



MAYVILLE EDUCATION DAY

Mayville State University
Wednesday, October 16, 2019

REGISTRATION INSTRUCTIONS

Step 1:	Gather Information. --We will need the total number of students, projects, and chaperones attending. --We will also need parental approval for your project students to be included in any Marketplace for Kids video production. -- If two or more teachers are working together, and have students from different classrooms doing projects together, or grouped together, please register as <u>ONE</u> classroom and provide us with both teachers' names.
Step 2:	Group your students in groups of eight or less. Each group will have the <u>SAME</u> schedule and each group <u>must</u> have a chaperone. Project students <u>MUST</u> be in the same group and <u>cannot</u> be grouped with non-project students, as they will have different schedules.
Step 3:	Distribute the Marketplace for Kids class offerings to each student group. A list of the class offerings for your Education Day is included in this kit. Each student group should select the six classes they are most interested in attending, and put them in order of preference using the class letter (i.e., D, A, F, Z, P, G). If class information is not received, your students will be assigned classes at random. We will do the best we can to make sure your students receive their class choices.
Step 4:	Complete Registration Forms (MAKE COPIES OF THESE FORMS AS NEEDED.) PLEASE NOTE: All forms <u>MUST</u> be completed before your registration can be processed. <u>Registrations will be processed on a first come first serve basis.</u> You may complete your registration using the attached forms. PART 1: CLASS/GROUP REGISTRATION FORM This form provides us with general information about you, your classroom, and your school. Please provide us with your complete mailing address and contact information, <u>including email</u> . We may have questions on your registration and will need to contact you. Please make sure we have ALL participating teachers' contact information. <u>If we have any last minute/urgent information, it will be sent via email!</u> PART 2: STUDENT GROUPS <u>WITHOUT</u> PROJECTS REGISTRATION FORM Use this form for your student groups that <u>are not</u> showcasing a project. This form provides us with your students' names, how you would like them grouped, and the class choices for each group. Please fill in the first and last name for each student, by group, along with each groups' six class choices, in order of preference. PART 3: STUDENT GROUPS <u>WITH</u> PROJECTS REGISTRATION FORM Use this form for your student groups that <u>are</u> showcasing a project. This form provides us with your students' names, how you would like them grouped, and the class choices for each group. Please fill in the first and last name for each student and their project name, by group, along with each groups' six class choices, in order of preference. NOTE: Students sharing projects <u>must</u> be in the same class group. PART 4: PROJECT REGISTRATION FORM This form is to be completed for <u>EACH PROJECT</u> from your classroom. This " FILLABLE " form is easily copied and can be filled in at school or emailed home. This is a good task for your project students to complete. If filling out the electronic copy is not an option, PLEASE MAKE SURE ALL INFORMATION IS COMPLETE, LEGIBLE, AND WRITTEN IN BLACK INK, NOT PENCIL. The MOST IMPORTANT things for us to know are if the project needs more than 4 feet of space and if it requires electricity. <u>NO FOOD OR LIQUID PROJECTS!! NO SALES OF ANY PROJECTS!!</u>
STEP 5:	Review all registration forms. (There are four parts) Complete forms E-mail (preferred method and will be confirmed by 9 AM next business day), Mail, or Fax REGISTRATION DEADLINE IS Friday, October 4, 2019
REGISTRATION MATERIALS:	--Marketplace for Kids will prepare a name badge (complete with their schedule) for each student, teacher and chaperone. The badges, along with your groups' schedules, chaperone packets, report cards, and other information will be mailed to the address you provide prior to the Education Day. --Late registrations will receive an email with their schedule prior to the Education Day, and their badges, etc., when they arrive at the Education Day. --We will have pencils and bags for each non-project student when you arrive at your Education Day. Please be sure to pick them up when you arrive! Project students will receive their pencil and bag via mail.
QUESTIONS?	<i>We want your registration to run smoothly, and are here to help you!</i> Please let us know about any special needs/ADA requirements you may have in your classroom. If you have any questions, please contact Bob at 1-855-434-KIDS (5437) (Toll Free), 701-242-7744, or contact us via email at registration@marketplacend.org Thank you! See you at Marketplace for Kids!