

TO: 2024 PSIA Competitors & Parent Volunteers

FROM: Kasey Dow kdow@cks.org

RE: IMPORTANT details regarding time, location, dress, check-in

PSIA IS SATURDAY, FEBRUARY 24, 2024 ~ Your child should continue to prepare for the upcoming competition. Please read this information thoroughly!

PSIA

Saturday, February 24, 2024

HOST SCHOOL:

**St. Martin de Porres Catholic School
4000 W. University Dr. (Hwy 380)
Prosper, Texas 75098**

HOW TO LOCATE THE ACADEMIC COMPETITION INFORMATION ON THE CKS WEBSITE

1. Go to www.cks.org
2. click on **CAMPUS LIFE**,
3. under **CAMPUS LIFE**, click on **PSIA** link.

ALL OF THE NECESSARY INFORMATION ABOUT PSIA IS LOCATED HERE (guidelines/rules for each event, schedule with times/room numbers, competitors list with event room numbers, what to bring, etc.).

The **ACADEMIC PREP MATERIALS link** (located under **CAMPUS LIFE** tab) can be accessed using your Renweb log-in information.

Be certain your child is familiar with the instructions for his or her competition. PLEASE MAKE SURE YOUR CHILD IS FAMILIAR WITH THE GRADING OF HIS/HER EVENT. UNDERSTANDING THE CONSEQUENCES OF SKIPPING OR GUESSING IS AN IMPORTANT TEST TAKING STRATEGY.

PSIA Competitors: (Saturday, Feb. 24th)

In the morning/Before the event(s):

1. **Parking:** You may park in the East or West Side Parking lot areas. Signs will be posted directing you to the Main Entrance of the school. (SEE MAP BELOW)
2. **Check-in:** Upon arrival, all students and parents should come directly to the GYM. (SEE MAP BELOW). *All students should immediately sign-in/check-in at the CKS table in the GYM to confirm their event information (ROOM ASSIGNMENTS, etc. Parents will receive their name tag which must be worn while at the competition).* Students will NOT be called for his or her competition. Students must report to the assigned room 10 minutes before the contest. Parents of younger students may walk with their child to the contest room but must leave the hallway and wait in the foyer area during the contest. **THIS IS DIFFERENT THAN THE WAY IT WAS DONE LAST YEAR.** Parents are requested to stay in the gym or porch area with overflow seating.
3. **What to Bring:** Be sure to check the "MATERIALS TO BRING" section on the www.cks.org website to make sure you have the necessary event supplies (pens, paper, etc.). Competitors in Maps/Graphs/Charts **MUST** bring their atlas with them to the competition. On-site drawing competitors **MUST** bring their own art supplies. Number Sense competitors must bring their own **BLUE PEN**.
4. **Arrival Times:** Children should arrive 30 minutes prior to their event. Please allow extra time for parking and check-in at the **CKS TABLE IN THE GYM**. You can double check event times at www.cks.org (AS DETAILED IN YELLOW BOX ABOVE).

During the day/Following the event(s):

5. We will maintain **CKS spots/tables in the GYM**. (with the help of parent volunteers). This is where CKS families and children can come to rest, prepare, get updates, wait for parents to begin/finish a volunteer assignment, wait for event to begin, wait for a ride, etc. In order to maintain a quiet testing environment for the competitors, **NO ONE WILL BE ALLOWED IN THE HALLWAY DURING COMPETITION TIMES**. Absolutely no child may be on the playground without adult supervision at all times. CKS will be penalized if we do not follow this strict rule.
6. **Lunch**—No food will be sold or provided for the contestants or parents. There are many eating options across the street nearby. Please pack a lunch, snack, beverage, etc. for your child.
7. **Awards** will be announced and ribbons distributed right after **VERIFICATION in the verification room assigned to that event**. You will find the verification times on the www.cks.org website links. This information will also be posted and available the day of the competition. Competitors are not required to stay for verification; however, ribbons can only be picked up by the individual competitor or Mrs. Dow.

PLEASE NOTE THIS NEW VERIFICATION RULE CHANGE:

ONLY ONE ADULT FROM EACH SCHOOL MAY REVIEW THE TESTS WITH THEIR CONTESTANTS AND CONTESTANTS ARE ONLY ALLOWED TO VIEW THEIR OWN TEST. INDIVIDUAL PARENTS/GUARDIANS CANNOT REVIEW THEIR OWN CHILD'S TEST UNLESS THEY ARE THE ONE ADULT REPRESENTING ALL OF THE CHILDREN FROM THAT SCHOOL.

8. Names of award winners in each competition will be posted in the hallway off the main lobby AFTER VERIFICATION and by scanning a QR code provided by PSIA on the day of competition.
9. Names of competitors advancing from PRELIM speaking events to FINAL speaking events will be posted in the hallway off the main lobby. There is no verification for prelim speaking events.

REMEMBER THESE COMPETITIONS ARE RUN BY VOLUNTEERS; PLEASE BE PATIENT IF YOU RUN INTO COMPLICATIONS.

PSIA Parent Volunteers: (day of contest)

- 1. Check-in at CKS TABLE:** Upon arrival, you should come to the CKS TABLE IN THE GYM to sign-in/check in with Mrs. Dow and pick up your pre-printed name tag.
- 2. Procedures for Volunteers :** If you are a **CONTEST DIRECTOR**, *after* checking in at the CKS table and picking up your name tag, proceed to the Tab Room W132, 30 minutes before your contest start time to pick up testing materials. After reviewing the testing materials, proceed to your assigned contest room.
 - **Judges** will pick up their judging envelopes in the Tab Room W132 no more than 15 minutes prior to their contest. After packet pick-up, Judges should make their way directly to the contest room.
 - **Assistant Directors** should go directly to their assigned rooms 15 minutes prior to contest start time.
 - **Graders** should first report to the library (see map) to find out where their assigned test is being graded. Make sure you sign in at the correct grading location so CKS gets credit for your volunteer commitment.
 - **Hall Monitors** should check in with the Tab Room W132 so you may receive a "QUIET PLEASE" sign, a walkie talkie (use channel 1 to call Tab Room if you encounter a problem), and to be counted present for your commitment.

BEFORE the competition on Saturday,
February 24th,

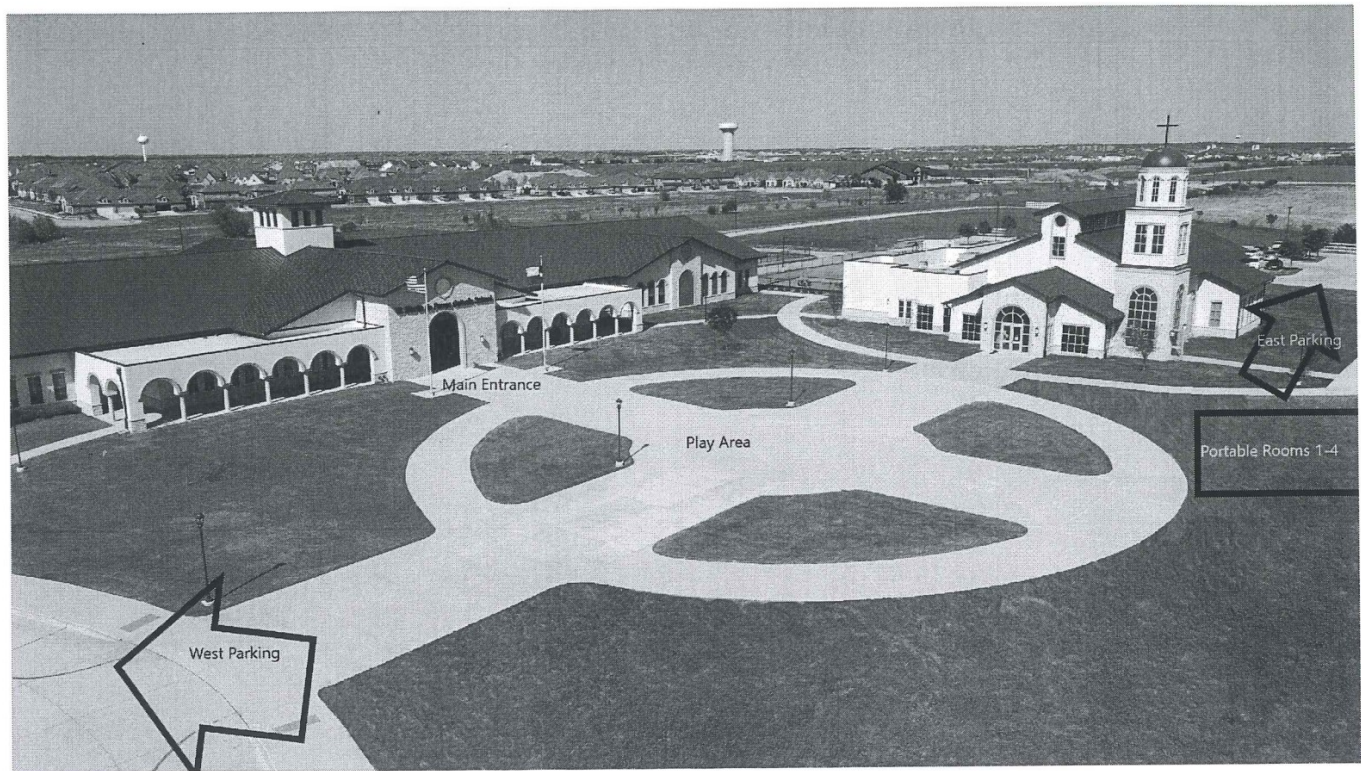
It is imperative that ALL PARENT VOLUNTEERS are completely familiar with every aspect of his/her volunteer assignment. Please consult the VOLUNTEER CHECKLIST located on the PSIA ACADEMIC COMPETITION link at www.cks.org

Our CKS competitors will be penalized if our CKS Parent Volunteers are late to their assignment or not familiar with every aspect of their job.

IMPORTANT REMINDER FOR ALL CONTEST DIRECTORS:

PSIA IS REQUIRING THAT ALL CONTEST DIRECTORS watch a mandatory training video. The link will be sent to all Contest Directors.

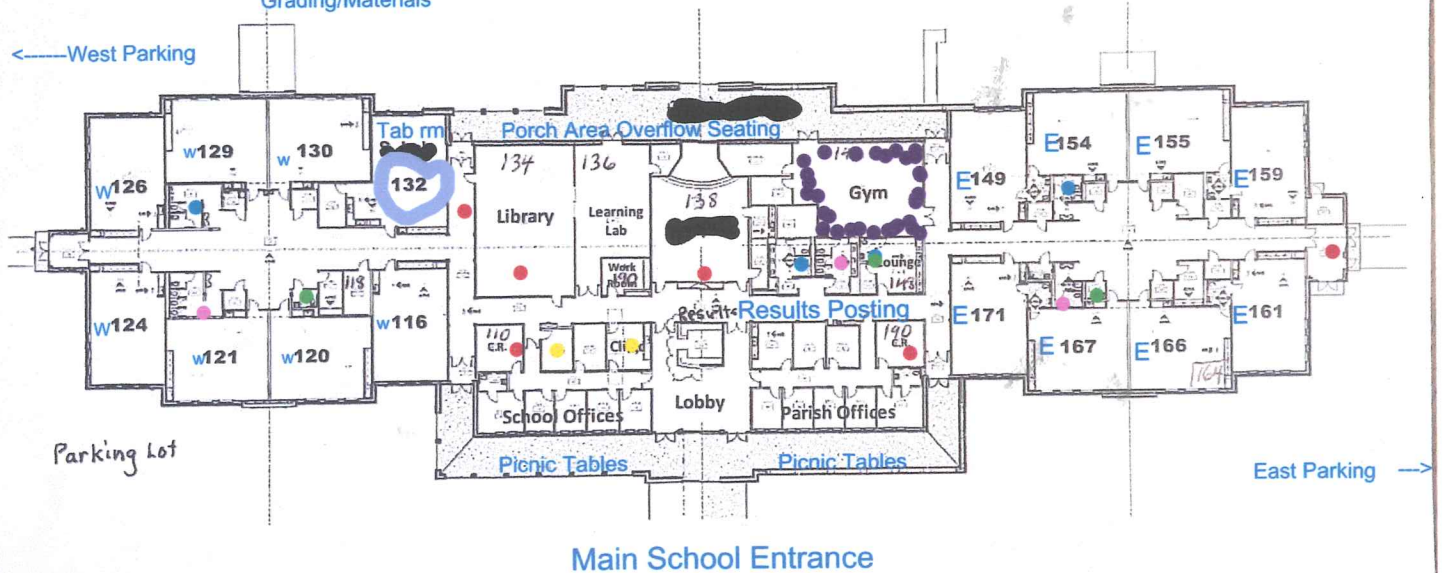
Thank you in advance for doing this! We all want the best possible experience for our student competitors.



St. Martin de Porres Catholic School

Floor Plan

- Adult Restrooms
- Girls Restroom
- Boys Restroom
- Tab Room/Hospitality Room
- Grading locations
- Holding Areas Gym and portables
- Quiet Rooms



Portable Classrooms 1-4