email: _____

DoubleTree Hotel

Spring Events Conference Hotel Reservations Instructions for 2018

7800 Normandale Blvd.
Bloomington, MN 55439
952-835-7800

E-mail completed spreadsheet to:

Katie.diaz@hilton.com

Complete hotel reservation spreadsheet and e-mail directly to Katie Diaz by 3:00 pm, March 9, with rooming list and method of payment. No phone or faxed reservations accepted.

All rooms are guaranteed and non-refundable, non-cancelable after March 14th. Spreadsheet is available on MAAPmn.org website under STARS

Conference Rate is:

\$106.00/night (plus 14.525% tax for a total of \$121.40) single or double occupancy

\$116.00 (\$132.85 with tax) for Triple occupancy

\$126.00 (\$144.30 with tax) for Quad occupancy

ONLY THE ONLINE SPREADSHEET MAY BE USED TO RESERVE ROOMS

This is on the MAAP and MAAP STARS web pages

Only one submittal please.

Form must be e-mailed to reach hotel no later than March 9, 2018

No phone or fax reservations will be accepted by hotel

Note: Purchase orders for the purpose of establishing a payment method, must be received by the hotel 2 weeks prior to arrival (by March 20th). Purchase orders may be used to request payment by check and checks will be accepted upon arrival. If you cannot provide a P.O. with your rooming list, a credit card must be provided in order to guarantee the reservations. A P.O. can then be sent to hotel by March 14th and a check can be provided at check-in. Purchase orders will **NOT** be accepted as payment at check-in. **All rooms are non-refundable and non-cancelable after March 14; each school will be responsible for payment of rooms not cancelled by that date. Note: this payment for cancelled rooms will go to MAAP STARS to cover room guarantees that we must pay!**

DIRECTIONS FOR FILLING OUT HOTEL ROOM REQUEST FORM

Type names of all persons occupying each room in the spreadsheet provided. Spreadsheet is available on MAAPmn.org website under STARS. Select "Enable Editing" on the spreadsheet if asked when you open it. This spreadsheet is a template provided by the hotel to match their reservation system.

Sample entries are in italics on spreadsheet

NOTE: If your list contains a student(s) from another school, your payment must include them and you should settle those charges between yourself and the other school, prior to arrival. The hotel cannot split charges for different schools within or among rooms on your list. And, if any of your students are rooming with another school, do **not** refer to them on your list. This causes duplicates.