

UNITED STATES ACADEMIC DECATHLON®
NATIONAL FINALS
APRIL 24 – April 26, 2014

TO: ACADEMIC DECATHLON® STATE CHAMPIONS
FROM: United States Academic Decathlon®

Congratulations on achieving the honor of representing your state at the United States Academic Decathlon® 2014 National Finals in Honolulu, Hawai'i. Plans for the National Finals are underway. USAD staff and many volunteers in Hawai'i are working hard to make this a very enjoyable competition. All registration documents and competition information can be downloaded from the USAD website (www.usad.org).

All events, including registration, will begin on Thursday, April 24, 2014, with Speech and Interview beginning at 5:00 p.m. All objective tests will be on Friday, April 25, 2014, with the Super Quiz™ event being held Friday afternoon. The Awards Banquet will be on Saturday, April 26, 2014. The three highest scoring students in the prepared speech event will present their speeches during the Awards Banquet.

All forms MUST be received by March 19, 2014. ALL FORMS MUST BE TYPED OR PRINTED LEGIBLY. Names of students will appear on all documentation as they appear on the Team Verification form. No name corrections will be made after April 1, 2014.

Please pay special attention as not all forms go to the same person. At the bottom of each form you will find the name and address that indicates to whom and where the form(s) should be sent. NOTE: When you mail your forms, please make sure you send forms to the proper person. **The Team Verification Form MUST be received in the USAD office within forty-eight hours following your state competition. Email to national@usad.org. Please send a hard copy of the team verification form with all other forms.** Be advised that it is very important for teams and state directors to comply with the **deadline date of March 19, 2014**, so that preparation for the competition can be done in a timely manner. States with scheduled competitions after the deadline date of March 19, 2014, should email Mylene Chafe at the USAD office, mylene@usad.org.

Calling all photos! Please provide USAD with any photos you have of your team members preparing for the National Competition prior to arriving in Honolulu. These photos can be anything from photos in front of your school, studying during pizza parties, heading to the airport, etc. If you have photos to share, please forward them to USAD at: Cliftons@gci.net *When forwarding your photos, please identify your school and state.*

HOTEL ACCOMMODATIONS: This year's host hotel is the Hilton Hawaiian Village, 2005 Kalia Rd., Honolulu, Hawai'i. To register, simply fill out the hotel reservation form and email it to national@usad.org. We must receive your registration form by **Thursday, March 19, 2014**. Rooms are limited, so make your reservations as soon as possible. All reservations are tentative until a confirmation is given to USAD by the hotel. USAD will forward this confirmation to you via email within 10 business days of receiving your reservation. Discounted room rates for the Hilton Hawaiian Village for the USAD 2014 event are: \$215.00 plus applicable taxes, currently 13.962% for single/double/triple/quad. All rooms accommodate up to 4 people in two double-bedded rooms. Rollaways are available for an additional \$35.00 plus 4.71% tax per night. Each team will be responsible for payment of hotel rooms and other hotel incidentals. **All team keys and room assignments will be given to the coach upon check-in. The Hilton requires that guests provide a valid credit card at the time of check-in.** The Hilton is a non-smoking hotel.

Teams staying at the Hilton Hawaiian Hotel will be provided breakfast on Friday morning from 5:30 a.m. – 7:00 a.m. Complimentary tickets will be included in your team's registration packet on Thursday, April 24, 2014. You will be provided with one complimentary coach ticket and participant tickets corresponding with the number on your official roster. Tickets must be presented for breakfast, lost tickets will not be replaced. See additional meal form #13 for extra coaches, students or guests.

Families, school administrators, teachers and other guests will also be offered the same rates as the USAD participants; however, they will need to fill out the hotel reservation form for guests and email it to national@usad.org. Reservations must be received by **March 19, 2014**. **Team reservations will take precedence over guest reservations. Guest reservations will be processed after March 21st and confirmed no later than April 7th.** Due to limited room availability for teams and coaches, we cannot guarantee rooms for guests. Guest room reservations will be filled on a first-come-first-served basis. All reservations are tentative until a confirmation is given to USAD by the hotel. USAD will forward this confirmation to you via email. Each guest will be responsible for payment of hotel rooms and other hotel incidentals. ***The Hilton requires that guests provide a valid credit card at the time of check-in.*** The Hilton is a non-smoking hotel.

TRANSPORTATION: Transportation will be provided to teams staying at the Hilton Hawaiian Village at no cost for any TEAM (9 students and 2 coaches) needing assistance from and to the Honolulu airport. Please return the Travel Form #12 included in the February packet by **March 19, 2014**. If you have more than eleven people in your party, each additional person is \$10.00 each way. If renting a car at the airport and driving to the hotel, the charge for overnight parking per day is: \$27.00 for self-parking.

REGISTRATION & IDENTIFICATION: You **MUST** register your team on Thursday, April 24th, from 8:30 a.m. to 11:00 a.m. in the Iolani Suites 3 – 7, Tapa Tower. Teams arriving before Thursday, April 24th, **SHOULD** plan to register early Thursday morning to leave the later times for teams arriving on Thursday; teams that do not register early may be asked to wait until other teams have registered. If flying in on Thursday morning, please try to arrive before 10:00 a.m. HAST, so you have time to get to the hotel to register and prepare for the competition. All team members **MUST** accompany the coach to registration. Each team member **MUST** show a photo ID (e.g., school ID, driver's license, etc.) to be registered for the competition. **The official USAD identification badge (issued to students upon registration) must be worn at all times during competition times. You must also carry your personal photo ID with you at all times. COACHES MUST CARRY MEDICAL RELEASE FORMS FOR TEAM MEMBERS AT ALL TIMES.**

TEAM WELCOME: There will be a "Welcome Assembly" for teams on Thursday, April 24th, at 1:30 p.m. in the Palace Lounge of the Tapa Tower. While students are participating in an activity on the Palace Lounge coaches will receive any final information about the competition in the Tapa Ballroom. Coaches will be given an outline of the competition in their registration packet in an envelope labeled "Coach." Coaches should review this information prior to the assembly. **This event is mandatory for all teams.**

COMPETITION SITES: All testing will be held at the Hilton Hawaiian Village in the Tapa Ballroom.

MEALS: The following meals and snacks will be provided for up to 9 team members and one coach: (1) breakfast on Friday (**for teams staying at the Hilton only**), location to be announced, (2) lunch on Friday (3) nutrition break items for Friday will be distributed on Thursday, April 24, 2014—please be sure that decathletes do not use these items prior to the breaks, as no additional snacks will be provided at Team Break time; (4) brunch for Saturday's Awards Banquet. You will be provided with one complimentary coach ticket in addition to participant tickets corresponding with the number on your official roster for the Saturday Awards Banquet Brunch. All team and guest banquet tickets **MUST** be picked up during registration on Thursday, April 24, 2014, by the team coach. The banquet charge for each additional coach/guest is \$55.00.

ESSAY & ART: This year the essay and art events will take place online prior to the competition in Honolulu, Hawai'i. These events will be held April 3, 2014, at 12:30 p.m. Central Daylight time with essay first and art immediately following the essay. It will be necessary for your team to participate in a practice set-up on March 27, 2014, at 12:30 p.m., or March 28, 2014, at 12:30 p.m. Central Daylight time. This practice will help USAD confirm that all teams/students are able to get online and use the system as planned on the competition day. Even if you have participated in the USAD National competition, we still require all students and proctors to test their usernames and passwords on these days. You will need to reserve a computer lab at your school, library or other venue. An administrator (not the team coach) will need to oversee the online competition. All students **MUST** participate on April 3, 2014. Student(s) that do not participate in the Essay and Art will not be eligible

to participate in the Hawai'i competition. **Internet Explorer is the only browser that may be used for the Essay.**

MOST VALUABLE TEAM MEMBER: In a 2011 USAD survey students indicated they would like to recognize the most valuable team member. **This year after students have completed the Essay and Art tests online they will immediately be asked to fill out a Rubric Score Sheet.** These Rubric Score Sheets will determine the selection of the MVTM of their team. Each member of the official team is eligible to vote, and voters remain anonymous. Rubrics will be scored by the computer. A sample of the rubric is included in the National Finals packet Item #29. *A word of caution: MVTM candidates Should Not Be Awarded Points Based on Popularity.*

SPEECH AND INTERVIEW EVENTS: Teams will be assigned their speech and interview times by lottery. All team members will present their speech at the same time and will conduct their interviews during the same time frame. Please remind your students that **no cell phones, electronic devices, backpacks, purses, study materials, etc., are allowed during the Speech and Interview events.**

INTERVIEW: Interview will be conducted in an arena-style setting in Tapa Ballroom Hilton. In preparation for the Interview event, decathletes are to construct a **one-page** resume. In the National Finals packet, you will find a page that offers some tips about constructing a resume. This tip sheet is followed by two sample resumes. Each decathlete is to make **three** copies of his/her resume and **bring them to the scheduled interview** to give to the judges. Resumes will not be judged but may be used to assist judges in constructing questions during the interview.

TOP SCORING SPEECH STUDENTS: The highest scoring students in the prepared speech component in the Honor, Scholastic, and Varsity categories will present their speech during the Awards Banquet on April 26, 2014. Coaches and students will be notified prior to the banquet, so they may be prepared when their name is called. Coaches will be asked to provide USAD with a short synopsis of their student's speech for placement purposes.

SCORE RESULTS: Scores will **NOT** be posted during the competition. Coaches and state directors will receive their team results and the overall report at the conclusion of the Awards Banquet. Score report packets will also be prepared for the press. These, too, will be available at the conclusion of the Awards Banquet. All other reports will be emailed to each head coach. If your team has an early departure, contact Mylene Chafe for information regarding your score report. **Please remember to give us your email address on the Team Verification Form #3.**

AWARDS BANQUET: Tapa Ballroom of the Hilton will be the site of the Awards Banquet. There will be assigned seating for all attendees. Up to nine team members and two coaches may be seated together at the team table. Complimentary tickets will be included in your team's registration packet. You will be provided with one complimentary coach ticket in addition to participant tickets corresponding with the number on your official roster. Banquet tickets for additional coaches may be purchased using the **Guest Banquet Reservation Form**. All parents and other visitors from your state who are planning to attend the banquet should make their reservations using this same **Guest Banquet Reservation Form**. The cost is \$55.00 per person. The banquet is a breakfast buffet with options for vegetarians.

DRESS: Publicity pictures, news coverage, and video productions are commonplace at USAD events. Participants and coaches are expected to dress in good taste and in accordance with the Code of Conduct. (A copy is included in this packet.) The average weather in Hawai'i in April is 83° with a few rain showers possible. Don't forget your bathing suit!!

STUDENT BEHAVIOR: All participants are expected to demonstrate behavior that is appropriate for USAD events and in keeping with the USAD Code of Conduct. Coaches are the official chaperones for the team members at all activities and are directly responsible for supervision of the behavior of their team members at all times. All students are expected to read and understand the Code of Conduct and take responsibility for their own behavior to help avoid any unpleasant incidents that may mar the success of the event or negatively affect the representation of your school and community. Teams and decathletes should be aware that the failure of any

member of the team to adhere to the policies and procedures listed in the Code of Conduct may result in the disqualification of the delinquent student's participation and/or the entire team, and the student and/or team runs the risk of being sent home at the decathlete's or team's expense.

SPECIAL NEEDS: If there are team members who have special needs (including alternative diets) requiring special arrangements either at the hotel or other competition sites, please notify USAD of this by including this information on the **Special Needs Form** that is a part of this National Finals packet. Decathletes with allergies are responsible for attending to proper care for their allergies.

PHOTOS: Team pictures will be taken at the competition on Thursday, April 24th, beginning at 2:30 p.m. and concluding around 8:00 p.m.

CELEBRATION PARTY: Come join us for a night of fun and adventure! Students will enjoy some local entertainment, projects and FOOD! The event will begin at 6:00 p.m. to 9:30 p.m. Bring your appetite! Additional students welcome, see Additional Meal/Celebration form #13.

APRIL POSTING:

Team ID numbers will be assigned and posted on the USAD website www.usad.org in early April after all state competitions have been completed. The Interview and Speech Schedule will also be posted at that time. The checklist below is provided to assist you with managing forms as they are completed.

UNITED STATES ACADEMIC DECATHLON®
National Finals – 2014
February Packet Checklist of Forms
All Forms are to be RECEIVED by March 19, 2014

Completed	FORM	Mail or submit online to:
	Verification of 2014 State Championship Team Form	USAD
	School Registrar Form – Enrollment Guarantee	USAD
	Transcripts along with USAD GPA Forms	USAD
	Pronunciation form	USAD
	Student Registration and Parent Permission	USAD
	Special Needs Form	USAD
	Kristin Caperton Award Nomination	USAD
	Team Hotel Reservation and Rooming List	USAD – national@usad.org
	Guest Hotel Reservation	USAD – national@usad.org
	Travel Information + Payment if applicable	USAD
	Additional Meal/Celebration Guest Form	USAD
	Awards Banquet Reservation – Team & Coach(es)	Michelle Schroeder
	Guest Awards Banquet Reservation + Payment	Michelle Schroeder
	Photo Order + Payment	USAD – Brian Swierc
	T-Shirt Order Form + Payment	USAD
	Speech Topics Form	USAD
	Press Release Form	USAD – national@usad.org

Documents regarding: General Rules, Appeals Procedures, Calculator Policy, Dress Code, Code of Student Conduct, Competition Schedule, etc., can also be downloaded from the USAD website: www.usad.org Once you download forms and other materials, please read them carefully. NOTE: Forms #34, #37, and #38 are copies of the scoring rubrics for Interview, Speech and Essay that must be opened with Adobe Acrobat Reader. This program can be downloaded for free from the Adobe website: www.adobe.com. Once on the website, click on the “Acrobat Reader” graphic. This will take you to the page where you can click on the “Download Manager” and follow instructions from there.

The USAD Executive Board, the USAD staff, and the volunteers and sponsors from our host state look forward to seeing you in Honolulu, on April 24– April 26, 2014. We are confident that you will have an enjoyable decathlon experience.

NOTE: ALL OF THE ABOVE INFORMATION IS SUBJECT TO CHANGE.

PLEASE REVIEW ALL INFORMATION GIVEN TO YOU AT REGISTRATION AS TIMES AND ROOMS MAY CHANGE.

FORMS TO BE COMPLETED AND RETURNED

**Please forward the forms to
the correct person listed on
the bottom of the form.**

**Please ensure that all forms
and payments are sent to
arrive by the deadline date,**

March 19, 2014

UNITED STATES ACADEMIC DECATHLON®

VERIFICATION OF 2014 STATE CHAMPIONSHIP TEAM

TO BE COMPLETED BY THE STATE CHAMPIONSHIP TEAM COACH

SEALED OFFICIAL TRANSCRIPTS AND USAD GPA FORMS MUST ACCOMPANY THIS FORM

State _____ State Competition Score w/o SQ _____

School _____ Enrollment (as of December 1, 2013) _____

ENROLLMENT FORM MUST BE TURNED IN WITH THIS FORM

Address _____ City _____ Zip _____

Principal _____ School Registrar _____ Phone _____

Coach(es) _____

Email _____ Phone _____

Cell # which allows texting: _____

State Director _____ Phone _____ Email _____

(Print)

The United States Academic Decathlon® does not discriminate on the basis of race, sex, religion, disability, sexual orientation or national origin. If a student has a handicapping condition that requires special assistance, the student's coach must inform USAD in writing by completing the SPECIAL NEEDS Form. Student # _____ (listed below) will need special assistance or accommodations.

Please **type or print** legibly the name of team members on the following lines. The number prior to the line is the GPA category and determines the order of participation in the SUPER QUIZ™. (V7, V8, V9, S4, S5, S6, H1, H2, H3)

TEAM ROSTER	NAME	GPA	STATE SCORE
HONOR 1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
SCHOLASTIC 4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
VARSITY 7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____

I have attached a pronunciation guide for student(s) # _____ (listed above).

I hereby certify that the above named students comprise the winning team from _____ (state); that their grade point averages have been verified and meet the United States Academic Decathlon® requirements, that each student is eligible for the category in which (s)he is entered, and that all team members are identical to those that participated in the State Championship Finals.

Signature of State Director

Date

Email this form within forty-eight hours following your state competition to national@usad.org

This form must also be mailed by March 13, 2014 to be received by March 19, 2014

Mail to:

USAD

PO Box 1834

Council Bluffs, IA 51502-1834

Phone: 712.366.3700



United States Academic Decathlon

P.O. BOX 1834 COUNCIL BLUFFS, IA 51502

Telephone 712.366.3700 Facsimile 712.366.3701 Email info@usad.org WEBSITE: http://www.usad.org

****USAD NATIONAL COMPETITION OFFICIAL SCHOOL ENROLLMENT FORM****

Please provide our office with your school enrollment as of **December 1, 2013**.

The enrollment should include **ALL** full-time students and high school level grades that are located in the same building; i.e., 9th – 12th if located in the same building, 10th – 12th if located in the same building.

School Grade Configuration (Circle One):	<u>Enrollment</u>
9 th – 12 th Grades	_____
10 th – 12 th Grades	_____
11 th – 12 th Grades	_____

Please fill in only one total enrollment which matches your school configuration.

School Name: _____ State: _____

School Registrar Name: _____

Registrar Phone Number: _____

Registrar Email: _____

Signature of School Registrar

Principal Name: _____

Signature of Principal

The official school enrollment MUST be provided by March 19, 2014, in order for your high school to participate in the United States Academic Decathlon® National Competition in Honolulu, Hawai'i, April 24 – 26, 2014.

Please email:
national@usad.org

United States Academic Decathlon®

Pronunciations

HIGH SCHOOL _____

STATE _____

Team Placement # e.g. H1, S4, V7	Name of Student	First Name Pronunciation	Last Name Pronunciation

PLEASE PROVIDE FOR EVERY STUDENT ON THE PARTICIPATING TEAM

Form MUST be received by March 19, 2014

USAD

PO Box 1834

Council Bluffs, IA 51502-1834

Phone: 712-366-3700

May also be scanned and emailed to Mylene@usad.org

GPA FORMS

**PLEASE CLICK ON LINK
BELOW TO DOWNLOAD
THE GPA FORMS THAT
MUST ACCOMPANY
YOUR STUDENTS'
TRANSCRIPTS AND
TEAM VERIFICATION
FORM.**

<http://www.usad.org/Coaches/GPA.aspx>

UNITED STATES ACADEMIC DECATHLON® - 2014 STUDENT REGISTRATION AND PARENT PERMISSION FORM

I, _____
(Student Name) (Student Email)

now a student at _____ in _____
(School Name) (School Phone) (Grade)

living at _____
Home Address City State Zip

Parent Name Email Contact Home Phone Parent Cell #

hereby request permission to participate in the United States Academic Decathlon® (USAD) National Finals to be conducted at Honolulu, Hawaii, from April 24, 2014, through April 26, 2014. My parent(s) or guardian, my coach and I, whose signatures appear below, hereby agree to follow the competition rules and to accept the interpretations and decisions made by the competition director.

I have read and agree to adhere to the USAD Code of Conduct _____ (Student Initial here). I have read and agree to adhere to the USAD Dress Code _____ (Student Initial here). I agree to adhere to the highest standards of honesty and integrity while participating in Academic Decathlon® competitions. If for any reason test results are deemed invalid, I further agree to participate in a retest, as deemed necessary or appropriate by the USAD, that will validate the test results. _____ (Student Initial here). [USAD Code of Conduct and Dress Code may be found in the National Finals Packet Item #22,](#)

My parent(s) or guardian and I hereby release from all liability and responsibility the USAD and its Board of Directors, Officers, Agents, Representatives, Staff, Attorneys, and Volunteers and hold each of them harmless from any damage or injury which may be incurred or caused by me before, during or following any such competition, including travel. We further consent to the release of information about or relative to my participation in competition activities, including scores, photographs, sound and video recordings, webcasting, live-streaming and other forms of sound and video transmission and any other data. The USAD shall have full rights to reproduction and use of all such materials. As part of the 2014 Online National Finals, USAD has permission to gather survey information from me regarding my participation in the United States Academic Decathlon® (survey, alumni participation, etc.).

We understand that the team coach is the official chaperone and that (s)he has full responsibility to make medical or other necessary decisions and that I and my parent(s) will be held responsible for any damages resulting from my behavior. I also authorize that my transcript and any other pertinent materials may be sent to the USAD for verification of my eligibility to participate in the Decathlon competition.

Student Signature	Date
Parent/Guardian Signature	Date
Coach Signature	Date
School Administrator Signature and Title	Date

This form MUST be received by March 19, 2014

**Mail to:
USAD
PO Box 1834
Council Bluffs, IA 51502-1834
Or
Email to: national@usad.org**

**UNITED STATES ACADEMIC DECATHLON®
National Finals - 2014**

Special Needs Form

STUDENT NAME: _____

SCHOOL: _____

ADDRESS: _____ STATE: _____

SCHOOL PHONE: _____

SCHOOL FAX: _____

COACH(ES): _____

NATURE OF STUDENT'S DISABILITY: _____

Students with allergies (e.g., food, skin, etc.) will give his/her normal care to these allergies.

Please attach a copy of IEP and history of how student has been accommodated at previous competitions.

Signature of Coach

Date

Forms must be received by March 19, 2014

**USAD
P.O. Box 1834
Council Bluffs, IA 51502-1834
Phone: 712-366-3700
No FAXES Please**

**UNITED STATES ACADEMIC DECATHLON®
KRISTIN CAPERTON AWARD
NOMINATION FORM**

The Kristin Caperton Award was created by the United States Academic Decathlon® Board of Directors to honor a Founding Board member who demonstrated great dedication and commitment in the Academic Decathlon® even during the final difficult years of her life. This award is presented to any student in any level of competition who best exemplifies the characteristics of courage, determination, and dedication, or to the student or team who overcame significant obstacles making his/her/their efforts more noteworthy for participating in Academic Decathlon®.

_____ from _____ High School in the state of _____ is hereby nominated for the Kristin Caperton Memorial Award for the 2013–2014 competition year.

Please use a separate sheet of paper to answer the questions below and attach to this document. Please number the responses accordingly.

1. What special circumstances have made the accomplishments of this nominee more challenging, more difficult and more noteworthy than those of other Decathlon competitors?
2. Please describe the role of the nominee on the Academic Decathlon® team. Anecdotal information is helpful. Are the nominee’s awards important with relevance to the “special circumstances”?
3. If applicable, please provide any other relevant information you would like the Selection Committee to know about the nominee.

Please mark appropriately below:

- Decathlete will be attending Nationals in Honolulu, Hawaii.
- Decathlete will be participating in the Small School Online National Competition.
- Decathlete will be participating in the Medium School Online National Competition.
- Decathlete will be participating in the Large School Online National Competition.
- Decathlete is a participating team member but will not be participating in any of the above competitions.

My parent(s) or guardian and I hereby release from all liability and responsibility the USAD and its Board of Directors, Officers, Agents, Representatives, Staff, Attorneys, and Volunteers and hold each of them harmless from any damage or injury which may be incurred or caused by me before, during or following any such competition, including travel. We further consent to the release of information about or relative to my participation in competition activities and my nomination for the Kristin Caperton Award, including all matters of the competition, scores, receiving awards, photographs, sound and video recordings, webcasting, live-streaming and other forms of sound and video transmission and any other data. USAD shall have full rights to reproduction and use of all such materials. As part of the 2014 Online National Finals, USAD has permission to gather survey information from me regarding my participation in the United States Academic Decathlon® (survey, alumni participation, etc.).

Student Signature	Date	Parent/Guardian Signature	Date
Coach Signature	Date	School Administrator Signature and Title	Date
Coach Contact Number	Coach Email		
School Address	City	State	Zip

Nomination MUST be received in the USAD office no later than March 19, 2014.

Nominations must be mailed. Please allow enough mailing time to assure USAD’s receipt. Nominations received after the date above will not be considered regardless of post mark.

**Address: PO Box 1834
Council Bluffs, IA 51502-1834**

TEAM HOTEL RESERVATION FORM

2014 NATIONAL ACADEMIC DECATHLON®
Honolulu, Hawaii April 24 – April 26, 2014

HOTEL RESERVATION FORM
BY MARCH 19, 2014

School Name:			
Contact:	Coach:		
Address:	City:	State:	
Phone:	Daytime:	Evening:	Cell:
Fax:	Email:		

Please complete this form and return it to:

E-mail:
national@usad.org

Questions?
712-366-3700

HOTEL ROOM REQUESTS:

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date	4/20/14	4/21/14	4/22/14	4/23/14	4/24/14	4/25/14	4/26/14	4/27/14
Total Rooms Required								

Please mark your check-in date with CI (date you are arriving at the hotel) and the number of rooms and your check-out date with CO (this is the date you are leaving the hotel or flying home): Please mark clearly as the hotel will charge the guest \$100.00 (subject to change) if you check out prior to your reserved checkout date. **Total nights:** _____

If additional dates are required, please list them on an additional sheet. The hotel rate is guaranteed for three days prior to April 20, 2014 and three days after April 27, 2014, only if the hotel has availability. Confirmation of your reservation will be sent to you by email within 10 days.

HOST HOTEL – HILTON HAWAIIAN VILLAGE

All rooms accommodate up to 4 people in two double-bedded rooms only. Hotel rate per room is \$215.00 per night plus applicable taxes currently 13.962%. Rollaways are available for \$35.00 plus 4.71% tax per night. Hilton Hawaiian Village is a non-smoking hotel. **Please mark in the first column if room requires Double beds or King with a D or K. Please mark rooms with rollaways DR or KR.**

Please print clearly				
Please list all room occupants below or on an attached form:				
(Please indicate the adults responsible for keys when checking in with an A)				
Room	Name	Name	Name	Name
1				
2				
3				
4				
5				

Payment Policy: **A first night's deposit is required** before the above rooms can be confirmed on a definite basis. A deposit must be made in the form of credit card (charged immediately for one night's stay per room), school purchase order or school check (must be in the amount of one night's charge for all rooms reserved) Deposits are refundable up to 72 hours in advance of the convention date. If paying with a school check, the hotel also requires that a credit card also be given for security purposes. Checks must be made out to the Hilton Hawaiian Village and mailed to USAD.

Credit Card Number: _____ Expiration Date: _____ Credit Card Type: V M/C Disc AE

Cardholder's Name _____

Cardholder's Address _____ City, State, Zip _____

- **Group Cancellation Policy:** Should cancellation of more than 30% of the total rooms reserved occur within 3 weeks of the arrival date, the group may be responsible for room and tax charges of rooms not re-sold.
- **Individual Room Cancellation Policy:** Any cancellation to a room reservation must be made within 72 hours prior to arrival. If cancellation occurs after this time a one night's charge will be posted against your method of guarantee. Reinstatement of the reservation is based upon availability.
- **Reservations will be accepted until March 19, 2014.** After this date, reservations are subject to room and rate availability.
- Check in time is after 2:00 p.m. Check out time is prior to 11:00 am

Group Contact: _____ Phone #: _____ Date: _____

HOTEL RESERVATION FORM EXTRA COACHES, PARENTS, GUESTS

2014 NATIONAL ACADEMIC DECATHLON®
Honolulu, Hawaii April 24 – April 26, 2014

HOTEL RESERVATION FORM
BY MARCH 19, 2014

Associated School Name:			
Contact:			
Address:	City:	State:	
Phone:	Daytime:	Evening:	Cell:
Email:			

Please complete this form and return it to:

E-mail:
national@usad.org

Questions?
712-366-3700

HOTEL ROOM REQUESTS:

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date	4/20/14	4/21/14	4/22/14	4/23/14	4/24/14	4/25/14	4/26/14	4/27/14
Total Rooms Required								

Please mark your check-in date with CI (date you are arriving at the hotel) and the number of rooms and your check-out date with CO (this is the date you are leaving the hotel or flying home): Please mark clearly as the hotel will charge the guest \$100.00 (subject to change) if you check out prior to your reserved checkout date. Total nights: _____

If additional dates are required please list them on an additional sheet. The hotel rate is guaranteed for three days prior to April 20, 2014 and three days after April 27, 2014, only if the hotel has availability. Confirmation of your reservation will be sent to you by email within 10 days.

HOST HOTEL – HILTON HAWAIIAN VILLAGE

All rooms accommodate up to 4 people in two double-bedded rooms only. Hotel rate per room is \$215.00 per night plus applicable taxes currently 13.962%. Hilton Hawaiian Village is a non-smoking hotel.

Due to limited room availability for teams and coaches, we cannot guarantee rooms for guests until after all teams have been registered. Guest reservations will be entered beginning March 21, 2014 and confirmed by April 7, 2014. Room reservations will be filled on a first-come-first-served basis after all team rooms have been reserved.

Please print clearly	Please list all room occupants below:
Name	Room Type Preferred – King or Double Beds

Payment Policy: A first night's deposit is required before the above rooms can be confirmed on a definite basis. A deposit must be in the form of a credit card. All credit cards used to secure rooms will be charged immediately in the amount of one night's charge for all rooms reserved (refundable up to 72 hours in advance of the convention date).

Credit Card Number: _____ Expiration Date: _____ Credit Card Type: V M/C Disc AE

Cardholder's Name _____ Contact # _____

Cardholder's Address _____ City, State, Zip _____

- **Individual Room Cancellation Policy:** Any cancellation to a room reservation must be made within 72 hours prior to arrival. If cancellation occurs after this time, a one night's charge will be posted against your method of guarantee. Reinstatement of the reservation is based upon availability.
- **Reservations will be accepted until March 19, 2014.** After this date, reservations are subject to room and rate availability.
- Check in time is after 2:00 p.m. Check out time is prior to 11:00 a.m.

Group Contact: _____ Phone #: _____ Date: _____

UNITED STATES ACADEMIC DECATHLON®
NATIONAL FINALS – 2014
TEAM TRAVEL INFORMATION PROFILE

Transportation will be provided for any team registered at the Hilton Hawaiian Village needing assistance from and to the airport by SpeediShuttle Transportation. **Please confirm that your times and flight numbers are correct!** If the shuttle needs to reschedule due to incorrect information or your plans change and you do not need transportation, you will be charged a cancellation/change fee of **\$150.00**. If your flight is delayed for any reason, a change fee will not be imposed IF you call USAD at 712-326-9589. We will then reschedule the transportation for you.

PLEASE PRINT LEGIBLY IF YOU ARE NOT TYPING THE INFORMATION

To help with planning, please indicate your travel plans.

SCHOOL/NAME _____ COACH _____

STATE _____ CONTACT PERSON _____

PHONE (_____) _____ CELL# (_____) _____

E-MAIL ADDRESS _____

TRAVEL PLANS TO HONOLULU, HAWAI'I

Honolulu Airport and need transportation:
(Please fill in the airline information below)

Honolulu Airport and Renting a Vehicle:
Parking is \$27.00 for self-parking at the Hilton Hawaiian Village
(Please fill in the airline information below)

ARRIVAL:

Departure City, Airline and Flight # _____

Connecting City, Connecting Airline and Flight # _____

Arrival Date: _____ Scheduled Arrival Time: _____
(Into Honolulu)

How Many in Group: _____ ** If you have more than eleven people in your party, each additional person is \$10.00 each way (\$20.00 roundtrip). (Please make check payable to USAD and mail with your Transportation form.)

DEPARTURE:

Airline and Flight # _____

Departure Date: _____ Scheduled Departure Time: _____

How Many in Group: _____ **

Coach's Signature

Coach's Cell # (if different from above)

Date

Form MUST be received by March 19, 2014 to:
USAD
PO Box 1834
Council Bluffs, IA 51502-1834
May also be scanned and emailed to Mylene@usad.org

UNITED STATES ACADEMIC DECATHLON®
2014 NATIONAL FINALS
Honolulu, Hawai'i

ADDITIONAL MEALS and CELEBRATION EVENT FORM

School: _____ **State:** _____

To help with our planning, please indicate how many students of the OFFICIAL team will be attending the Celebration Event on Friday, April 25, 2014. # _____

Directions: Please indicate the number of additional individuals for each event.

Additional Meals and/or Celebration Event for Friday, April 25th

_____ Breakfast	@ \$ 15.50 each	\$ _____
_____ Lunch	@ \$ 22.50 each	\$ _____
_____ Celebration Event (additional students only)	@ \$27.50 each	\$ _____
TOTAL \$		_____

For teams staying at the Hilton, breakfast on Friday will be complimentary for up to nine team members and one official coach. *(You will be provided with one complimentary coach meal in addition to participants meals corresponding with the number listed on your official roster.)*

Method of Payment:

Check (payable to USAD):

Credit Card: Visa and MasterCard accepted

(A \$5.00 transaction fee will be added to each transaction.)

Ck# _____

The following information MUST be provided when paying by credit card.
Please print legibly

Cardholder's Name: _____

Cardholder's Billing Address: _____
(CREDIT CARD BILLING ADDRESS REQUIRED FOR CREDIT CARD ORDERS)

City _____ State _____ Zip _____

Credit Card Number: _____ Exp. Date: _____

VISA MASTERCARD

Signature of Cardholder: _____
(THE CARDHOLDER'S SIGNATURE MUST BE ON FILE AT USAD TO PROCESS CREDIT CARD ORDERS)

Form MUST be received by March 19, 2014

Mail to:

USAD

PO Box 1834

Council Bluffs, IA 51502-1834

national@usad.org

AWARDS BANQUET RESERVATION FORM
• TEAM •

Saturday, April 26th - - 8:15 a.m. – 12:00 p.m.
Hilton Hawaiian Village Hotel
Tapa Ballroom
2005 Kalia Rd • Honolulu, Hawai'i

- Tickets for up to nine team members and one official coach will be complimentary.
(Additional tickets may be ordered using the Guest reservation form)
- Team tickets may be picked up at registration.
- Tickets **ARE** necessary for entry into the banquet room.



For your team's complimentary banquet tickets, complete and return this order form to the address below no later than Wednesday, March 19, 2014.

STATE: _____

SCHOOL: _____

It is necessary that you indicate your attendance. (Please check one.)

_____ **YES, we plan to attend the awards banquet.**
(You will be provided with one complimentary coach ticket in addition to participant tickets corresponding with the number listed on your official roster.)

_____ **NO, we are unable to attend the awards banquet.**
(Banquet tickets will not be provided.)

Coach's Signature

Date


This form MUST be received by Wednesday, March 19, 2014.

Mail or email to: USA – Michelle Schroeder
1025 East 10th Street
Erie, Pennsylvania 16503-1516
michelleschroeder227@yahoo.com

AWARDS BANQUET RESERVATION FORM
• GUEST •

Saturday, April 26th - - 8:15 a.m. – 12:00 p.m.
Hilton Hawaiian Village Hotel
Tapa Ballroom
2005 Kalia Rd • Honolulu, Hawai'i

- **This form is for guests to include extra coaches, extra students, parents, and team guests.**
- Tickets must be purchased in advance at a cost of **\$55.00 each**. Please submit one check for all tickets, payable to USAD or use the credit card form below.
- Please be advised that guests will be seated in the near vicinity of the team. A maximum of ten (10) people will be seated per table on a first-come/first served basis.
- Banquet tickets for guests will be given to the coach at team registration.
- Tickets **ARE** mandatory for entry into the banquet room.

 **To purchase banquet tickets, complete and return this order form with full payment to the address below, no later than Wednesday, March 19, 2014.**

STATE: _____

SCHOOL: _____

GUESTS: Please list all guest names. If additional space is needed, please attach additional sheet.

_____	_____
_____	_____
_____	_____

Banquet tickets needed _____ at \$55.00 each = \$ _____

Method of Payment:

Check (payable to USAD): Ck# _____

Credit Card: Visa and MasterCard accepted
(A \$5.00 transaction fee will be added to each transaction.)

Form and full payment
MUST be received by
Thursday, March 19, 2014

Mail form and payment to:

USAD – Michelle Schroeder
1025 East 10th Street
Erie, Pennsylvania 16503-1516

If paying by credit card you may
email form to:

michelleschroeder227@yahoo.com

The following information MUST be provided when paying by credit card.
Please print legibly

Cardholder's Name: _____

Cardholder's Billing Address: _____
(CREDIT CARD BILLING ADDRESS REQUIRED FOR CREDIT CARD ORDERS)

City _____ State _____ Zip _____

Credit Card Number: _____ Exp. Date: _____

VISA MASTERCARD

Signature of Cardholder: _____
(THE CARDHOLDER'S SIGNATURE MUST BE ON FILE AT USAD TO PROCESS CREDIT CARD ORDERS)

2014 USAD National Competition TEAM PHOTO ORDER FORM

Please share the following information with your team members prior to your trip to Hawai'i for the national competition. These pictures will be used for publicity purposes and also as a memento to participants. If you or your team members would like to purchase photos or plaques, you may also do so at the time the photos are taken.

Photos will be taken during the Speech and Interview events ONLY.

Small Plaques are 8" X 10" and have a 5" X 7" team photo mounted under acrylic is \$55.00. The 12" X 16" plaque with an 8" X 10" photo is \$70.00. Each plaque will have "United States Academic Decathlon—2014 National Finals" engraved with space available for personalization.

Unmounted Photos will be 5" X 7" in size and will be enclosed in a protective folder that will also serve as a frame and stand for the photo. Cost of the photos is \$20.00.

Following your formal team photo, we will also take a "Fun Photo" where the team is asked to just "be themselves" for a moment. This Fun Photo is also available for purchase.

To save time (and money) during the competition, we encourage you to submit your order(s) by **April 1, 2014**.

To offset mailing costs, \$10.00 will be charged for each separate mailing address. Due to the large number of participating teams, orders placed **AFTER** April 1, 2014, will be \$25.00 for the photo, \$65.00 for the small plaque, and \$80.00 for the large plaque. Photos will be mailed to the school within three weeks after the completion of the national competition. Plaques will require an additional two weeks.

Don't forget to sign up at registration for your photo time slot.

School Name _____

Coach's Name _____

Address _____

City _____ State _____ Zip _____

Phone Contact: _____

Prices below reflect orders placed by April 1st.

_____ 8 x 10 Plaques @ \$55. each

_____ 12 x 16 Plaques @ \$70. each

_____ Photos (unmounted) @ \$20. each

_____ **Fun Photos @ \$20. each**

_____ \$10. x _____ Shipping per mailing address

\$ _____ Total

Form and full payment **MUST** be received by APRIL 1, 2014, for pre-orders

Mail form and payment to:
(Make check or money order to Brian Swierc)

Brian Swierc
P.O. Box 1834
Council Bluffs, IA 51502

If ordering after April 1st please adjust pricing to reflect the increase of pricing per memo above.

UNITED STATES ACADEMIC DECATHLON®
 NATIONAL FINALS
 APRIL 24 – APRIL 26, 2014
 HONOLULU, HAWAII

T-Shirt Order Form

The logo will be printed in color. Only one order will be processed from each school, so PLEASE have your students check with their parents. A limited amount of extra shirts will be ordered.

FRONT DESIGN (pocket area)

UNITED STATES ACADEMIC DECATHLON®
 2014 NATIONAL FINALS
 HONOLULU, HAWAII

BACK DESIGN



School Name: _____ State: _____

School Street Address: _____

City: _____ State: _____ Zip: _____

Coach's Name: _____ Cell #: _____

Coach's Email: _____

(PLEASE PRINT LEGIBLY)

Please mark quantities in the appropriate sizes

Size	Price	Quantity	Total \$ Amount
S	\$12.00 ea		
M	\$12.00 ea		
L	\$12.00 ea		
XL	\$12.00 ea		
XXL	\$13.50 ea		
		Cc fee	5.00
		Total Due:	

Method of Payment:

Check (payable to USAD): Ck# _____

Money Order (payable to USAD): MO# _____

Credit Card: Visa and MasterCard accepted
 (A \$5.00 transaction fee will be added to each transaction.)

Form and full payment
 MUST be received by
 Wednesday, March 19, 2014

*Mail or email
 form and payment to:*

USAD – Mylene Chafe
 P.O. Box 1834
 Council Bluffs, IA 51502
mylene@usad.org

**The following information MUST be provided when paying by credit card.
 Please print legibly**

Cardholder's Name: _____

Cardholder's Billing Address: _____
(CREDIT CARD BILLING ADDRESS REQUIRED FOR CREDIT CARD ORDERS)

City _____ State _____ Zip _____

Credit Card Number: _____ Exp. Date: _____

VISA MASTERCARD

Signature of Cardholder: _____
(THE CARDHOLDER'S SIGNATURE MUST BE ON FILE AT USAD TO PROCESS CREDIT CARD ORDERS)



UNITED STATES ACADEMIC DECATHLON®

NATIONAL COMPETITION — APRIL 24 - 26, 2014

SPEECH TOPICS FORM

Return this form to USAD by March 19th.

School: _____

State: _____

STUDENT NAME	TOPIC FOR PREPARED SPEECH	Informative	Entertaining	Humorous	Inspirational
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

NOTE: *Speech must be the original work of the student and may not have been used for any other competition other than this year's Academic Decathlon®.*

Sources should be cited; plagiarism is prohibited.

Students on the same team must use different speeches.

UNITED STATES ACADEMIC DECATHLON[®]
National Finals - 2014
PRESS RELEASE INFORMATION

Please help us represent you to the media by providing the following information about your team and school:

NAME OF SCHOOL _____

CITY, STATE, ZIP _____

PHONE _____ FAX _____

EMAIL _____

COACHES _____

“Newsworthy” information about your school: _____

Information about your team members, as individuals or as a team: _____

Items of special interest concerning the Coach(es): _____

Any other information you would like to share: _____

The media will be sent the USAD National Finals results.

Please complete and email by March 19, 2014 to:
USAD
national@usad.org

**COMPETITION
INFORMATION
MATERIALS**

TENTATIVE SCHEDULE - TIMES AND ROOMS SUBJECT TO CHANGE**UNITED STATES ACADEMIC DECATHLON®****National Finals****April 24 - 26, 2014****Competition - Thursday - Saturday****TEAM SCHEDULE****Thursday, April 24**

8:30 am – 11:30 am	USAD Registration – Teams & State Directors	Iolani Suite 3 - 7
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1:30 pm – 3:30 pm	Welcome Assembly	Palace Lounge
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5:00 pm - 9:00 pm	Interview Event	Tapa Ballroom
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5:00 pm - 9:00 pm	Speech Event	Hilton Rooms
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4:30 pm – 8:30 pm	Team Photographs	TBA
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Friday, April 25

5:30 am - 7:00 am	Team Breakfast (teams staying at the Hilton)	TBA
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7:40 am - 8:00 am	Doors Open for Student ID Check	Tapa Ballroom
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8:05 am - 8:35 am	Economics Test	Tapa Ballroom
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8:40 am - 9:10 am	Music Test	Tapa Ballroom
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9:15 am - 9:45 am	Social Science Test	Tapa Ballroom
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9:45 am – 10:15 am	Team Break	
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10:25 am – 10:55 am	Mathematics Test	Tapa Ballroom
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11:00 am - 11:30 am	Language & Literature Test	Tapa Ballroom
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11:35 am - 12:05 pm	Science Test	Tapa Ballroom
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12:10 pm - 1:15 pm	Team Lunch	Palace Lounge
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3:15 pm	Doors Open for Team Super Quiz Seating	Tapa Ballroom
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3:00 pm	Flag-bearers Report	Iolani 4
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3:30 pm	Doors Open for General Seating	Tapa Ballroom
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3:45 pm	Parade of State Flags	Tapa Ballroom
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4:00 - 5:30 pm	Super Quiz	Tapa Ballroom
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6:00 pm - 9:30 pm	Celebration Event	TBA
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Saturday, April 26

8:15 am	Seating of Teams & Coaches	Tapa Ballroom
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8:30 am	Flag-bearers Report	Iolani 4
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8:30 am	Doors Open for General Seating	Tapa Ballroom
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8:45 am	Parade of Flags	Tapa Ballroom
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8:30 am – 11:30 am	Banquet	Tapa Ballroom
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12:00 pm	Champions Reception	TBA
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UNITED STATES ACADEMIC DECATHLON® National Finals 2014

• CODE OF STUDENT CONDUCT •

The United States Academic Decathlon® expects all team members to conduct themselves with decorum while attending Academic Decathlon® events. This includes travel, time on hotel premises, and any sightseeing associated with students' participation in the USAD National Finals, and all of the related events in Honolulu, Hawaii.

Appropriate conduct of team members is the sole responsibility of the team coach who has legal responsibility as chaperone for team members at all times. Students should be under the supervision of the coach during the entire competition. **All students are expected to be in their rooms by 10:00 p.m.** If behavior in common areas of the hotel is disruptive, an earlier curfew may be imposed either by USAD or by the hotel management. It is the responsibility of the team coach to be available and to enforce such a curfew and any other regulations determined necessary by USAD officials.

Inappropriate conduct includes, but is NOT limited to:

1. cheating
2. being in possession of any cell phone, electronic devices, study materials, etc., in the testing areas of the competition, including Speech and Interview and Super Quiz™ Relay,
3. being in possession of any weapon,
4. damage to, or vandalism of, any property including hotel rooms and competition sites,
5. stealing,
6. use of alcohol or illegal drugs by students, regardless of age,
7. use of water pistols, water balloons or any other projectile at the hotel or competition site,
8. fighting, loud noise, or any other behavior which is disruptive to others at the hotel or competition site.
9. disrespect to the competition, competition officials, proctors, or coaches.

Financial liability for all damage incurred by actions of a team member shall be the sole responsibility of that team member and his/her parents. Failure to comply with the Code of Student Conduct may result in disqualification from the event, the entire competition and the awards ceremony. The decision of the USAD Administration is final.

Teams should be aware that failure of any team member to adhere to these policies and procedures may result in disqualification of the delinquent student and/or the entire team. Furthermore, cheating in any form will not be tolerated. Any act of cheating will be promptly brought to the USAD Officials for review, evaluation, and imposition of possible sanctions. If someone is proven to have cheated, it is within USAD's power to disqualify not only the person caught cheating, but also the entire team. Decathletes that violate the Student Code of Conduct run the risk of being eliminated from the national competition and being sent home at the Decathlete's expense.

• DRESS CODE •

All participants are expected to dress neatly while attending the competition. As representatives of their respective schools, students should dress comfortably within limits: **Team shirts and/or uniforms for teams are encouraged.**

TESTING ARENA & SUPER QUIZ™ RELAY

Although casual attire is permissible during testing, distracting apparel, including hats of any kind, sunglasses, jackets, hooded clothing or other baggy-style sweatshirts and/or pants, cargo pants, torn jeans, or overalls shall be considered inappropriate and not acceptable in the testing arena.

SPEECH & INTERVIEW

Males - blazer, sport coat or sweater with collared dress shirt and necktie; dress pants or business suit with collared dress shirt and necktie; socks and dress shoes

Females - business skirt with blouse and/or sweater; jacket with dress blouse and business skirt or dress pants; business suit with dress blouse; or business dress; plus dress shoes (pumps, heels or flats)

At all competitive events, distracting apparel, including hats/caps of any kind, shall be considered inappropriate. If violations of the dress code are observed by a proctor or USAD officials, the student will be given the opportunity to comply with dress standards prior to the event. Once a student has been allowed to compete in an event, he or she may NOT be disqualified based on dress code violations.

Failure to comply with the dress code may result in disqualification from the event, the entire competition and the awards ceremony. The decision of the USAD Administration is final.

UNITED STATES ACADEMIC DECATHLON[®]

National Competition – 2014

The United States Academic Decathlon[®] National Finals is held under the auspices of the USAD Board of Directors. All testing, judging, scoring, and any other function of the competition per se are managed by USAD. This year's event is being hosted by the United States Academic Decathlon[®] in conjunction with a host of volunteers from the State of Hawai'i.

General Rules

Identification

All participants must display their USAD photo IDs at their workstations during each test and at each competition event. **ID badges must be worn to all competitive events and must be plainly visible to the proctors and judges to verify each participant's identity.** All pertinent test materials, including Scantrons, pertaining to an individual participant will be pre-coded. Prior to each test session, participants must complete the cover sheet of each test, which includes his/her name, competition ID number, signature, and date, in order for the test to be acceptable for scoring.

Testing Arena

Cell phones and other electronic devices are not permitted in the testing arena. Contestants will NOT be excused from the testing room (including Super Quiz[™]) for any reason before the scheduled break. If a student leaves a testing room or event, he/she will NOT be permitted to return until the next scheduled break at the conclusion of the subject area tests. Any participant who has a medical condition which requires special provisions of any kind must provide USAD with written documentation from a physician in advance of the competition. The decision to allow a medical exception is at the discretion of USAD and is final.

Super Quiz[™]

This event is held before a large audience; therefore, spectators are asked to be as quiet as possible while the questions are being read in order to give each group of contestants an equal opportunity for hearing and responding. Participants are NOT permitted to bring books, notes, purses, backpacks, coats, hats, cell phones, electronic devices, or any other items to the team seating area or to the competition floor. Any such items will be confiscated by proctors. Mascots must remain in the team seating area and are NOT allowed on stage. Coaches and State Directors are NOT allowed to sit with or communicate with their team members during the Super Quiz[™]. Coaches will be seated in a designated area. Any team that does not adhere to the Super Quiz[™] rules may be disqualified from the event. **Cell phones and other electronic devices are not permitted in the Super Quiz[™] competition area.**

Tardiness

Participants are responsible for being in the proper test location at the time each test begins. If a participant is tardy, he/she will NOT be allowed to enter the testing room or the speech and interview events. Contestants will NOT be allowed to enter the Super Quiz™ Relay venue once the competition commences.

Test Materials

The proctor will supply all printed materials and writing utensils necessary for the written tests. Participants are NOT permitted to bring books, notes, purses, backpacks, coats, hats, mascots, electronic devices, cell phones, or any other items, except for approved calculators, into the testing room. Any such items will be confiscated by the proctor and may result in the student receiving a zero for that particular session. The decision of USAD will be final and irrevocable.

Starting/Stopping

If a proctor determines that a student has failed to stop when instructed to do so or has started before being instructed to do so, the student will receive a score of zero for that particular test.

Cheating

If a proctor or competition official finds a contestant involved in using or possessing a cell phone in any competition area, using any unauthorized means of communication, using any type of crib, sharing, texting, storing, or transporting test information (including inappropriate use of a calculator), the proctor must report the incident to the USAD Testing Director. If a participant is proven to have cheated, he/she will be disqualified from the event; moreover, depending on the severity of the infraction, the participant may be disqualified from the entire competition. Participants removed because of cheating or misconduct will NOT be eligible for any awards. Any person receiving or passing along any current year's tests or test items, except for USAD published practice tests, will disqualify him/herself and his/her team from Decathlon participation. The decision of USAD will be final and irrevocable.

Withdrawal

In the case of an emergency or illness, a participant must formally withdraw in order to be eligible for any awards. To formally withdraw, a participant must give a written explanation of his/her withdrawal to a proctor or Decathlon official. An alternate student CANNOT be added to a team in the case of a withdrawal.

Test Scores

Any scores announced during the competition are unofficial. Test scores will NOT be posted at any time during the competition, except for those from the Super Quiz™ Relay event. The scoring center is off-limits to everyone except designated officials.

Team Selection

The nine team members who attend the National Finals must be the same nine students who participated in and won the state competition. No substitutions are permitted. In the case of an extreme medical emergency occurring after the state competition, USAD and the State Director will determine if another student may replace the absent team

member. Teams shall NOT consist of more than nine members. Teams may compete with fewer than nine members, but must have a minimum of six members—two in each grade point average category. To be eligible for competition, teams must file all required documents in accordance with the deadlines set by USAD.

School Divisions

There will be three divisions of schools—Division I, Division II, and Division III—at the USAD national competition. These divisions are determined by the enrollment for grades 9–12 of the schools attending Nationals. The Robert Peterson trophy will be awarded to the team with the highest overall score.

Essay and Art

This year the essay and art events will take place online prior to the competition in Honolulu, Hawai'i. The essay test will be held April 3, 2014, at 12:30 p.m. Central Daylight time with the art test immediately following the essay. You will need to reserve a computer lab at your school, library or other venue. An administrator (not the team coach) will need to oversee the online competition. All students **MUST** participate on this day. All teams are required to participate in a practice set-up on March 27, 2014, at 12:30 p.m., or March 28, 2014, at 12:30 p.m. Central Daylight time.

Each essay will be read by two judges. If the scores from the two judges differ by 200 points or more, the essay will then be read by a third reader. The divergent score will be tossed out, and the two closest scores will be averaged to determine the essay score.

Calculator Policy

Calculators are allowed in the testing room ONLY during the testing session in which the math test is scheduled. Calculators may be used for the math test ONLY. Calculators must be stored beneath the student's chair and out of sight while other tests are being taken during the same testing session as that in which the math test is scheduled to be taken. Students may use any hand-held, battery-operated calculator that is considered a four-function or scientific calculator, or graphing calculator. Models with an QWERTY keypad, such as the TI-92 or HP-95, and models with CAS (Computer Algebra Systems), such as the TI-89 are NOT allowed. Students may NOT exchange calculators. Students and coaches should refer to USAD's calculator policy for additional information regarding calculators.

Standards of Conduct

Decathletes and coaches are required to comply with the above competition rules and those stated in the *USAD Code of Student Conduct*. Failure to adhere to these rules may, at the discretion of USAD, result in the disqualification of the participant and/or his/her team. Decathletes will uphold the highest standards of honesty and integrity while participating in the Academic Decathlon®. If necessary, a Decathlete may be required to re-take an alternate test to validate his/her test results.

UNITED STATES ACADEMIC DECATHLON[®]
National Finals 2014

Appeals Procedure

An appeal regarding any test item (question and/or answer) can be made by any contestant through his/her head coach. Such an appeal must be presented in writing to the USAD Appeals Table during the earliest break after a test has been completed. A table will be set up to receive written appeals. No appeals can be made after thirty (30) minutes following the final test of each testing day. Appeals can be made by head coaches only. Oral appeals will NOT be accepted.

The time that each appeal is submitted must be recorded on the written appeal by the USAD designated official who is present at the Appeals Table.

Appeals on questions and/or answers from the Super Quiz™ Relay event must be presented within five minutes of the completion of the contest.

Appeals will be decided by an Appeals Committee consisting of the USAD Board President, USAD-SD President and President-Elect, USAD Testing Coordinator and the USAD CEO as Ex-Officio. Disposition of appeals will be made in writing on the appeal form. If the Appeals Committee deems a question invalid, all students will be given credit for that question. Appeals identifying an invalid answer will result in the giving of credit to all correct answers. The decision of the Appeals Committee is final.

Essay, interview, and speech scores are NOT subject to appeal.

The United States Academic Decathlon[®] Calculator Policy for Curriculum Year 2013-2014*

**This policy applies for the U.S. Academic Decathlon[®] National Competition. Please contact your state director regarding the calculator policy that will apply at your local, regional, and state competitions.*

The United States Academic Decathlon[®] Calculator Policy 2013-2014

The Academic Decathlon[®] has always endeavored to reflect current high school curriculum and instruction in our competitions. Recent surveys of calculator use in high schools nationwide indicate that calculators are now used in the vast majority of high school mathematics courses across the country, and our decision to allow calculators is consistent with this practice in mathematics instruction.

After reviewing the policies of the major testing institutions and consulting state directors, the Academic Decathlon[®] has adapted MOST of the American College Testing (ACT) and College Board (SAT program) guidelines for calculator use as stated below.

I. Competitors May Use Calculators for the Mathematics Test

If competitors wish to use calculators on the Academic Decathlon[®] Mathematics Test, they are responsible for bringing them to the test. Calculators will not be provided for students who do not bring their own. Calculator use is permitted only for Mathematics; competitors will not be allowed to use calculators on any other test.

II. Permissible Calculators

If a competitor wishes to use a calculator, it can be a basic, four-function, scientific, or graphing calculator, provided it has none of the features listed in Section III below.

Calculator models with alphanumeric keys (such as the TI-Nspire and TI-84 plus) are acceptable.

During the mathematics test, competitors are not permitted to refer to information that was stored in their graphing calculator memory prior to the test. Students wishing to utilize their graphing calculator's memory function during the mathematics test will be required to have the memory erased prior to entering the testing room and at the completion of the mathematics test.

III. Prohibited Calculators

Calculators with any of the following features are **NOT** allowed in the Academic Decathlon[®] competitions:

- pocket organizers
- hand-held or laptop computers
- electronic writing pads or pen-input devices
- models with QWERTY (keyboard-like) keypad, e.g. **TI-92 or HP-95**
- models with paper tape
- models that make noise
- models that can engage in wireless communication (transfer data or information with other calculators)
- models that require a power cord
- models with CAS (computer algebra systems), e.g. **TI-89**

Because companies are continuously introducing new products, it would be impossible for the Academic Decathlon® to maintain an up-to-date list of specific model numbers that possess these features. If a competitor is uncertain whether a particular calculator will be allowed, the student should bring a backup that does not possess any of the features in question. No backup calculator will be provided for any competitor whose calculator is disallowed.

IV. Competing without a Calculator

Competitors may opt to take the Mathematics Test without a calculator, however, the Academic Decathlon® recommends that competitors use a basic, scientific, or graphing calculator for solving the mathematics test items.

V. Calculator Failure During a Test

If a competitor's calculator stops working during a test, the student should continue taking the test without a calculator. No additional calculator will be provided, and the competitor will not be allowed to take the test again later. However, as noted in Section III above, a competitor may bring a backup calculator and/or spare batteries to the test.

UNITED STATES ACADEMIC DECATHLON®
National Finals - 2014
INSTRUCTIONS FOR FLAG BEARERS

1. Each State team will select a flag bearer to represent your state for the Super Quiz™ and the Awards Banquet. All teams must have a flag bearer for the Super Quiz™ and Awards Banquet procession. For each event, guides will be on hand in the staging area to assist.
2. Line up must be in the following order:

1. Hawai'i	14. Maine	27. South Carolina
2. Alaska	15. Maryland	28. South Dakota
3. Arizona	16. Massachusetts	29. Tennessee
4. California	17. Minnesota	30. Texas
5. Colorado	18. Mississippi	31. Utah
6. Connecticut	19. Missouri	32. Washington
7. Florida	20. Nebraska	33. Wisconsin
8. Georgia	21. New Jersey	34. Wyoming
9. Idaho	22. New York	35. China
10. Illinois	23. Ohio	36. London
11. Indiana	24. Oklahoma	37. Individual
12. Iowa	25. Pennsylvania	
13. Kansas	26. Rhode Island	

SUPER QUIZ™

3. Super Quiz™ flag bearers will report to the Iolani 4 of the Tapa Tower at 3:00 p.m. As states are called by the MC, flag bearers will:
 - March into the auditorium and proceed up the aisle to the front on either side of the stage.
 - Place state flag in open flag stand.
 - Stand to the right of your state's flag.

Flag bearers will remain in this position during the presentation of the colors by the color guard, the pledge of allegiance and the National Anthem.

Following the singing of the national anthem, flag bearers will be seated in their designated seats.

AWARDS BANQUET

4. Awards Banquet flag bearers will report to the Iolani 4 of the Tapa Tower at 8:25 a.m. As states are called by the MC, flag bearers will:
 - March into the ballroom and proceed up the aisle to the front and to either side of the stage.
 - Place state flag in flag stand.
 - Stand to the right of your state's flag.

Following the pledge of allegiance and the national anthem, the color guard will exit and each team will return to their team tables and be seated. Please make sure you know where your team table is located in the banquet hall prior to the Parade of Flags.

**United States Academic Decathlon®
National Finals - 2014
AWARDS DISTRIBUTION**

INDIVIDUAL EVENT AWARDS

Gold, silver and bronze medals will be awarded in each division to the first-, second- and third-place students from the Honor, Scholastic, and Varsity categories in each event. All ties will be awarded. Individual scores that fall within three points will be tied.

INDIVIDUAL OVERALL AWARDS

Gold, silver and bronze medals will be awarded in each division to the first-, second- and third-place students from the Honor, Scholastic, and Varsity categories with the highest cumulative scores from all ten events. Scholarships shall be awarded to the overall individual winners as follows: \$1,000 to gold medalists in each category, \$750 to silver medalists in each category, and \$500 to bronze medalists in each category.

TEAM AND SCHOOL AWARDS

Team scores are determined by the two highest Honor scores, the two highest Scholastic scores, and the two highest Varsity scores for all ten events.

DIVISIONAL AWARDS

Championship trophies will be presented in three divisions. Teams will be grouped into divisions according to the school enrollment of the participating teams. Division III consists of schools with enrollment of 750 or less; Division II consists of schools with enrollment greater than 750 but less than or equal to 1500; Division I consists of the schools with enrollment greater than 1500. A division must have at least 25% of the participating schools. Private schools, magnet schools, alternative schools, and the like will be grouped in Divisions defined above based on school enrollment.

A first-, second-, and third-place trophy will be awarded in each division. These are the Division Champions. The National title will be awarded to the team with the highest number of points regardless of division.

SUPER QUIZ™ RELAY AWARDS

Overall Winners: Team plaques will be awarded to the first, second and third place teams with the **highest raw score for all nine students in the Super Quiz™ relay only**. The Super Quiz™ Relay plaques will be presented at the conclusion of the Super Quiz™ Relay event.

B. FRANKLIN REINAUER II ECONOMICS PRIZE

This award is presented to the highest scoring student in Economics overall. A plaque and \$250.00 scholarship will be presented.

NORMAN KATZ COMMUNICATIONS AWARD

This award is presented to the student with the highest combined total scores in the Speech and Interview events. A trophy and \$200.00 will be presented.

MOST IMPROVED VARSITY STUDENT

This award is presented to a varsity student at the National Finals who has improved his/her score the most from his/her state competition. To qualify, the student/team must have completed all ten events at his/her state competition. A \$1,000.00 scholarship is awarded.

THE HIGHEST SCORING STUDENT AWARD

This award is presented to the highest scoring student on each team. A \$250.00 scholarship is awarded.

MOST VALUABLE TEAM MEMBER AWARD

This award is presented to the student who was selected by their team members as the Most Valuable Team Member. A \$250.00 scholarship is awarded.

KRISTIN CAPERTON MEMORIAL AWARD

This award is presented to a competitor at the National Finals who has demonstrated particular strength of character, perseverance, commitment, inspiration, or team leadership, who overcame significant obstacles or unusual circumstances to participate in the Academic Decathlon® National Finals.

Selection of the award recipient will be made by a panel of USAD Board members. All nomination forms MUST be received no later than March 19, 2014 and must be sent through US Mail only. The nominated student will be presented with a plaque, and a \$1,500.00 scholarship is awarded.

SAMPLE		MOST VALUABLE TEAM MEMBER EVALUATION				SAMPLE
NAME OF HIGH SCHOOL AND TEAM NUMBER:						
STATE:						
CANDIDATES NAME:						
	<i>Rating Scale</i>	Always	Often	At times	Seldom	
	<i>Points Given</i>	8-10 pts	5-7 pts	3-4 pts	1-2 pts	TOTAL
LEADERSHIP						
A role model for teammates						
Punctual and reliable						
Effective in motivating teammates						
Suggests and/or refines solutions to problems						
TEAM SPIRIT						
Enthusiastic about the team						
Commends efforts & achievements of teammates						
Collaborates well with other team members						
Makes necessary compromises to accomplish team goals						
POSITIVE ATTITUDE						
Has positive attitude about own participation & the work of teammates in Decathlon						
Approaches assignments with enthusiasm, determination & without complaint						
Receptive to feedback & constructive criticism from coach and teammates						
Offers encouragement to teammates						
ACADEMIC ACHIEVEMENT						
Is personally thoroughly prepared for competition						
Performs at high level across all subject areas						
Promotes & shares good study skills with teammates						
						GRAND TOTAL

UNITED STATES ACADEMIC DECATHLON[®]
National Finals 2014
Explanation of Scoring

1. The United States Academic Decathlon[®] has ten events. Each event is evenly weighted at 1000 points per competitor for a possible 10,000 point total. However, only six scores per team are counted for the team ranking, (top two Honor, top two Scholastic, and top two Varsity). So the highest possible team score is 60,000.
2. Six of the objective tests have 50 items. The raw score for these tests is converted to 1000 points with each item worth 20 points. The mathematics test has 35 items with each item being worth 28.6 points.
3. The essay is scored based on a rubric. Each essay is independently read twice. If there is a divergence of 200 or more points in the two scores, the essay is read and scored by a third judge. The third score replaces the divergent score. The two scores are averaged for the final score.
4. The speech and interview are performed before a panel of judges (usually three). The judges complete the appropriate scoring forms. These are scanned directly into the computer. The scoring program computes an average score based on a maximum of 1000 points.
5. The Super Quiz[™] Relay will include questions from the subjects of art, economics, language and literature, music, science, and social science. In the Super Quiz[™] Relay all three students from each GPA category will be asked to come to the stage. All Varsity students will be tested with the first ten questions, followed by the Scholastic students answering the next ten questions, and then the final ten questions of the competition will be answered by the Honor students. Questions are worth one point each for a total of 30 points per team. The Super Quiz[™] Relay is a standalone event, and scores will NOT be added to individual or team scores.
6. Gold, silver and bronze medals are awarded in each division, event, and each GPA category (Honor, Scholastic, and Varsity). All ties are awarded.
7. Team overall ranking is determined by the six team members that make up the top two scores in each category (Honor, Scholastic, and Varsity).
8. There will be three divisions determined by the 9-12 enrollment of each school. Division I (Large Schools) shall consist of all teams whose school enrollment is greater than 1500. Division II shall consist of all teams whose school enrollment is greater than 750 but less than or equal to 1500. Division III shall consist of all teams whose school enrollment is 750 or smaller. However, a division must have at least 25% of the teams participating. Each division will have a first (gold), second (silver), and third (bronze) place winner. These are the Division Champions. The National title will be awarded to the team with the highest number of points regardless of division.
9. A Winners List is emailed following the presentation of awards that indicates the gold, silver, and bronze medal winners in each event, the special awards, the top five teams in the Super Quiz[™] Relay and the top ten teams in the Overall Standings. **Each coach and State Director receives a printout of scores for his/her team.**
10. Special awards are common in the Academic Decathlon[®]. At the National Finals they include the B. Franklin Reinauer II Economics Prize, the Kristin Caperton Award for overcoming challenges, the Highest Scoring Student from each state, Most Valuable Team Member Award from each team and the Norman Katz Communications Award.

UNITED STATES ACADEMIC DECATHLON[®]
NATIONAL FINALS
APRIL 24 – APRIL 26, 2014
Honolulu, Hawai'i

Super Quiz[™] Format

The Super Quiz[™] Relay will use a responder pad system. This system will display the questions on a large screen for the audience as they are read aloud for the decathletes. Cumulative team scores will be displayed at the end of each relay round with the exception of the last round.

Relay order for the Super Quiz[™] is: Varsities, Scholastics, and Honors.

Students will be coming to the stage area as a group according to their GPA category. A total of 10 multiple-choice questions will be given for each relay round with five possible answer choices. Students will have 10 seconds to respond to each question. Once the last answer choice has been read, team members can verbally communicate with each other (only non-verbal communication is allowed before the 10 second timer begins). Students should remember that you want only the team members at your station to hear your conversation.

During the Super Quiz[™] Relay, students are expected to record their answers both by marking their answer sheet and pressing the appropriate button on an electronic keypad. The electronic keypad system will be used to calculate the team scores for all rounds of the Super Quiz[™] Relay only. Students should designate one student in the group to enter the answer on the key pad and mark the answer sheet. It is the student's responsibility to make sure answers are entered correctly on **both** the answer sheet and the keypad.

All Varsity students will be tested with the first ten questions, followed by the Scholastic students answering the next ten questions, and then the final ten questions of the competition will be for the Honors students.

Questions and subjects are randomized. Questions are worth one point each for a total of 30 points per team.

The Super Quiz[™] Relay is a standalone event this year, and scores will NOT be added to individual or team scores.

The Super Quiz[™] Relay awards will be awarded immediately following the relay and are based on the keypad results for all rounds.

UNITED STATES ACADEMIC DECATHLON®
DESCRIPTORS for INTERVIEW EVALUATION FORM – Rating Scale

Voice is the way a speaker controls volume, clarity, and distinctness of voice to gain greater audibility. Voice should have a variety in the rate, volume, and pitch to engage interest, hold attention, and convey self-assurance.

Language Usage refers to the appropriate choice of words, proper use of grammar and correct enunciation. Language should promote clear understanding of thoughts and be appropriate for the occasion.

Interpersonal Skills are measured by the candidate’s ability to establish rapport with interviewers. The candidate’s response should correspond to and interact with the interviewers’ questions, and he/she should stimulate an involvement with the interviewers.

Non-Verbal Language refers to the manner in which the candidate uses gestures, facial expressions, and physical involvement for effective communication. It is the indirect revelation of the candidate’s real self while speaking. The candidate should speak with enthusiasm and assurance, showing interest in the interviewers and confidence in his/her responses.

Through the interview process, the individual reveals:

Problem Solving Skills
Analytical Skills

Creative Thinking Skills
Interpersonal Skills

Organizational Skills
Promotional Skills

When asking questions of the candidate, keep these skills in mind. Help the candidate to develop experience in answering questions that reveal these skills.

Manner is measured through the candidate’s ability to speak with enthusiasm and assurance while showing interest in the interviewers and confidence in their reactions. The candidate should be direct in his/her response.

Listening Skills refers to the ability to analyze and interpret “what is being asked.” In order to answer skillfully and address the issue being considered, the candidate must listen carefully and attentively. The candidate’s responses to the questions will give an indication of his/her level of attention and ability to identify, sort, and process the information being requested.

Answering Skills refers to the ability to 1) address the issue being considered; 2) present information in a clear and concise manner; 3) organize information in a logical and sequential order; 4) adjust responses appropriately to a variety of audiences; and 5) pace conversation to convey necessary information and achieve purpose. Order, logic, imagination, intelligence, and other personal qualities are reflected in the way answers are given. A well thought-out answer engages the interviewers’ attention and gives insight into the candidate’s personal qualities, skills, goals and experiences. Relevant examples and illustrations support the answers. All information presented should be relevant to the question being asked.

Responses refer to the quality of the answers given. The candidate should reflect on the questions to provide thoughtful and insightful responses. A well thought-out answer engages the interviewers’ attention and gives insight into the candidate’s personal qualities, skills, goals, and experiences. The answers are supported by relevant examples and illustrations. All information presented should be relevant to the question being asked. The candidate should speak with certainty and conviction.

Overall Effectiveness measures the 1) nature of information provided; 2) manner in which it was communicated; 3) overall impression it created, and 4) rapport established between the interviewer and candidate. Some of the questions to consider are: Did the candidate provide the information requested in a skillful manner? Was the information relevant and meaningful? Was the candidate able to achieve a positive impression of his/her skill, experiences, and personal qualities?

Appearance refers to the appropriate attire of the candidate. The candidate follows USAD dress standards.

Corresponds to the USAD Interview Evaluation Form

UNITED STATES ACADEMIC DECATHLON®
National Finals 2014

INTERVIEW – Constructing a Résumé

Each decathlete is asked to construct a résumé that tells about himself/herself. Each decathlete shall bring three copies of the résumé to his/her Interview. The résumé will not be judged. However, the content of the résumé will assist the Interview judges in engaging the decathlete in a successful interview.

A good résumé will go a long way toward helping a decathlete to make a good impression. A bad resume reflects poorly on the candidate. Everyone has something to offer—in writing a resumé, a student should carefully analyze his/her abilities, talents, interests, and activities and stress his/her strong points. First impressions count.

Content and layout of the résumé can vary widely. However, **the résumé should be no more than one page**. It has to be read quickly by the judges.

TIPS FOR CONSTRUCTING THE RESUMÈ:

1. Your résumé **must** be typed. Use a good quality paper. Save your résumé on a computer or CD or flash drive so that you can change it as needed. This gives you an opportunity to add, or delete, as you think about things you would like to include about yourself.
2. The résumé should be neat. Carelessness and misspelled words are inexcusable. Have some knowledgeable persons proofread your résumé and give you tips for improving it.
3. Some things to think about including in your résumé are extracurricular activities in which you've been engaged in and outside of high school, special interests or hobbies you have, leadership positions you hold or have held, work experience(s), and personal goals.
4. Grades are an important part of “your” picture but not the only part. Note areas of responsibility, recognition or honors that have come your way.
5. A demonstrated social awareness can be in your favor. If you have participated in activities where you were recognized by awards or offices, mention these. Quality leadership is welcome everywhere.

Two sample résumés that follow are different in style, yet each seeks to highlight strong points in a straightforward fashion. Construct your résumé in the style and type that best suits your interests and emphasizes your strengths.

UNITED STATES ACADEMIC DECATHLON®
National Finals 2014

SAMPLE RESUMÈ

John W. Woodson
5485 Jones Street
Hometown, Montana 12345
Phone: 987.654.3210

OBJECTIVE

My objective is to serve as an intern in the office of the Lieutenant Governor of the state.

EDUCATION

Hometown High School 2008-2010
Hometown, MT

Currently a junior with a 3.97 GPA, studying for a college preparatory seal.

AWARDS

Algebra I - Honor Student
Geometry - Highest Average
Algebra II - Highest Average
Trigonometry - Highest Average
Physical Science - Honor Student
Biology - Highest Average

Chemistry - Honor Student
Physics - Honor Student
Latin I - Silver Medal on National Latin Exam
Latin II – Magna Cum Laude on the National Latin Exam
Academic Letter

INTERESTS AND ACTIVITIES

Athletics: Football, Baseball, Basketball
Computer Hobbyist
Drama: Cast in three school plays – “Doll’s House,” “Titanic,” and “Fame”
Cast in community theater – “It’s a Wonderful Life”

WORK EXPERIENCE

National Institute of Physician Recruitment and Retention 2008-2009
Mountain View, MT, Part Time - Management Information Systems

Target Discount Store 2009-Present
Hometown, MT
Part time – Stocking and clerical

REFERENCES

Available upon request

UNITED STATES ACADEMIC DECATHLON®
National Finals 2014

SAMPLE RESUMÈ

Jana Smith
610 Samson Street
Chicago, IL 29577
Phone: 444.444.3333

EDUCATION

Main Street High School	2007–Present
Lake Front Community College	2009 - Present

Awards and Honors

Beta Club	9, 10, 11, 12
National Honor Society	11, 12
Academic Letter	10, 11
Governor’s Honors Program Nominee	10, 11
Dean’s List – Lake Front Community College	12
Who’s Who in American High School Students	11, 12
Varsity Letter – Mock Trial	12
Varsity Letter – Cross Country	12

SUMMARY OF QUALIFICATIONS

Exceptional academic achievement: 3.9 GPA at Main Street High
4.0 at Lake Front Community College

Proven leadership ability: Beta Club officer
Junior and Senior Class Secretary
Member of Chicago Youth Council
County 4-H president
4-H District officer for North Illinois
Student County member

High involvement in extracurricular programs:
Mock Trial Scholars Bowl
Cross Country Student Council
4-H Key Club
Junior Classical League

Expertise in law and government: Page in state senate
Volunteer in local political campaigns
Mock Trial team member for 3 years

Experience in serving the community:
4-H member for 5 years
Peer Tutor
Community service chair of Student Council
Key Club project chair



U.S. ACADEMIC DECATHLON

INTERVIEW EVALUATION FORM

Student ID Number			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Volunteer Number		
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

Judge
1
2
3
4
5
6

Student:	
Judge:	Room:

Marking Instructions

USE NO. 2 PENCIL ONLY

- Example (1) (3) (4) (5)
- Make **Dark and Complete** Marks
- **Erase Completely** to Change
- Make No Stray Marks

Excellent	Very Good	Good	Fair	Poor	Interview	
10 9	8 7	6 5	4 3	2 1 0	Voice	Volume Flexibility Expressiveness
10 9	8 7	6 5	4 3	2 1 0	Language Usage	Grammar Enunciation Appropriateness
10 9	8 7	6 5	4 3	2 1 0	Interpersonal Skills	Rapport Interaction Involvement
10 9	8 7	6 5	4 3	2 1 0	Non-Verbal Language	Movement Gesture Posture
10 9	8 7	6 5	4 3	2 1 0	Manner	Assurance Enthusiasm Directness
10 9	8 7	6 5	4 3	2 1 0	Listening Skills	Appropriateness of Responses Attentiveness
10 9	8 7	6 5	4 3	2 1 0	Answering Skills	Clear Complete Appropriate
10 9	8 7	6 5	4 3	2 1 0	Responses	Thoughtful Insightful With Conviction
10 9	8 7	6 5	4 3	2 1 0	Overall Effectiveness	Purpose Achieved Interest Reception
10 9	8 7	6 5	4 3	2 1 0	Appearance	Appropriate for an Interview

UNITED STATES ACADEMIC DECATHLON[®]

Speech Event – Rules and Guidelines

Rules and guidelines for the **Prepared Speech** competition:

1. Students may use note cards for the prepared speech. Over reliance on note cards represents a poorly prepared speech.
2. The speech may not be read.
3. The speech must be delivered while standing before the judges.
4. The speech must be the original work of the student performing the speech, must have been used only for the 2013-2014 Academic Decathlon[®] season, and may not have been used for any other competitive event.
5. No props may be used during the speech.
6. The speech must not be less than 3 ½ minutes or more than 4 minutes in length.

Rules and Guidelines for **Impromptu Speech** competition:

1. The student may not leave the room during the speech preparation time.
2. Following the presentation of the prepared speech, the student will be given blank note cards which he/she may use to help plan the impromptu speech. Blank note cards and pencils will be provided in the testing room.
3. The speech must be no less than 1 ½ minutes and no more than 2 minutes in length.
4. The speech must be given while standing before the judges.

UNITED STATES ACADEMIC DECATHLON®
• RULES & GUIDELINES FOR THE SPEECH CONTEST •

1. The **Prepared Speech** is to be on an open topic of the student's choice. **The Purpose** is to develop the skill of speaking informatively, or persuasively, on a topic. **The Burden** of the speaker is to present well-developed material, which may have the primary intent of either informing or persuading the audience on a significant topic or issue. The speech is to be coherent, unified and clear. Supportive materials may include quotations, statistics, examples, comparisons and analogies.
2. Students are likely to be a little nervous and apprehensive. Try to create a relaxed atmosphere, conducive to the students performing to the best of their abilities.
3. Each student is to present a prepared and an impromptu speech; judges are to score the two separately. If one is provided, a timer will bear the responsibility of keeping the time for both the prepared and impromptu speeches. He/she will also notify the contestant by displaying a card with the time remaining at given intervals. If a timer is not provided, one of the judges will be responsible for timing (directions provided).
4. When you arrive in your speech room, arrange the furniture so that the judges face the contestant and the contestant has ample room to **stand** while presenting his/her speech.
5. The students must adhere to a very rigid 10-minute block of time. It is the responsibility of the student to report to you promptly. It is, however, imperative that you be prompt in releasing the student after they have completed both speeches. Students should be present in the judging room no longer than 8 minutes. All timing is critical as students **MUST** report to their next assignment **ON TIME**. **Please adhere to the schedule.**
6. The Head Judge should greet each student at the door. After entering, the student should be welcomed and put at ease. The Head Judge should ask the student to state his/her name and identification number to verify that it coincides with the name and number on the evaluation form. After these openings, the contestant will begin his/her Prepared Speech.

Rules for Prepared Speech

- a. Students may use note cards for the prepared speech. Over reliance on note cards represents a poorly prepared speech. Note cards **must be no** larger than 3 x 5 index cards.
 - b. The speech may not be read. (If a student has read part or all of their speech, 1 to 5 points should be deducted from the Speech Development category.)
 - c. The speech must be delivered while standing before the judges.
 - d. The speech must be the original work of the student presenting the speech, must have been used only for the current Academic Decathlon® season, and may not have been used for any other competitive event.
 - e. No props may be used during the speech.
 - f. Speeches should not be performed in song or dance. (If this occurs 1 to 5 points should be deducted from the Appropriateness category.)
 - g. The speech must not be less than 3 ½ minutes or more than 4 minutes in length. (If the prepared speech does meet the time limits judges should bubble in the -7 penalty at the bottom of the form.)
7. For both prepared and impromptu speeches, the timekeeper should alert the students by holding up a timing card when 1 minute remains and again when 30 seconds are left. The timer must also alert the student when time has elapsed.

8. At the conclusion of the prepared speech, the Head Judge will hand the contestant the Impromptu Topics (Topics should be rotated according to the instructions given during training). The timer will allow 1 minute for preparation, including note taking, and then indicate that the speaker should begin. During this 1 minute, judges are encouraged to start scoring the prepared speech.
9. The **Impromptu Speech** is given on a topic chosen by the student from a list of three topics. **The Purpose** is to develop skills in locating and recalling information which can be brought to bear in the construction of a clear and coherent message in a relatively short period of time. **The Burden** of the participant is to phrase a clear proposition and sustain it with contentions that are supported with evidence and reasoning directly related to the questions or issue chosen.

Rules for Impromptu Speech

- a. The student may not leave the room during the speech preparation time.
 - b. Following the presentation of the prepared speech, the student will be given 2 blank note cards which he/she may use to help plan the impromptu speech. Blank note cards and pencils will be provided in the testing room.
 - c. The speech must be no less than 1 ½ minutes and no more than 2 minutes in length. (If the impromptu speech does meet the time limits judges should bubble in the -3 penalty at the bottom of the form.)
 - d. The speech must be given while standing before the judges.
10. At the conclusion of the Impromptu Speech the student should be thanked and dismissed. Judges will then score the Impromptu Speech.

Note: It is not the judges' or timer's place to interject verbal comments of any sort.

11. Judges are allotted **1 minute for scoring**, after the Impromptu Speech, before greeting the next student. **Please adhere to the schedule.**

USA U.S. ACADEMIC DECATHLON

SPEECH EVALUATION FORM

STUDENT ID NUMBER			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

VOLUNTEER NUMBER		
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

DIRECTIONS

USE NO. 2 PENCIL ONLY

PLEASE -

- MAKE DARK MARKS
- ERASE COMPLETELY TO CHANGE
- ENTER: STUDENT'S NAME AND NUMBER
YOUR NAME AND NUMBER
ROOM NUMBER
- MARK 1 STUDENT PER FORM

EXAMPLE:

1	0	2
0	1	0
2	2	1
3	3	3

STUDENT'S NAME _____

JUDGE'S NAME _____

ROOM NUMBER _____

JUDGE

1	2	3
4	5	6

PREPARED SPEECH		EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
SPEECH DEVELOPMENT	<ul style="list-style-type: none"> ORGANIZATION BODY OPENING/CLOSING 	10 9	8 7	6 5	4 3	2 1 0
EFFECTIVENESS	<ul style="list-style-type: none"> ACHIEVEMENT OF PURPOSE INTEREST RECEPTION 	10 9	8 7	6 5	4 3	2 1 0
CORRECTNESS	<ul style="list-style-type: none"> GRAMMAR PRONUNCIATION WORD SELECTION 	10 9	8 7	6 5	4 3	2 1 0
APPROPRIATENESS	<ul style="list-style-type: none"> WORD SELECTION AND STYLE APPROPRIATE TO THE AUDIENCE 	10 9	8 7	6 5	4 3	2 1 0
SPEECH VALUE	<ul style="list-style-type: none"> IDEAS LOGIC ORIGINALITY 	10 9	8 7	6 5	4 3	2 1 0
VOICE	<ul style="list-style-type: none"> FLEXIBILITY VOLUME VARIETY 	10 9	8 7	6 5	4 3	2 1 0
NON-VERBAL	<ul style="list-style-type: none"> APPEARANCE MOVEMENT ASSURANCE 	10 9	8 7	6 5	4 3	2 1 0

IMPROMPTU SPEECH		EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
CONTENT	<ul style="list-style-type: none"> ORIGINALITY IDEAS ORGANIZATION 	10 9	8 7	6 5	4 3	2 1 0
DELIVERY	<ul style="list-style-type: none"> MOVEMENT/GESTURE BODY LANGUAGE VOICE 	10 9	8 7	6 5	4 3	2 1 0
OVERALL EFFECTIVENESS	<ul style="list-style-type: none"> ACHIEVEMENT OF PURPOSE VERBAL COMMUNICATION NON-VERBAL COMMUNICATION 	10 9	8 7	6 5	4 3	2 1 0

SPEECH PENALTIES		BOTH SPEECHES	PREPARED ONLY	IMPROMPTU ONLY	NO PENALTY
TIMING VIOLATION		-10	-7	-3	0



U.S. Academic Decathlon

Essay Evaluation Form

STUDENT I.D. NUMBER

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT



JUDGE'S NAME _____

JUDGE'S NUMBER

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Directions: Select one performance category in Table A. Within the range of points for that category, record the points scored in the space provided.

A. Focus/Scope - Organization - Content/Development

Addresses the prompt in an outstanding manner; responds to all aspects of the task; is organized clearly and consistently based on a strong central purpose; provides substantial and specific evidence to support major positions	OUTSTANDING 85 - 100 pts
Addresses the prompt in an effective manner; responds to several aspects of the task; is organized effectively based on a clear central purpose; provides appropriate evidence to support positions	EXCELLENT 70 - 84 pts
Addresses the prompt in an adequate manner; focuses on a minor aspect of the task; is organized based on a restatement of the prompt; provides some predictable evidence to support positions	GOOD 55 - 69 pts
Addresses the prompt in a basic manner; is organized in a limited way; provides evidence that is general or not clearly linked to a position	FAIR 40 - 54 pts
Addresses the prompt in a limited manner; is organized in a confused way; provides superficial evidence with inadequate elaboration	WEAK 15 - 39 pts
Fails to address the prompt; absence of organization; absence of relevant content	POOR 0 - 14 pts

TOTAL FOR A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total for A

Directions: Select one performance category in Table B. Within the range of points for that category, record the points scored in the space provided.

B. Language/Style - Conventions

Demonstrates exceptional control of sentence structure and precise word choice; is almost entirely free of errors in grammar, usage, and mechanics	OUTSTANDING 85 - 100 pts
Demonstrates strong control of sentence structure and appropriate word choice; is generally free of errors in grammar, usage, and mechanics	EXCELLENT 70 - 84 pts
Demonstrates reasonable control of sentence structure and some precision in word choice; contains confusing errors in grammar, usage, and mechanics	GOOD 55 - 69 pts
Demonstrates some lack of control of sentence structure; limited in word choice; minimal control of grammar, usage, and mechanics	FAIR 40 - 54 pts
Demonstrates some lack of control of sentence structure; minimal variety in word choice; minimal control of grammar, usage, and mechanics	WEAK 15 - 39 pts
Minimal control of sentence structure; inappropriate word choice; contains serious errors in grammar, usage, and mechanics	POOR 0 - 14 pts

TOTAL FOR B		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total for B

Off Prompt (OP) = Zero Score
Prompt is not addressed

Nonscorable (NS) = Zero Score
Essay is: *illegible, insufficient, a blank paper*