



# EDUCATION DAY

## Registration Instructions

Contact us at: 1-855-434-KIDS (5437) (Toll Free), 701-242-7744  
or by email [secretary@marketplacend.org](mailto:secretary@marketplacend.org)

STEP	INSTRUCTIONS
1	<p><b>Gather Information</b> - We need:</p> <ul style="list-style-type: none"> <li>Total number of students, projects, and chaperones attending</li> <li>Parental approval for ALL students to be included in any Marketplace for Kids video production</li> <li>To know about any special needs/ADA requirements you may have in your classroom</li> </ul> <p><b>NOTE:</b> In case two or more teachers are working together, and have students from different classrooms doing projects together, or grouped together, register as <b>ONE</b> classroom, and provide us with both teachers' names.</p>
2	<p><b>Separate Students:</b></p> <ul style="list-style-type: none"> <li>Sort Students into "Chaperone Groups" of eight or less students per chaperone</li> <li>Each member of an individual "Chaperone Group" will have the same schedule</li> </ul>
3	<p><b>Class Offerings:</b></p> <ul style="list-style-type: none"> <li>List of class offerings for your Education Day can be located on website under your location name</li> <li>Distribute the class lists offerings to each student group</li> <li>Each student <u>group</u>: <ul style="list-style-type: none"> <li>Selects six classes they are most interested in</li> <li>Puts them in order of preference using the class letter (i.e., D, A, F, Z, P, G)</li> </ul> </li> </ul> <p><b>NOTE:</b> Class assignments are first come, first served. We work hard to ensure your students receive majority of their class choices - In any case where class information is not received, your students will be assigned classes at random.</p>
4	<p><b>Registration Forms:</b> (All FILLABLE Forms) - Complete Registration Forms 1 – 4 (5 where applicable)</p> <p><b>FORMS:</b> (Step-by-Step Instructions Provided)</p> <p>Part 1: Teacher/Group Registration Form - Collect information on school and teachers</p> <p>Part 2: Student Groups <u>WITHOUT</u> Projects Registration Form - Student groups that <u>ARE NOT</u> showcasing project</p> <p>Part 3: Student Groups <u>WITH</u> Projects Registration Form - Student groups that <u>ARE</u> showcasing projects</p> <p>Part 4: Project Registration Form - Completed for <u>EACH PROJECT</u> from your classroom</p> <p>Part 5: Lunch Information (where applicable) – For those locations who provide lunch</p> <p><b>NOTE:</b> ALL forms <b>MUST</b> be completed before your registration can be processed. Registrations will be processed on a <b>first come first served</b> basis.</p>
5	<p><b>Review Registration Forms Part 1 – 4</b> (5 where applicable) and verify <u>ALL</u> have been filled out completely</p>

**SEND FORMS BY:**

<b>EMAIL: (Preferred)</b> <a href="mailto:secretary@marketplacend.org">secretary@marketplacend.org</a>	<b>MAIL:</b> Marketplace for Kids - PO Box 9 - Mantador, ND 58058
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REGISTRATION MATERIALS:
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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 in teacher packets.</li> </ul>

Thank you for being part of Education Day!!