



Association of China and Mongolia International Schools

## **ACADEMIC and CULTURAL ENRICHMENT (ACE)**

### **CHARTER AND GUIDELINES FOR HOSTING**

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#### **Cultural Conventions**

**Chess**

**Model UN**

**Math Olympiad**

**Kids' Read**

**Art on the Go**

**Community Service**

**Speech and Debate**

**Chinese New Year Card Design**

**Robotics**

**Virtual Film Festival**

**Student Leadership Workshop**



Association of China and Mongolia International Schools

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## Introduction

The Following guidelines pertain to hosting ACAMIS Academic and Cultural Enrichment (ACE) events:

<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Cultural Convention	Cultural Convention	Arts Day
'Art for Show'	(Northern & Southern Region)	'Art for Show'
Chess	Chess	Robotics
Math Olympiad	Math Olympiad	Chinese New Yr
Chinese New Year Card Design	Chinese New Year Card Design	Card Design
Debate for Change <i>New</i>	Literature Quiz	
<b>Virtual Film Festival</b> <i>New</i>	Model United Nations	
<b>Student Leadership</b> <i>New</i>	'Art for Show'	
	Robotics	
	<b>Debate for Change</b> <i>New</i>	
	<b>Virtual Film Festival</b> <i>New</i>	

Further events are referred to as 'additional' or 'invitational' events. Guidelines for these are set by individual schools and distributed to participating schools not less than four weeks prior to the event. Descriptions of each event can be found at:

<https://www.acamis.org/student-activities/ace-events>

### 1. Purpose of ACE

ACE is designed to provide a forum for ACAMIS member schools Creative Arts directors, academic teachers, and other interested parties to better meet the aims and purposes of ACAMIS in regard to academic, cultural, and creative arts education. The aims and objectives of the ACE shall be to:

- Give students the opportunity to engage in creative experiences in different environments.
- Allow students to participate in a variety of non-athletic enrichment activities.
- Provide students a safe environment in which to express themselves through academic and cultural activities.
- Encourage collaboration among member schools, students, and teachers.
- Allow students to experience being a part of a collaborative process.
- Give students the opportunity to travel with their peers.
- Foster interaction with students from other schools and strengthen or develop friendships.

## **2. ACAMIS ACE Philosophy of Participation**

The ACAMIS Academic and Cultural Enrichment is focused on participating and learning from unique structures and events that lead to the growth and development of students (and staff) in ACAMIS member schools. It is important that each ACAMIS member school, including the Head of School and the wider school community recognise and agree that:

- ACE participation is first and foremost for the academic, personal, social and emotional benefits that it can provide.
- The satisfaction at the end of the event comes from knowing you've tried your best and that participation as well as winning or losing can be an important learning experience.
- Success comes in different ways for different teams and winning is not the only success factor.
- An ethic of fair play should be a cultural norm in ACAMIS competitions. A 'Winning at all costs' approach is not appropriate in an ACAMIS event.
- Rules should be viewed as an important part of maintaining fairness in a competition. Coaches and players should not look to exploit rules, but rather always play within the spirit of the rule.
- The opponent is not the enemy. They offer us an opportunity to learn and to demonstrate our ability, determination and class.
- We treat everyone with respect. This includes our own team members, the opponents, officials, and spectators.
- Coaches and spectators should remain positive and supportive of the participants. Criticising a referee or judge or celebrating a mistake of the opposition does not contribute to the growth of our athletes. We celebrate our successes and learn from our mistakes.
- Participants should be encouraged to understand that it is a privilege to represent their school and to do so in the best manner possible both in and out of competition
- Coaches have a responsibility towards the welfare of the student-athletes in their care. In particular, coaches should:
  - a. be a positive role model with regard to their behaviour towards their participants, other schools' participants, parents, coaches and officials
  - b. be an ambassador for their school through their behaviour and actions as a coach
  - c. be responsible for, and maintain, the health and safety of their participants whilst in their care
  - d. find an appropriate balance between the desire to win and the need to ensure that all participants gain a positive learning experience.
- ACE Representatives have an overall responsibility for supporting and developing this philosophy across their school.
- ACE Representatives, as representatives of ACAMIS, should communicate the importance of supporting this philosophy above any interest of their own school's desire to win.

## **3. Membership**

Schools that are currently comprehensive members of ACAMIS may participate in ACAMIS Sports and ACE Events. Great effort is taken to plan ACE activities that provide extension beyond normal school events.

Members shall be encouraged to appoint an ACE Coordination who will share the schedule of ACE events with the appropriate school staff to enhance student participation.

#### **4. Sexual Harassment**

ACAMIS is committed to maintaining a professional and collegial work environment in which all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere which prohibits discriminatory practices, including sexual harassment. Sexual harassment, whether verbal, physical or arising from work assignments out of the office, at ACAMIS sponsored functions and events, or elsewhere, is unacceptable and will not be tolerated.

#### **5. Inclusiveness**

ACAMIS is a membership organization that is inclusive in all of its operations, regardless of race, color, religion, ethnicity, ancestry, marital status, gender or sexual orientation.

#### **6. ACAMIS Gender Affirmation and Inclusion of Transgender Students**

ACAMIS supports the opportunity for transgender students to participate and compete in athletics and all other activities. Our values are grounded in a concern for each student's unique needs and an appreciation of the importance of feeling that one belongs. Our Association therefore prioritizes the active inclusion of all students at all levels of sport and activities, including transgender students. ACAMIS acknowledges that transgender and nonbinary students face unique challenges with respect to feelings of belonging and identity that are different to those of their cisgender peers. We believe that restricting their participation in inter-school events only exacerbates a sense of isolation and affects self- image. Our clear expectation is that all students are treated equally and with dignity and respect.

#### **7. Child Protection**

ACAMIS is committed to the safety and protection of children. This statement applies to all adults who are present as part of the tournament and who interact with students in both a direct and/or unsupervised capacity. This policy should be read and followed alongside other sections of the Charter including the Philosophy Statement, Inclusiveness statement, sexual harassment statement (sports rules & rules infractions) and the Student Participation Agreement.

It is an expectation that all ACAMIS schools will have a thorough and robust Child Protection Policy which will include guidelines on child protection and student safety whilst on field trips, including sports trips. Whilst own school guidelines take precedence for chaperones it is also a requirement that adult chaperones follow these guidelines as a minimum;

1. There must always be adequate supervision of students by the chaperoning adults at all times, based on ratios as agreed by their own school.
2. Trip chaperone ratios must be (as stated in the guest school expectations), as a minimum, one coach per team and at least one other adult chaperone. This should include chaperones of both genders where both gender athletes are present.

3. Adults in a supervisory role should clearly understand their responsibilities towards the safety and protection of the children in their care and should not participate in any activity that might jeopardise the safety of students from their own school or from other participating schools
4. ACAMIS Chaperone policy is an extension of and in support of member school field trip guidelines. Violations will be referred to the participating school for appropriate action.
5. For the duration of an event, adult chaperones must, at all times, be able to perform their supervisory responsibilities with unimpaired judgement and they should be aware that consumption of alcohol or drugs can significantly impair their judgement
6. Adult chaperones should be aware that consumption of alcohol or drugs before or during supervisory times compromises their role and their credibility in ways that can result in personal liability
7. Adult chaperones should be aware of their own vulnerability, and be particularly aware that they are responsible for maintaining clear boundaries in all interactions with students
8. All adults must intervene when there is evidence of, or there is reasonable cause to suspect, that any student is at risk of harm in any way. Suspected risk to student welfare must be reported to the Event Director as soon as possible
9. Any incident related to Child Protection will be reported by the Event Director through the Incident Report procedures as outlined in the Charter
10. The ACAMIS ACE Representatives will continue to build a culture of student safety and well-being through communication and guidance, with this Child Protection Statement and the Philosophy Statement being reviewed annually.

## **8. Expectations of Member Schools Regarding ACE**

Schools that are currently comprehensive members of ACAMIS are entitled to participate in ACE. Members are encouraged to:

- Appoint a volunteer staff member to the role of ACE Representative (See role below)
- Support the school's ACE representative through attendance at the ACE Annual General Meeting at the Spring Leadership Conference where planning for the next year is done.
- Host an ACE event within a three-year rotation.
- Send student groups to participate in academic or cultural events.

## **9. Host School Safety and Security**

The Host School is expected to care for the safety and security of all participating students as if they were their own. ACAMIS events that involves a visit or stay at an ACAMIS member school are considered to be field trips by the participating school. Therefore, these events come under the rules and guidelines of each sending school.

To limit host school liability, it is the responsibility of each participating school to verify that all participants from their own school are covered adequately with accident and travel insurance as required by law. While at the event students are subject by advance written agreement with student and parents to follow ACAMIS rules as well as their own school's rules. During the event ACAMIS rules take precedence.

## 10. Role of School ACE Representatives

The role of the ACE Representative is to serve as a liaison between the ACAMIS organization, specifically ACE, and their school in order to be aware of opportunities for students and to facilitate communication about ACE activities and appropriate staff representatives. The responsibilities of the ACE Representative are as follows:

- Communicate the role and responsibilities of ACE to the faculty and staff at the school.
- Facilitate advanced planning and disseminate important information regarding ACE events to the appropriate parties within their school.
- Advocate for ACE within their school by getting administrative, staff and parent support to host and send students to ACE events.
- Communicate directly with both the appointed Regional ACE Representative and the ACE Chair.
- Assist teams of teachers hosting ACE events by providing appropriate communication and documents (NOTE: ACE Representatives are not expected to organize and lead ACE events at the school).
- Work with the Regional ACE Representative to encourage collaboration among regional ACE members.
- All ACE Representatives are strongly encouraged to attend the annual ACE general meeting during the ACAMIS spring conference in order to foster further collaboration and innovation among member schools.

## 11. Cultural Events Calendar

The Cultural Events' dates are established and confirmed by the designated ACE representative of each comprehensive member school at the ACE Annual General Meeting held at the ACAMIS Spring Leadership Conference, the first weekend in March. Robotics dates are determined by the Robotics Committee.

The Cultural Events Calendar is as follows:

Primary/Elementary

	<b>EVENT</b>	<b>EVENT DATE</b>
1	Arts Day	October
2	'Art for Show'	All Year
3	Robotics	See Website for dates

## Middle School

	<b>EVENT</b>	<b>EVENT DATE</b>
1	MUN	February
2	Cultural Convention	May
3	Math Olympiad	November
4	Literature Quiz	December
5	'Art for Show'	All Year
6	Chess	November
7	Robotics	See website
8	Virtual Film Festival	See website

## High/Secondary School

	<b>EVENT</b>	<b>EVENT DATE</b>
1	Cultural Convention	March
2	Chess	November
3	'Art for Show'	All Year
4	Robotics	See website
5	Virtual Film Festival	See website
6.	Student Leadership Workshop	October

## 12. Duration of Events

### **Cultural Conventions**

#### Day One (Thursday):

- Participants travel to host school.
- Welcome / Orientation events scheduled on Thursday afternoon/evening.

#### Day Two (Friday):

- Workshops/Rehearsals etc. (Day)

#### Day Three (Saturday):

- Workshops/Rehearsals etc. continue. (Day)
- Performances and Presentations (Evening)

#### Day Four (Sunday):

- Participants travel home

### **Other ACE Events**

#### Day One (Thursday):

- Participants travel to host school.
- Welcome / Orientation events scheduled on Thursday afternoon/evening.

#### Day Two (Friday):

- Competition/games etc. (Day)



### Day Three (Saturday):

- Competition/games etc. (Day)
- Presentations (Evening)

### Day Four (Sunday):

- Participants travel home

**NB.** Some ACE Events may only be scheduled for one or two days and may be specific to cities. E.G. Elementary Art Day (Beijing and Tianjin Schools).

## **13. Communication**

Communication with schools is essential for the smooth running and preparation of ACAMIS Cultural Events. Communication should be conducted via email or fax or by phone when necessary.

Communication regarding Cultural Events should be made not less than three (3) months prior to Event date.

This communication should include:

- Registration Form (appendix 2: registration form)
- Request for workshop leaders
- Event format
- Event itinerary
- ACAMIS Code of Conduct for student/parent signature
- Staff accommodation information
- Transport arrangements
- Clearly stated deadlines for return of registration forms and other relevant information
- Other relevant information

## **14. Expectations for the Host School**

The following are items that are expected to be provided by host school for all ACAMIS Cultural Events

### 6.1 T-Shirts

All Cultural Event participants should be provided with an event T-shirt with information including but not exclusive to:

- Host School name
- Event date
- Participating schools

Design of T-shirts is at the discretion of the host school.

### 6.2 Transport

Transport should be provided to and from airport / train / ferry station for all visiting participants.

Transport should also be provided to and from event venue and host family residence, depending on host school location. This may be by public transport, private car or taxi.

### 6.3 Participant Numbers

Maximum number of participants per school is set at the discretion of the host school

#### 6.4 Programme

A program of the event should be provided for middle and high school events. The program should include but not be exclusive to:

- Welcome message
- ACAMIS rules
- Event Itinerary
- Event format
- Participating school
- Participants name list
- Map of host venue
- Emergency contact details

#### 6.5 Food / Beverages

Breakfast should be provided by the host family

Lunch should be provided for all participants by the host school on each day of the event.

Evening meals should be provided by the host family with the exception of Cultural Conventions day three when dinner must be provided by the host school.

Drinks should be made available at all times during the event.

#### 6.6 Housing

The host school must offer to provide home stay housing to all visiting participants and staff. Visiting schools may choose to arrange their own hotel accommodation for participants and/or staff at their own expense.

#### 6.7 Staff Meeting

A staff meeting should be scheduled for day one of the event to discuss any relevant matters with all visiting staff.

#### 6.8 Staff Dinner or Breakfast

A staff dinner should be provided for all visiting staff on day two or three of the event.

#### 6.9 Staff Hospitality Lounge

Where possible an area for staff to relax (away from the event area) and get a hot beverage should be provided for the duration of the event.

#### 6.10 Participant Information Package

All participants should be provided with an information package which includes:

- Name badge
- Host school address (in English and Chinese)
- Program
- Host family information
- Transport information
- ACAMIS T-Shirt
- Catering information
- Emergency contact details

#### 6.11 Staff Information Package

All staff should be provided with an information package which includes:

- Name badge
- Host school address (in English and Chinese)

- Program
- Host family information
- Transport information
- ACAMIS T-Shirt
- Catering information
- Emergency contact details
- Catering information including staff dinner information
- Staff meeting agenda

#### 6.12 Medical Support

First Aid station with basic medical supplies such as ice and bandages must be provided by fully qualified first aid staff at all times during the event.

#### 6.13 School Banners

School banners (in appropriate school colors) should be displayed for the duration of the event. (Appendix 3. School banner colors.)

#### 6.14 Opening Event

The host school should take the opportunity to showcase aspects of their Arts program.

#### 6.15 Equipment and materials

The host school is expected to provide all required art materials, sheet music, non transportable instruments and equipment. E.G. Piano, kit, amplifiers etc.

### **14. Expectations for Participating Schools**

7.1 Each visiting school is expected to provide at least one workshop leader for the duration of the Cultural Conventions.

7.2 Staff to student ratio of visiting schools should be one to ten.

7.3 Visiting staff and students are expected to be in attendance at events at all times.

7.4 Visiting schools must meet all deadlines specified by the host school. If these are not met the host school has the right to decline entry to events or workshops.

### **15. Payment / Participation Fees**

8.1 Payment of participation fees for all events is to be made to the host school. Payment arrangements for fees are at the discretion of the host school and are intended only to cover hosting costs. All payments should be made at least a week before departing for an event.

Participation fees vary according to the type and length of an event, but no more than 800 RMB per participant may be charged for up to three days. Events longer than three days may require a supplement of 250 RMB per day. This does not apply to student trips/excursions where cost estimates will be shared before sign-up. Host schools should perform a cost analysis for events and include the cost in the announcement of the event to all member schools along with the appropriate registration forms found in the addendum of these guidelines.

The participation fee covers the costs for workshop presenters, meals, referees, judges, banners, awards and other items. Costs for transportation or accommodation (when hotels are used) are normally borne by the participant.

## **16. Event Format**

### 9.1 Cultural Conventions

Cultural Convention format is at the discretion of the host school. Format may include specialty and elective workshops in performing and/or visual arts.

(Some of this information still needs to be collected)

### 9.2 Chess Events

### 9.3 Model United Nations

### 9.4 Math Olympiad

### 9.5 Literature Day

### 9.6 Elementary Art Day

A one-day event for Beijing /Tianjin schools (or equivalent elsewhere)  
Students attend 2 workshops in either/or visual and performing arts.

## Appendix 1

### ACADEMIC AND CULTURAL ENRICHMENT (ACE) CHARTER

#### 1. Name & Parent Organization

The name of this activity group shall be Association of China and Mongolia International Schools Academic and Cultural Enrichment, hereinafter referred to as ACE. ACE is an organization under the Association of China and Mongolia International Schools (ACAMIS) and is in all matters subject to the constitution, by-laws, rules and regulations. As an activity group within ACAMIS, ACE itself has no independent or legal status. Any and all decisions are therefore subject to review by the Executive Director and the approval of the ACAMIS Board of Directors.

#### 2. Purpose

The ACE is designed to provide a forum for ACAMIS member schools Creative Arts directors, academic teachers, and other interested parties to better meet the aims and purposes of ACAMIS in regard to academic, cultural, and creative arts education. The aims and objectives of the ACE shall be to:

- Give students the opportunity to experience new endeavors.
- Allow students to participate in a variety of non-athletic enrichment activities.
- Allow students a safe environment in which to express themselves.
- Encourage collaboration among member schools, students, and teachers. Allow students to experience the thrill of being a part of a collaborative process.
- Give students the opportunity to travel.
- Foster interaction with students from other schools and develop bonds of friendship.

#### 3. Membership

Schools that are currently comprehensive members of ACAMIS are considered members of the ACE. Members shall be encouraged to:

- Designate an ACE representative who does not also hold the position of Athletic Director or ACAMIS athletics coordinator. to communicate and coordinate ACE activities with appropriate school staff.
- Support each school's appointed ACE representative's attendance at the ACAMIS Annual General Meeting held during the Spring Leadership Conference.
- Host at least one event every three years when asked.
- Send participating groups to cultural conventions and other ACE events.

#### 4. Dues

There will be no dues outside of the ACAMIS Annual Membership Fee.

#### 5. Officers

A. ACE Regional Committee: The ACE regional leaders will be nominated by members at the AGM and appointed by the ACAMIS Board.

B. Regional Representatives: Regional representatives will be determined by ACE representatives at the AGM. Regional representatives oversee all ACE events and activities, the annual calendar of events and they determine the host schools.

## **6. Meetings**

An Annual Meeting of the ACE shall be held each year at the ACAMIS Spring Leadership Conference. Special meetings may be called at the discretion of the ACAMIS Board of Directors provided Member Schools are notified of such a meeting not less than fifteen (15) days prior to the meeting date.

## **7. Voting**

All decisions concerning ACE will be by a majority vote of those member representatives who attend the ACE AGM. All votes shall be designed to provide the ACAMIS Board of Directors with recommendations of an advisory, non-binding nature. Suggested changes to the Charter will be submitted to the Executive Director for consideration before being reviewed and approved by the ACAMIS Board of Directors.

## **8. Amendments to Articles**

These articles may be amended or altered by a simple majority vote of the members present and voting at the annual meeting as long as such amendments do not alter Article 5. Changes should be proposed and voted on at the March meeting of ACE representatives and then considered by the Board of Directors at their May meeting in order to be placed into effect for the next school year.

## **9. Divisions**

There will be:

- I. A Pan China Division for High/Secondary Schools.
- II. A Northern and Southern Division for Middle Schools.
  - Northern Schools include Nanjing International School and all schools north of Nanjing.
  - Southern Schools include Access International Academy of Ningbo and all schools south of Ningbo.
  - Suzhou, Wuxi and Shanghai Schools are considered central and may participate either in the north or south, depending on the event and the location.
- III. Other Pan China Cultural Events.
- IV. Other Regional Middle School Cultural Events.

## **10. Event Sizes**

The Maximum number of participants per school is set at the discretion of the host school.

## **11. Event Fees**

Payment of entry fees for all tournaments is either:

- Up to a maximum of RMB 800/day/participant.
- Sum of total event hosting costs divided between participating schools. (Sum will not exceed RMB 800/day/participant).
- Payment arrangements for fees are at the discretion of the host school.

For further information or inquiries about hosting or these guidelines, contact:  
Jennifer.Nicklas@isnsz.com

For information about ACAMIS or membership, contact Executive Officer Angie Lee,  
eo@acamis.org



**APPENDIX 2:**

**Student Participation Agreement**

Student's Name \_\_\_\_\_ Student's Age \_\_\_\_\_

Student' Date of Birth \_\_\_\_\_ (m/d/yr) Student's Mobile # \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_ Mobile Phone# \_\_\_\_\_

Allergies \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medications \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Dietary Needs Yes No

If yes then please specify \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special requests or instructions you would like the chaperone to follow during your child's' stay.

\_\_\_\_\_

During the field trip, while in the care of chaperones from your school, your child must follow ACAMIS rules and those of your school to ensure his/her overall safety and well-being. ACAMIS events are undertaken as a voluntary field trip from the student's school whose field trip guidelines require that each participant has appropriate medical insurance as a condition of enrolment in the school. Thus, neither ACAMIS nor the host school is responsible for medical care for any accident or injury during the event. In signing this release form the above-mentioned parties acknowledge that their family medical insurance applies to these sports and they have no basis to claim for medical care or legal recourse for any physical accidents that may take place during the course of the sports events.

Student Name \_\_\_\_\_

Signature \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_

Signature \_\_\_\_\_



**Photograph Release:**

I agree to allow the school and ACAMIS to reproduce an image of my child (photo, video, etc) in public relations materials or publications (brochures, web pages, etc) for non-commercial purposes.

Parent's/Guardian's Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

To participate in an ACAMIS event, each participant must complete this participation form and **give it before departure to their chaperone** who will have the forms available while at the host school.

### **Appendix 3: Rules for ACAMIS Events**

1. The use of tobacco, drinking of alcohol, or use of illegal drugs will not be allowed during travel or while in the host city during the period of time covered by the ACAMIS activity. (*Consequence: suspension from immediate and further participation and student's principal notified. A second offense in the same school year will result in exclusion in all ACAMIS events for one school year including the same event the following year.*)
2. When students are in the hotel, they may not leave the hotel without permission of their **own** coach/lead chaperone. (*Consequence: disciplinary action at the discretion of the lead chaperone*)
3. Students are expected to be in areas designated by the tournament chaperones at all times. At no point should students be in hotel rooms of members of the opposite gender. (*Consequence: disciplinary action at the discretion of the activity organizer and lead chaperone*)
4. Visiting students will be in their assigned rooms no later than 10pm. (*Consequence: suspension from immediate and further participation and student's Principal notified. A second offense in the same school year will result in exclusion from all ACAMIS events for one school year including the same event the following year.*)
5. Any unusual circumstances or problems that occur during the stay in the host city will be reported as soon as is possible to the host school and lead chaperone.
6. In the event of any accident or injury the lead chaperone/coach has permission to deal with the situation. Should they be unable to contact the parents or guardians, they may make emergency decisions on the recommendation of medical practitioners. Parent signature below grants permission to the lead chaperone/coach to make such emergency decisions.

**We have read, understand, and agree to abide by the rules that are stated above.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

To participate in an ACAMIS event, each participant must complete this participation form and **give it before departure to their coach/chaperone** who will have the forms available while at the host school.

**Appendix 4  
Model Registration Form**

**ACAMIS CULTURAL CONVENTION  
REGISTRATION FORM  
(Host School Name)  
(Event date)  
(School address and contact details)**

**General Contact Information**

Name of participating school:		
Address of participating school:		
Name of Principal or Head of School:		
Convention Contact Person:		
	Email address:	
	Phone no	
	Fax Number:	

**Student Information**

Total Number of Students attending:-	
--------------------------------------	--

	Name	Age	Gender	Nationality	Specialty Area (including any instrument played)
1.					
Elective Choice 1:		Elective Choice 2:		Elective Choice 3:	
Any special dietary requirements?					
Any special medical needs?					
T-shirt size: (please tick)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	M	L	XL	XXL
Name of Home Stay partner:					

	Name	Age	Gender	Nationality	Specialty Area (including any instrument played)
1.					
Elective Choice 1:		Elective Choice 2:		Elective Choice 3:	
Any special dietary requirements?					
Any special medical needs?					
T-shirt size: (please tick)		<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> XL <input type="checkbox"/> XXL
Name of Home Stay partner:					

	Name	Age	Gender	Nationality	Specialty Area (including any instrument played)
1.					
Elective Choice 1:		Elective Choice 2:		Elective Choice 3:	
Any special dietary requirements?					
Any special medical needs?					
T-shirt size: (please tick)		<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> XL <input type="checkbox"/> XXL
Name of Home Stay partner:					

<b>Questions:</b>	
<b>1. Arrival time, flight / train /ferry number?</b>	
<b>2. Departure time, flight / train/ ferry number?</b>	
<b>3. Staff housing preference: hotel, home-stay or making own arrangements?</b>	
<b>4. Staff T-Shirt Sizes:</b>	
<b>5. Additional questions and concerns?</b>	
<b>6. Attending staff members names:</b>	

Send to [jenniferwaite@mail.ssis-suzhou.net](mailto:jenniferwaite@mail.ssis-suzhou.net)

**APPENDIX 5: ACAMIS Visiting Schools Evaluation Sheet**

**Date:** \_\_\_\_\_ **Host:** \_\_\_\_\_ **Event:** \_\_\_\_\_

**Your evaluations will help to further improve the quality of such events.**

**Information:**

The information provided by the host school, both prior to and at the event	Worked Well	Possible Improvements

**Hotel:**

The housing arrangement in terms of suitability for visiting teams	Worked Well	Possible Improvement

**Transport:**

The transport provided by the host school, both to & from airport & to and from event facilities	Worked Well	Possible Improvement

**Facilities:**

The facilities used for the Event	Worked Well	Possible Improvement

**Meals, water etc:**

The quality of meals, snacks etc provided for competitors/coaches	Worked Well	Possible Improvement

**Events / officiating:**

The quality of events and the respective quality of officiating	Worked Well	Possible Improvement

**General Comments:**

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<b>Your Name and School:</b>	
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**APPENDIX 6: ACAMIS Event Budget Summary**

<b>Event Name:</b>	
<b>Event Organizer(s):</b>	
<b>Person submitting report:</b>	
<b>Event Date:</b>	
<b>Event Venue(s):</b>	
<b>Registration Fee charged:</b>	
<b>Event Receipts (including donations):</b>	
<b>Item:</b>	<b>Amount:</b>
<b>Item:</b>	<b>Amount:</b>
<b>Event Expenses:</b>	
<b>Item:</b>	<b>Amount:</b>
<b>Item:</b>	<b>Amount:</b>
<b>Item:</b>	<b>Amount:</b>
<b>Item:</b>	<b>Amount:</b>
<b>Item:</b>	<b>Amount:</b>
<b>Item:</b>	<b>Amount:</b>
<b>Item:</b>	<b>Amount:</b>
<b>Item:</b>	<b>Amount:</b>
<b>Item:</b>	<b>Amount:</b>
<b>Item:</b>	<b>Amount:</b>
<b>Item:</b>	<b>Amount:</b>
<b>Item:</b>	<b>Amount:</b>
<b>Total Receipts:</b>	<b>Comments:</b>
<b>Total Expenses:</b>	<b>Comments:</b>
<b>Event Balance:</b>	
<p><b>What changes or comments (regarding the budget) would you suggest for next year?</b></p>	
<p><b>Other Comments:</b></p>	

**Please complete and forward this form to:**  
*Angie Lee: eo@acamis.org*

**APPENDIX 7: ACAMIS Event Follow-up Form**

<b>Name of the Event:</b>	
<b>Host School:</b>	
<b>Organiser/Coordinator:</b>	
<b>Name of ACE Event:</b>	
<b>Structure of the Event (Individual, team, core sport):</b>	

<b>Date</b>	<b>Activities</b>
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**Participants:**

<b>ACAMIS Member School Name</b>	<b>Number of Student Participants</b>

<b>EVENT FEEDBACK:</b>
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Please complete this form and forward to: [jenniferwaite@mail.ssis-suzhou.net](mailto:jenniferwaite@mail.ssis-suzhou.net)



**Appendix 8: ACAMIS Incident Report**

In the event of a disciplinary matter or student accident or injury, it is important that a report detailing the circumstances be recorded and a copy sent to ACE Chair and the ACAMIS Executive Office. This will help to protect all parties should the incident be contended afterward.

_____	_____	Host School
Name of Event		
_____	_____	Date of Event
Date and Time of Incident		

**Description of the Incident**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Taken**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Who was contacted**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Printed Name of Person Filing Report/Signature of Person Filing Report**

**Date**

Send to [jenniferwaite@mail.ssis-suzhou.net](mailto:jenniferwaite@mail.ssis-suzhou.net)