Update #4 01.12.2016

Hello Future City Educators:

I hope all is going well with you and your team(s)! Here is some important information and reminders.

In this update 4 important items:

1) Upcoming deadlines: reminders

2) Survey link to order your FREE pizza and future city t-shirts for the official team and any extra orders for other team members

3) Confirm team names and city names: spelling, etc.

4) Regional Competition Information including schedule

5) Volunteers needed!! If you have FC alumni, please contact them and see if they would like to be Regional Competition Judge Assistants (timing the presentations) and/or Model Escorts (guiding teams to their rooms). They should contact Abby Martin: martinat@ipfw.edu

1) Upcoming deadlines:

1a) CITY DESCRIPTIONS DUE TOMORROW, January 13, 2016; by 5:00 PM (time-stamped).

Upload on the National website under your team page. Submit as a word processing document NOT a PDF.

-Please put the city name in the title. Indiana Regional asks that you leave off the school name and student's names. We will know who it belongs to by the city name which should be the same as for the Virtual City Presentation and the Team Registration. All must use the same name. The written documents are judged “blind” so that the judges do not know schools thus maintaining their impartiality. If you advance to National Finals, you will have to submit another version with the names and school on the document.

-Late submissions may be uploaded but they will incur a 5 point penalty. If your team is NOT submitting a city description because you are pilot school or you have a pilot team; please notify me.

Reminders to check for maximum points (60 points possible):

-No longer than 1500 words. Use your word count tool. Word count does not include title and reference list, but DOES include captions of graphics and illustrations.

10 point penalty if you are over the word maximum.

See #22 of the city description rubric score sheet where you can lose points for not including a word count.

-City Descriptions determined to be plagiarized will receive 0 points
1b) PROJECT MANAGEMENT PLAN DUE: Wednesday, January 20, 2016; 5:00 PM (time-stamped)
Upload on the National Future City site under your team page.
There is a 5 point late deduction if submitted after the deadline.

Project Management Plan contains 4 parts; each with a corresponding form that your team should have completed throughout the project:
Part 1: Set Goals
Part 2: Create a schedule
Part 3: Conduct Check-in Sessions
Part 4: Reflect on the Project

All four must be merged and submitted as a single word document when submitted by January 20, 2016.

There is NO scoring rubric. If the team submits all parts of the Project Management Plan on time, they will receive 10 points.

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2. Free and extra Pizza/T shirt Online Order link: Complete by this Friday, January 15, 2016.
Remember that an “official” team involves 5 people: educator, mentor, 3 student presenters.
The official team will receive the free items and also, if an award is given, they will receive the plaques.
This is how the Regional Awards are done in conjunction with procedures followed at the National Finals (if your team advances to Washington, D.C.) However, some of you have others on the team, and they are welcome to attend, observe the presentation, and if you would like to order extra pizza, you may do so but those extra items will have to be purchased.
We also have a limited number of extra t-shirts that we can make available to teams to purchase.
We cannot guarantee all sizes and all amounts but we will do the best we can!

Complete your pizza and t-shirt order by this Friday, January 15th or we will have to “guess” on your pizza choice and sizes.
The link is on the Indiana FC website under Regional Information: www.etcs.ipfw.edu/fcc

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3) Confirm your team names and city name by Friday, January 15th.

Confirm spelling of all names by this Friday: You Future City, School Name, Teacher, Mentor, and official presenting student names on the Future City website. We use those entries to populate the event signs, participation certificates, and the regional program for the regional competition.
items go to print next week Tuesday (after the holiday) and we will not be able to make changes after that date on the printed program.

**Late Changes:** If you make any changes to students or corrections to spellings after this Friday, you must make them first on your team’s National FC website team page and then you must also NOTIFY ME WITH THE CHANGES. If we have not printed something yet, we will make the change. If we have printed it, we can at least announce the corrected name at the event.

**Last minute substitutions on competition day:** If you find that someone gets sick or you must substitute a student for another, you may do at check in on the morning of the event. Please tell us about that change when you check in! We can write in a change for the emcee when they announce the team for team recognition and awards. **Keep in mind that whoever is at the competition and presents on the day of the regional competition, is the official presenter and should your team win the regional that is the person who will be submitted with the team to National Future City. This is a national rule (See #6 of competition rules, page 67).**

4. **Regional Day Information**. We will not be sending mailed packets in order to expedite getting this information to you. We will post the following documents on the Indiana website as it becomes available. A tentative schedule is now up so you can plan the day. This will be replaced with a schedule containing the city names by next week Wednesday. Other documents you can expect to see up there next week by Wednesday are:

- Team Letter
- Information Sheet
- Diagram of Ballroom
- Link to campus map
- Link to pizza and t-shirt order
- Legal Name Form for all team members including educator and mentor: this form is used in case your team wins. Within 24 hours I will submit the team to nationals and they will use the legal names to begin the travel arrangement process.

- Media Consent Form for each student AND adult
- Weather Policy
- Campus Map

Please don’t hesitate to email or call me with questions.
Thank you for participating and good luck with your teams!

Carol Dostal
Indiana FC Regional Coordinator