



EAC SCHOOL COORDINATOR RESPONSIBILITY FORM

2019 ESOL Academic Competition (EAC)



Before Competition

- Register as the **School Coordinator** in the **EAC Online Registration Database** on or before **Friday, February 15, 2019**
- Coordinate the EAC according to the **EAC Manual** located on **CANVAS**

ENTRY SUBMISSIONS

- Register **student names** in the **EAC Online Registration Database** on or before **Friday, April 5, 2019** at https://bcps.browardschools.com/research/esol/aca_comp/index.asp
- Review and submit **Event Entry Form**, **School Entry Form**, and **student submission(s)** on **CANVAS**. Coordinators must review entries before submitting. Follow the **Original Artwork School Project/Poster Guidelines** in the EAC Manual
- Submit student entries on **CANVAS** on or before the specified deadline date

EAC FIELD TRIP

- Follow the **District Guidelines** for field trips
- Register **chaperones** in the **EAC Online Registration Database** on or before **Friday, April 5, 2019**
- Ensure entries and/or submissions in the areas of Declamation, Writing, Original Oratory, Plays/Skits, and Original Artwork are **original**. Previous years' entries and/or submissions will be disqualified.
- Maintain up to date records of **students and chaperones** who will attend. This is important in order to ensure we have enough supplies and adhere to safety policies.

During Competition

- Coordinators and chaperones** accompany and supervise students **at all times**
- Follow the **Original Artwork School Project/Poster Guidelines** in the EAC Manual
- Coordinators and chaperones will receive a one-time stipend.
The following requirements **MUST** be met in order to receive the stipend:
 - A minimum of 5 *Language Mastery* entries
 - Must be present on Saturday, April 27, 2019
 - You must sign in and out on the sign-in sheet that will be provided
 - You must be sure the chaperone(s) from your school signs in and out

Please **electronically** sign, date, and email this form to
Sasha Alvarez at sasha.alvarez@browardschools.com by **Friday, February 15, 2019**.

Keep a copy for your records.

School Coordinator Name: _____ Personnel # _____
(Enter First and Last Name)

School Coordinator Signature: _____ Date ____/____/____

School Name: _____ Loc.# _____ Phone #: _____