



Chapter Manual And Advisor Starter Kit

Nebraska Department of Education
Center for Student Leadership
PO Box 95007
Lincoln, NE 68509-5007

Eric Snyder
(531) 207-3399
eric.snyder@nebraska.gov



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Dear Educators,

Welcome to Educators Rising Nebraska! The following letter was written by Carol Packard when she compiled this guide in 2015. What she said is still true today - Marty

"On behalf of the Nebraska Department of Education (NDE), Nebraska Career Education (NCE) and Educators Rising Nebraska - thank you for your willingness to invest your time as a mentor and leader. As an Educators Rising Advisor you will be impacting the lives of Nebraska's future teachers.

A successful Educators Rising program provides rich and meaningful experiences whereby students can explore the world of teaching. These experiences in many cases will ignite a passion for teaching, but in some cases, they will cause students to "self-select" out of the profession. In both cases, the program has been successful. Even if students ultimately do not choose education as a profession, these students will likely be parents, and/or community, business, and civic leaders. Experiencing teaching "from the other side of the desk" will help them to be stronger advocates for education.

Give your members the opportunity to work with other students, to hear from experienced teachers, to learn about what it takes to be a teacher. Let them know what types of positions are available—elementary, secondary, college, coaching, counseling, special education, gifted, administration, bilingual, library science. Teaching is a multifaceted and dynamic profession and benefits from teachers with a wide range of talents and goals.

Mentor and guide students into leadership roles, students need to have a sense of ownership—a voice in decision-making, a forum for new ideas. Provide leadership, teach them how to plan and execute activities. The Career Student Organization (CSO) framework provides you as the advisor an abundant supply of engaging methods for you to use as you mentor and advise your students. Craft a program that is tailored to the needs of the students in *your* school.

Most important, have fun while growing your chapter. As the creators of Ben and Jerry's Ice Cream said... 'If it's not fun – why do it?' Here's to a great Educators Rising year!"

Carol Packard
Educators Rising

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This handbook is a compilation of ideas from Arizona, Georgia and Texas Educators Rising Organizations.

Educators Rising Nebraska at a Glance

Nebraska Legacy

Educators Rising traces its roots to the Future Educators Association, which was founded as Future Teachers of America in 1937. Nebraska native Joy E. Morgan is credited as an FTA co-founder. According to E.A. Kral's 2012 book, *Nationally Distinguished Nebraskans*, Morgan was born in 1899 in Callaway and lived in Upland and Peru. He was an administrator at Bloomington and Guide Rock before earning a library science degree from Columbia in 1920, and then joining NEA, where he founded the NEA Journal in 1921. He led the NEA publications department until 1954.

In 2010, Educators Rising was recognized by the United States Department of Education (USDOE) Office of Vocational and Adult Education (OVAE) as a career student organization. Educators Rising Nebraska is now a state-wide organization composed of local high school chapters throughout the state. The state organization exists to provide services to the local chapters, thus promoting teaching as a profession.

Currently PDK (Phi Delta Kappa) and NEA (National Education Association) support Educators Rising. Future Educators Association has reorganized and was rebranded as Educators Rising in 2015.

In 2015, NDE (Nebraska Department of Education) hired the first Educators Rising state advisor. During the 2015-16 school year the first Fall Education Expo was held, and improvements were made to the State Conference, which provides members with professional development and the opportunity for competition.

Mission

Educators Rising is cultivating a new generation of highly skilled educators by guiding young people on a path from high school through college and into their teaching careers. By working with aspiring educators who reflect the demographics of their communities and who are passionate about serving those communities through public education, Educators Rising is changing the face of teaching.

Goals

- Strive to interest students in the education profession across the state of Nebraska.
- Recruit future educators with diverse ethnic, racial, social, and economic backgrounds.
- Promote academic excellence and leadership responsibilities in students interested in teaching.
- Promote a positive image of education to students, parents, and the community, and disseminate information about teaching.
- Encourage members to be role models in the school, the organization, and the community.

Membership

- Nebraska Educators Rising membership is open to any high school student who is interested in exploring teaching as a future career.
- Nebraska membership fee, currently \$10, is submitted at the start of each school year.
- Educators Rising Alumni have no cost to continue membership.
- The National membership fee is currently \$10.

Start a New Chapter

- Information is on the state website <https://www.edrisingneb.org/>
- Check with Marty Peregoy regarding requirements

Resources

- State Resources available on the state website <https://www.edrisingneb.org/>
- National resources available on the national website www.educatorsrising.org

Conferences

- Fall Education Expos
- Chapter Officer Leadership Academy
- State Leadership Conference
- National Conference

Structure

A Board of Directors consisting of NSEA (Nebraska State Education Association) representative, PDK (Phi Delta Kappa) representative, NCSA (Nebraska Council of School Administrators) representative, two NACTE (National Council for Accreditation of Teacher Education) representatives, and four Chapter Advisers. All Nebraska Educators Rising chapters are eligible to be members of the Educators Rising National organization.

Funding

Funding is primarily by Chapter Affiliation dues, corporate and foundation support, and federal grant funding. Many chapters choose to fundraise to offset expenses for conferences and events.

State Competitions

A variety of competitions are held at the State Leadership Conference each year. The competition guidelines and rubrics can be found on the state web site <https://www.edrisingneb.org>. Competitions are modeled after the national competitions: the top ten in each category in junior varsity and each level in varsity competition are eligible to compete at the national level. In the event Nebraska does not offer a competition that is offered at the national conference, a member may compete at the national level without pre-qualifying at State.

Center for Student Leadership

As a Career and Tech Student Organization (CTSO) your Educators Rising chapter and its members are a part of the Center for Student Leadership. The mission of the Center for Student Leadership is to provide opportunities for students to develop and demonstrate leadership skills to become college and career ready.

This is accomplished through:

- Leadership and personal responsibility.
- Classroom learning combined with real-world relevance.
- Teamwork and collaboration.
- Community service and citizenship.

Starting a Nebraska Educators Rising Chapter

- Step 1 **Get approval from the school administration.** Your principal's backing is very important. A supporting principal can make an organization prosper. Keep your principal informed and involved, and he/she will most likely be a strong supporter.
- Step 2 **Advisor.** Be the best you can be. **Attend the advisors' sessions during Fall Expos, State Leadership Conference, and other training opportunities.**
- Step 3 Start by **Having a meeting!** Plan a terrific first meeting! Have an agenda. This is when you explain what Educators Rising is all about and how important they are in starting the first chapter at your school. Make it attractive. Use invitations, include ice breakers, have food, ask for their suggestions on service projects or social events, and keep it moving!
- Step 4 **Solicit the support** from fellow faculty members, local PDK chapters, local Educators Association, other education associations, and regional colleges/universities.
- Step 5 **Affiliate your chapter.** Payment of state dues activates your chapter with the state organization and entitles your chapter to participate in activities such as the Fall Expo/Showcase, the State Leadership Conference and other State CTSO Leadership opportunities.
- Step 6 **Explore the National Educators Rising website** for ideas. www.educatorsrising.org members and advisors can network with other members across the United States for support in this journey to teaching.
- Step 7 **Recruit** a few core students to start. These students can help recruit others. They can also be valuable resources when setting goals, planning meetings, developing budgets, and promoting membership.
- Step 8 **Set your goals.** What is it that your Nebraska Educators Rising chapter wants to accomplish? Why is it being formed? List all the things you want to do and gain. This is the foundation of your organization, the reason for its existence.
- Step 9 **Plan a tentative calendar of activities** to meet your goals. When you ask students to join Educators Rising, have some definite projects in mind so that you can tell prospective members about them. (See the sample yearly calendar.)
- Step 10 **Prepare a budget.** You will need to plan ahead to determine how much money your chapter will need and how you will go about earning that money.
- Step 11 **Plan a membership drive.** Here are a few suggestions.
- Ask teachers for recommendations of students who have expressed an interest in (or seems to be suited for) teaching or coaching.
 - Issue invitations to those students who have been recommended.
 - Advertise in your school newspaper or other school announcements.
 - Have a booth at registration or open house at the beginning of the year.
 - Require that membership in good standing in Nebraska Educators Rising be a prerequisite for being a teacher's aide.
 - Ask the national office to send you recruitment posters and brochures.

Meeting Plan

Have an agenda for each meeting. This will make the meeting run smoothly and less time will be wasted. It also assures that everything is considered and nothing is forgotten. Below is a standard “order of business” from which you can write your agenda. It is helpful to have a Power Point or something similar to keep things moving along in an organized manner.

SAMPLE AGENDA

- Call to Order
- Attendance or sign-in sheet
- Reading and approval of minutes
- Reports of committees
- Unfinished business
- New business
- Announcements
- Adjournment

HELPFUL MEETING COMPONENTS:

- Have a set day, time, and place for meeting
- Start meetings on time
- Use Ice Breakers
- Provide an activity members could use when working with students
- Follow your agenda
- Write agenda on board, use presentation software or give each person a copy
- Power Point to guide agenda
- Have each attendee sign in
- Have paper and pencil for each member
- Plan a social activity instead of a meeting once a month or every other month.
- Have secretary take minutes (notes), typed, dated, and signed from each meeting to keep as a permanent record of each meeting

Have a regular meeting time—once a week, once every two weeks, or once a month. If only once a month, be sure to communicate with your members between times (phone/text, email, Facebook, Twitter, bulletin boards, notes, announcements).

Sample Yearly Schedule

Note: This is simply a suggested guide. Please use your chapter's own creativity to design an Educators Rising program that works best for your members. Variations in dates such as final exams, spring breaks, etc. make it impossible to suggest a timeline that works for all schools. Please consider this a "rough draft."

Month	Week	Activity
August	1	Planning meeting - Organize membership drive
	2	Hold membership drive
	3	Hold membership drive/Promote 1 st meeting
	4	Hold 1 st meeting
September	1	Officer Elections
	2	Social Event
	3	Attend Chapter Officer Leadership Academy
	4	Recruiting meeting; plan for Fall Expo Conference; Community Service Ideas
October	1	Meeting – Invite a guest speaker (might be a first year teacher on staff)
	2	Attend Fall Expo
	3	Fundraising Meeting
	4	Plan Thanksgiving Service Project; Fall Party
November	1	Plan Holiday Fundraiser; Meeting- Program: Panel – levels: preschool, elementary, secondary, college
	2	State Competition Assignments & Read for the Record Assignments
	3	Work on Thanksgiving Service Project
	4	Meeting - Speaker - Panel - Areas of counseling, special education, administration, nursing
December	1	Work Holiday Fundraiser
	2	Holiday Party
January	1	Work on competitions; Meeting - Speaker/Self-improvement /New Year's Resolution
	2	Tutoring
	3	Meeting – Program: Panel - Areas of High School Education
	4	Plan Valentine Fundraiser
February	1	Visit College
	2	Work Valentine Fundraiser
	3	Attend State Conference
March	1	Meeting - Speaker - expectations of visiting students
	2	Job Shadow Day/ Read across America
	3	Prepare for National Conference
April	1	Meeting – Speaker –
	2	Election of officers for next year
	3	Meeting - Speaker - Special Olympics
	4	Plan for Teacher Appreciation Week
May	1	Tutor for final exams
	2	Meeting - Speaker- Plan awards banquet; Celebrate Teacher Appreciation Week
	3	Hold awards' banquet/installation of officers
	4	No meeting

Project Planning

Project Name: _____

Identify Needs

- Brainstorm ideas
- Evaluate ideas
- Narrow to one workable idea

Set Your Goal

- Develop a clear mental picture of what your chapter wants to accomplish
- Write it down
- Evaluate it

Form a Plan

- Plan how to achieve the goal
- Decide who, what, why, when, where and how

Act

- Carry out the project

Follow Up

- Evaluate the project
- Thank people involved
- Recognize participants

PROJECT IDEAS

Education Awareness

1. Volunteer for Open House (beginning or for incoming 8th graders)
2. Volunteer for College Night or Career Fair
3. Create a Newsletter about hot topics in education
4. Submit articles to the school newspaper
5. Submit articles to the local newspaper
6. Potluck dinner with parents
7. Career Day
8. Sponsor a scholarship for a senior in your chapter
9. Invite parents to attend or chaperone chapter activities
10. Invite speakers from a local college/university
11. Invite support staff speakers
12. Research and provide scholarship information
13. Sponsor a book fair
14. Visit college campuses
15. Visit school board meetings
16. Have speakers from educational organizations
17. Invite an exchange student to be a speaker
18. Tutor adults in a literacy program
19. Sponsor an Education Fair
20. Tour an education-related/children's services business or agency
21. Visit classes of interest
22. Create a puppet show for elementary students
23. Talk to middle school students about advancing to high school
24. Job shadow someone in the field of education
25. Explore International teaching opportunities

Teacher/Faculty Appreciation

1. Teacher of the week/month/year
2. Honor teachers on Valentine's Day
3. Have a valet for a day (Educators Rising member is a valet for a teacher)
4. Organize an advisor/teacher talent show
5. Honor retiring teachers
6. Send "Welcome Back to School" cards
7. Help new teachers (help them set up their classroom before school starts)
8. Help on work days
9. Provide goodies for teachers' lounge or in mailbox
10. Serve a full meal or ice cream at lunch during teacher appreciation week
11. Help substitute teachers
12. Sponsor teacher appreciation week
13. Write notes of appreciation to teachers
14. Recognize teachers in daily announcements
15. Host breakfast—luncheon—banquet
16. Organize secret pals
17. Provide classroom supplies for new teachers
18. Give gifts—balloons, apples, carnations, pencils, pads of paper
19. Birthday Party for teachers, each month celebrate teachers born that month
20. Provide teacher treats during Parent Teacher Conferences

Tutorial/Classroom Participation

1. Teach a class
2. Help substitute teachers
3. Work as teacher aides
4. Tutor students before school
5. Help with bulletin boards
6. Visit elementary school and work in classrooms
7. Tutor after school for finals
8. Make aids for special education classes
9. Provide encouragement for SAT, ACT, etc.
10. Hold "Camp Read" for elementary students in high school media center
11. Make posters to motivate students
12. Grade papers (if permissible in your school system)
13. Tutor adults in a literacy program

Leadership Opportunities

1. Attend leadership workshops
2. Invite guest speakers
3. Start "Supportive Friend" program
4. Participate in peer counseling
5. Select a leader for the day, month
6. Help start an Educators Rising Nebraska Chapter in another school
7. Invite a new chapter to come to one of your events
8. Hold banquet to honor outstanding members
9. Discuss leadership qualities
10. Hold parliamentary procedure workshop
11. Host a workshop session at state or national conference
12. Run for state officer

Fund Raising

- | | |
|----------------------------------|--|
| Big pickle sales | Sell space on club T-shirt |
| Car bash | Sell mugs |
| Raffle | Sell song votes and play during passing period |
| Kiss a pig | Sell school supplies |
| Car wash | Photo booth during school event |
| Face painting at school events | Garage sale |
| Spirit chain | Sell balloons containing gift certificates |
| Watermelon seed spitting contest | Sell school spirit items |
| Rapping contest | Home tours |
| Valet for a day | Sell school supplies |
| Sell mums for homecoming | Pie in the face |
| Concession stand | Advisor school store |
| Carnival | Prom fashion show |
| Val-0-Grams | Babysit |
| Walk dogs | Jog-a-thon |
| Spook-A-Gram | Lip sync/Karaoke contest |
| Watermelon seed spitting contest | Talent show |
| Spaghetti supper | Mail-A-Gram |
| Balloon-A-Gram | Egg toss |
| Recycling electronics | Bake sale |
| Garage Sale | Sell holiday decorations/ spring garden plants |
| Banquet | |
| Sell candy | |

More Fundraising.....

Raffle prize donated by business

Chalk art competition

50/50 Raffle

Dodge Ball Tournament

Kick Ball Tournament

Apply on DonorsChoose.org for projects

Restaurant Nights

Prince/Princess Camp

Kiss a senior good-bye

Twist-a-thon

Service

1. Park clean up
2. Adopt-a-Something: park, highway, area of campus, hallway
3. Walk-a-thon
4. Volunteer at hospital
5. Auction for charity
6. Blood drive
7. Sponsor an Egg hunt
8. Safety watch on Halloween
9. Holiday caroling
10. Senior citizen dance
11. Visit shut-Ins
12. Habitat for Humanity
13. Cut grass or rake leaves for senior citizens
14. Set up CPR classes
15. Clean up campus
16. Paint trash cans
17. Volunteer at daycare center
18. Collect for needy: books, clothes, food
19. Help at registration
20. Babysit at back-to-school night
21. Work at Special Olympics
22. Shop/house clean/read for elderly
23. Visit a children's hospital
24. Food baskets
25. Organize a monthly book club at a local care center
26. Read to shut-ins
27. Read for the Record
28. Dr. Seuss Birthday Read
29. Adopt a family for the holidays or all year
30. Bell Ringing
31. Write holiday notes to military troops
32. Write holiday notes to nursing home residents
33. Trick or Treat for UNICEF

Recreation/Socials

1. Anything-goes Olympics
2. Tug of war
2. Traditional scavenger hunt
3. Photo scavenger hunt
4. GPS scavenger hunt
5. Hayride
6. Kidnap breakfast
7. Clue party
8. Reverse progressive dinner/picnic
9. Movie Night in school auditorium
10. Cookie decorating
11. Bowling
12. Trampoline Park

Nebraska Educators Rising Dress Code – Dress for Success!

You represent yourself, your family, your Advisor, your Educators Rising program, your school and Nebraska – dress accordingly.

When in doubt, dress up – not down. Take pride in your appearance and you will notice the difference. Educators Rising is a professional student organization. As with all professional organizations, image is crucial. If you are in doubt about what you are wearing, ask your Advisor ahead of time.

Helpful Hints:

- Make sure your clothes are clean and ironed
- Don't chew gum if you're speaking in public
- Be aware of your body language and posturing
- Speak clearly and directly
- Speak with confidence and conviction
- Brush your teeth or chew a mint (fresh breath)
- Make sure your hair is groomed
- Use eye contact when talking to others
- Be passionate about teaching

Educators Rising members, advisors, and guests will be dressed in appropriate business attire for all general sessions, awards ceremonies, competitive events, and workshops. No visible body piercing jewelry other than ears will be allowed on men or women.

Appropriate Business Attire for Men: May include sport coat, dress slacks, belt, collared shirt, necktie, polo shirt, sweater, dress shoes and dark socks.

Appropriate Business Attire for Women: Pant suits, Skirt, dress (no higher than 2" above knee), blazers, dress slacks, blouse, sweater, dress shoes, nylons/tights, conservative jewelry.

Inappropriate Dress: Overalls, shorts, gym clothing or sleepwear, torn or soiled clothing, backless, see through, tight fitting, spaghetti straps, strapless, extremely short or low cut blouses/tops/dresses/skirts, tank tops, sandals, visible undergarments.

Educators Rising Nebraska Code of Ethics

As future teachers and leaders of our great nation, it is imperative that our ethics be unshakable. Below are the Ethical standards we expect all our students in office to adhere to. Failure to follow these guidelines will result in removal from office.

Educators Rising CODE OF ETHICS:

- I will be honest and sincere
- I will approach each task with confidence in my ability to perform my work at a high standard
- I will willingly accept responsibilities and duties
- I will seek to profit by my mistakes and take suggestions and criticism directed toward the improvement of myself and my work
- I will abide by the rules and regulations of my school
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects
- I will respect viewpoints that I do not agree with; when I disagree, I will do so in a respectful manner
- I will not engage in illegal activities while I am an Educator Rising Officer
- I will not drink or smoke during Educator Rising sponsored activities
- I will not engage in sexual activities during Educator Rising sponsored activities.
- I will not engage in gambling during Educator Rising sponsored activities.

I, _____, agree to follow the Educators Rising Code of Ethics as outlined above. I understand that if I am found to be in violation of this Code of Ethics, I may be removed from office.

Officer Name: _____

Position: _____

Signature: _____ Date: _____

Advisor Name: _____

Advisor Signature: _____ Date: _____

Submit this formed completed and signed to your Advisor.

Educator Rising Nebraska Chapter Officer Expectations

First and foremost, an Educator Rising Officer represents the membership of your local chapter as well as the entire Educators Rising Nebraska organization. Whether or not you are at an official Educators Rising conference or event, it is your responsibility to represent this organization with the utmost respect and professionalism. In addition to your responsibility to the image of Educators Rising Nebraska, we have some specific expectations below, which will need to be photocopied, signed and turned into the Education Rising Nebraska State Advisor's Office to remain on file.

OFFICER EXPECTATIONS:

- Attend and participate in all Educators Rising Sponsored activities on campus
- Attend at least one State Educators Rising conference during the year
- Maintain at least a 2.5 G.P.A.
- Effectively manage your commitments outside Educators Rising
- Follow the Educators Rising Nebraska Code of Ethics
- Maintain regular contact with the State Advisor and/or appointed State Officers (communicate your local chapter activities throughout the year)
- Dress professionally when representing Educators Rising Nebraska at presentations, meetings, or other events.
- Actively demonstrate your commitment to teaching and education through your leadership on campus
- Be a life-long learner

I, _____, am aware of these expectations and will be accountable for meeting them. I understand that if I fail to meet these expectations, I may be removed from office.

Officer Name: _____

Position: _____

Signature: _____ Date: _____

Advisor Name: _____

Advisor Signature: _____ Date: _____

Submit this formed completed and signed to your Advisor.

Nebraska State Officers and Appointments

Qualifications for State Office

- Only active members are eligible to hold state office.
- All applicants will be certified eligible for nomination to hold office by a screening committee appointed by the State Advisor.
- To be considered for an office in Educators Rising, a candidate shall:
 - Have at least one year remaining in his/her educational program.
 - Be recommended by the chapter and endorsed by his/her local chapter advisor, parents, and school administrator.
 - File an official application with the State Advisor Office before the determined deadline is established.
 - Have a cumulative G.P.A. of 3.0 or better.
 - Demonstrate leadership on campus.
 - Be available to attend State Officer Meetings.
 - Attend Officer Training Scheduled during the spring and summer months

All officer positions will be filled according to qualifications, experience and recommendations from the Advisor. The state officer team will determine specific offices during training.

Term of office will be for one school calendar year beginning with the State Leadership Conference.

Educators Rising Dress and Conduct Code Comprehensive Consent Form

DRESS CODE: Dress and grooming indicate the pride you have in Educators Rising, its goals and its activities. Essentially, proper dress and grooming for any occasion is a matter of exercising good judgment; thus, should a question concerning the Dress Code arise, contact your chapter advisor or refer to this form, **prior** to making a decision. Help us to build and maintain a positive image of Educators Rising. If a swimming pool, Jacuzzi, sauna, etc. is available for student use, the following dress is appropriate **ONLY** when traveling to and from and when using such facilities. *Under no circumstances are students permitted in the hotel lobby or in any general area, except the pool area itself while dressed for swimming.* Males and Females: Robe or tee shirt, swimming suit, shoes or sandals.

CONDUCT: Participation in Educators Rising Nebraska activities provides an opportunity for students to interact with business professionals, adult Educators Rising supporters, other Educators Rising members and the general public. Once again, should you have a question concerning what constitutes acceptable behavior, ask you advisor or chaperone **prior** to making a decision. Educators Rising values its reputation and asks that you help maintain it. The following Conduct Code has been established and is enforced at all area, state and national Educators Rising conferences and activities:

GENERAL POLICIES:

- Be prompt and prepared for all activities.
- Wear identification badges at all conference activities.
- Attend all general sessions and meeting activities.
- Keep advisor/chaperone informed of whereabouts at all times.
- Show respect for rights and property of others. Damages to property or furnishings shall be paid for by the individual or Chapter responsible.
- Adhere to the dress code at all times.
- Refrain from loud, boisterous talk, swearing and horseplay.
- Demonstrate sportsmanship in the leadership and skills competition, and meetings.
- Observe the rules and regulations established by those in charge of the meetings and conferences.
- Refrain from possessing and/or consuming alcoholic beverages, cigarettes, or illegal drugs.
- Refrain from any other act, which brings criticism or discredit to Nebraska Educators Rising and/or Chapter, which the member represents.

HOTEL POLICIES:

- Be in respective hotel rooms by established curfew. Check with your advisor for times.
- Refrain from allowing members of the opposite sex in sleeping rooms (exceptions to this rule can be made by the State Educators Rising advisor or local advisor for special meetings).
- Remain in hotel (except for authorized events) unless prior permission has been received from advisor/chaperone.
- Leave hotel grounds by curfew or immediately following last scheduled event if not registered at the hotel.

A member violating the rules of personal conduct or the instructions of his/her advisors may lose all rights to future Educators Rising activities and may subject him/herself to being disqualified from competition and removed from positions of prominence. If a violation occurs, parents may be notified and be responsible for the return of student at the parents' expense.

Student Initials _____

Parent Initials _____

Educators Rising Nebraska Comprehensive Consent Form

SCHOOL _____

ADVISOR NAME _____

PURPOSE: Complete this form with all information and signatures required. This must be submitted by EACH Educator Rising student PRIOR to attending any area, state, or national Educators Rising conference. It is recommended that this form be on file in each local school by September 15th. The Educators Rising advisor is required to bring this form to each area, state, and national conference. Completion and signing of this form indicates that the student, parent, or guardian, and school administrator have read this form and approve of its contents. Each advisor is responsible for filling out the proper paperwork for their district when attending any area, state, or national conference. Completion and signing of this document provides consent for:

1. Student attendance at and travel to and from conferences/activities as specified below
2. Emergency medical treatment
3. Student abiding by the conduct code
4. Student abiding by the dress code
5. Waiver of liability

PHILOSOPHY: It is a **privilege** and an honor for a student to attend area, state, and national Educators Rising conferences. As such, each student has the unique opportunity to represent his/her school, community, and family as a business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone **prior** to acting, since ignorance of Rules and Regulation will not be considered an acceptable excuse. Teachers, chaperones, and state staff assume the responsibility of enforcing all Rules and Regulations to ensure, to the degree possible, the safety and well-being of the student.

CONFERENCES: Consent and approval indicated by the signing parties are applicable to the following activities:

1. Educators Rising Conferences
2. Educators Rising Leadership Training
3. Educators Rising National Conference
4. Other workshops, seminar, and activities sponsored by Educators Rising Nebraska

MEDICAL CONSENT: (PLEASE TYPE) I, as indicated by my signature below

(Name of Parent or Guardian) _____
(Relationship to Student) of _____
(Student Name)

(Age) _____
(Complete Home Address Including Zip Code)

(Home Phone) _____
(Emergency Phone)

Hereby authorize in advance any necessary medical treatment required while traveling to and from and while attending the conference/activities referenced on this form. He/she is insured for medical coverage by:

(Insurance Company) _____
(Policy No.)

Student Initials: _____ Parent Initials: _____

Medical conditions of which you should be aware are (i.e. heart condition, allergies, diabetes, asthma, epilepsy, Rheumatic fever, etc.) Medication currently taken is:

Personal Physician:

Name _____
Phone

SPECIAL NEEDS: Educators Rising Nebraska recognizes the special needs of our members. If any member has a special need that will require accommodation, the member is requested to inform the Nebraska Association of Educators Rising Nebraska of such needs so accommodations can be made.

DRESS CODE: Educators Rising Nebraska is first and foremost, a professional organization for students enrolled in Education Professions. Just as in a business where company policies related to dress and grooming are maintained, Educators Rising Nebraska has developed its own policies. Essentially, proper dress and grooming for any occasion is a matter of exercising good judgment, thus, should a question arise concerning the Dress Code, contact your chapter advisor. Err on the side of being conservative.

CONDUCT CODE: Participation in Educators Rising Nebraska activities provides an opportunity for students to interact with business professionals, adult Educators Rising supporters, other Educators Rising members, and the general public. As a result of establishing a positive, ethical and professional image many businesses, civic organizations, and individuals provide financial and human resources to Educators Rising Nebraska and its student members. Once again, should you have any questions concerning what constitutes acceptable behavior, ask your advisor or chaperone prior to making a decision. Educators Rising values its reputation and asks that you help maintain it. The following Conduct Code has been established and is enforced at all area, state, and national Educators Rising conferences and activities.

LEVEL ONE VIOLATIONS: The following have been identified as **extremely serious** violations:

1. Violation of any city, state, or federal law.
2. Possession, consumption, transportation, or purchase of any alcoholic beverage or illegal drug. If alcoholic beverages and /or illegal drugs or evidence of their use are found in a hotel room, all occupants of that room shall be subjected to the penalties described below.
3. Defacing, damaging, or stealing public or private property.
4. Failure to attend conference activities, including competitive events, general sessions, and special meetings.
5. Male in female's room or female in male's room without an open door and without permission of a chapter advisor or chaperone.
6. Missing curfew by more than 30 minutes. Curfew means being in your assigned room with the door closed and noise kept at a minimum. If you are not staying in the hotel, curfew means that you have left the hotel grounds by the stated time.
7. Throwing any object from a hotel window or vehicle.
8. Inviting or having non-Educators Rising members or unregistered individuals in your hotel room at a conference activity.
9. Rudeness or insubordination.
10. Repeated violation Level Two Conduct Codes.
11. Violations not mentioned as identified by the advisor, chaperone, state staff, and/or school official.

LEVEL ONE PENALTIES:

1. Expulsion from the conference
2. Notification of the parent or guardian
3. Notification of a school official
4. Student, parent/guardian, and Advisor must immediately arrange and pay for alternative travel plans to return home.
5. Forfeiture of all awards, moneys, scholarships, travel grants, and future opportunities to participate in Educators Rising Nebraska activities.
6. Other penalties at the discretion of the advisor, chaperone, school official, or state staff.

Student Initials _____

Parents Initials _____

LEVEL TWO VIOLATIONS: The following have been identified as less serious violations, but if repeated, students may be subjected to penalties similar or equal to those prescribed for Level One Violations.

1. Failure to follow the Educators Rising Nebraska Dress Code
2. Smoking in public during the conference
3. Failure to wear identification during the conference
4. Tardiness to conference activities. If tardy by 30 minutes or more, a Level One penalty applies.
5. Leaving the conference site without the knowledge of your advisor or chaperone
6. Missing curfew by less than 30 minutes and by not being in your assigned room with your door closed and noise kept to a minimum
7. Disturbing other hotel guests by excessive noise, door slamming, etc. which results in a complaint to the hotel management. Two such complaints result in a Level One penalty for all occupants of the room or facility.
8. Other violations not mentioned above but identified by the advisor, chaperone, state staff, or school official.

LEVEL TWO PENALTIES:

1. Verbal and written warning and immediate compliance with conference rules
2. Notification of chapter advisor and state Educators Rising Staff.
3. Repeat violations or the violation of another Level Two Code may result in Level One penalties.

CONDUCT CODE: We, as indicated by our signatures below, have read, will comply and assist with the enforcement of the Conduct Code.

DRESS CODE: We, as indicated by our signatures below, have read, will comply and will assist with the enforcement of the Dress Code.

WAIVER OF LIABILITY: We, as indicated by our signatures below, agree to waive the liability of the Educators Rising Nebraska and its staff, the Department of Education, the Educators Rising Advisor/Instructor and chaperones for accident or illness occurring during transit or while participating in the conferences/activities listed on this form.

USE OF PHOTOGRAPHS & MEDIA: Educators Rising Nebraska has full privilege in the use of photographs, images, or digital recordings of the Educators Rising members to further educate and promote the goals of the organization. By signing I understand that the Educators Rising Nebraska has use all images captured during the conferences/activities for promotion of its organization and profession.

SIGNATURES:

**Student
Signature**

Date _

**Parent/Guardian
Signature**

Date _

**Teacher
Signature**

Date _

**Administrator
Signature**

Date _

Student Initials _____

Parent Initials _____

MEDICAL INFORMATION & RELEASE FORM

IDENTIFICATION:

Name _____ Date of Birth _____ Age _____ Gender ☐ M ☐ F
Address _____ Phone _____
Name(s) of Parent(s)/Guardian(s) _____
Address (if different) _____ Phone _____
Mom's Work Phone _____ Dad's Work Phone _____
In an emergency, if persons listed above are not available, please notify:
Name _____ Relationship _____ Phone _____
Name _____ Relationship _____ Phone _____
Name of Personal Physician _____ Phone _____

In case of a medical emergency, I understand every effort will be made to contact me. In the event that I cannot be reached, I hereby give permission to the physician, selected by the adult leader in charge, to secure proper treatment, including hospitalization, anesthesia, surgery or medications for my child. I also give my permission for the adult leader to give my child Tylenol or Advil for headache, etc.

Date _____ Parent/guardian _____

Allergies to food, medication, plants, animals, or insects:

Yes ☐ No ☐

Explanation:

Please list below any pertinent health information we need to know such as:

Asthma, Diabetes, Heart problems, Kidney problems, etc.:

List any medication currently being taken:

List any physical or behavioral conditions that may limit participation:

Does your child use any of the following: Contact lenses, hearing aids, etc?

IMMUNIZATIONS: Give most recent dates

Tetanus

MMR

Polio