



NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_

DATE \_\_\_\_\_

**STUDENT FOREIGN LANGUAGE COMPETITION**

**C H E C K O F F L I S T**

**INCLUDE THIS CHECKOFF LIST WITH YOUR APPLICATION.**

- \_\_\_ **MEMBERSHIP:** I am a currently paid-up member of LILT as of December 31<sup>st</sup> so my students may compete. (If you are not sure, contact the Treasurer whose contact information is located on this website's homepage: *LILT Executive Board, Committees and Assistants*, subsection *Treasurer*.)
- \_\_\_ **MEMBERSHIP CARD PHOTOCOPY:** I have included a photocopy of my current LILT membership card.
- \_\_\_ **POSTMARK AND POSTMARK DUE DATE:** My manila envelope or package will be postmarked on/or before the due date, March 1<sup>st</sup> bearing only a United States Post Office postmark. UPS, FedEx, school district metered mail, etc. are NOT ACCEPTABLE.
- \_\_\_ **PAYMENT:** I included a bank check, my own personal check, a postal money order or a school district check for my students only, **PAYABLE TO LILT**, which I have **paper clipped** to my registration forms. **I am mailing everything to the person named on the topic sheet found elsewhere on the LILT website.**
- \_\_\_ **MANILA MAILING ENVELOPE (OR PADDED ENVELOPE OR BOX) WITH RETURN ADDRESS:** My manila mailing envelope or box contains **ONLY** my own entries with my name and return address on the outside of my package. ***I AM SENDING ONLY ONE MAILING TO THE LILT STUDENT FOREIGN LANGUAGE COMPETITION COORDINATOR LISTED ON THE "TOPIC SHEET" FOUND ELSEWHERE ON THIS WEBSITE.***
- \_\_\_ **REGISTRATION FORM(S):** *I have included and personally completed* the official LILT General Registration Forms and I have  **duplicated them FRONT AND BACK two times. I HAVE INCLUDED WITHIN ONE (1) CLEAR, UNSMUDGED REGISTRATION FORM** and have kept one copy for my own records.
- \_\_\_ I have  **SEQUENTIALLY NUMBERED** the pages in the upper right hand corner of every  **registration page**. (If necessary, see guidelines for an explanation of numbering pages sequentially.)

- \_\_\_\_ **STUDENT ENROLLMENT VERIFICATION:** I have submitted one copy of my class roster(s) with my name, school name, language, level and class period to verify my own students' eligibility.
- \_\_\_\_ **FILE FOLDERS:** I **alphabetized** my student entries and put them in letter size (9" x 12") file folders with the LILT File Folder Cover Sheet stapled on the front by language/level/division. I used one separate folder for each language/level/division.
- \_\_\_\_ **LILT FILE FOLDER COVER SHEET:** My letter size (9" x 12") file folders have an official LILT File Folder Cover Sheet that I personally completed. I also alphabetized the student entries on the cover sheet(s) and, when appropriate, I have included the titles of the poems with the **alphabetized** student names. I have stapled this sheet to the folder with only one staple at the top center of the folder. I have written my name, school, address, etc. BEFORE I photocopied my sheets.
- \_\_\_\_ **LILT INDIVIDUAL STUDENT COVER SHEET:** Each one of my student entries I PERSONALLY completed on an official LILT Student Cover Sheet. All cover sheets have also been **alphabetized** and match the same order as that on the outside of the file folder registration form(s). (See above.)
- \_\_\_\_ **LILT VHS TAPE/DVD RECORDINGS/COMPUTER PROGRAMS ON CD:** I only have **ONE** skit/computer program recorded on each VHS tape or DVD/CD (N.B.: CDs for Multi-Media computer program only). Each one of my VHS tape slipcases, DVD/CD jewel boxes has the appropriate, Official LILT Title Cover Label on the **OUTSIDE** of the VHS tape slipcase or DVD/CD jewel box that I personally filled out myself. Each VHS tape/DVD/CD ITSELF, also has a glued label with the name of the teacher, school, language/level/division or each DVD/CD has the teacher's last name and the title of the competition printed on it with a Sharpie <sup>TM</sup> marker. *Please do not use tape of any kind since it can damage the VCR/DVD player/computer drive.*
- \_\_\_\_ **POETRY RECITATION VIDEO:** I have included 3 copies of each student's poem that is recited live on tape with the student's name, student's level, teacher's name, name of school, name of poem and its author at the top, right hand corner of each page.
- \_\_\_\_ **MAXIMUM NUMBER OF STUDENTS:** I have checked to make sure that I did not exceed the maximum number of entries allowable in each category. (Please consult the LILT guidelines for further clarification.)
- \_\_\_\_ **NATIVE AND NEAR-NATIVE SPEAKERS:** I have registered all native and near-native speakers in the native speaker category.
- \_\_\_\_ **ELEMENTARY TEACHERS ONLY (Division A, grades 1-6).** In a personal letter, please describe to the co-chairs the following: a) how many minutes per day of instruction, b.) how many times per week of instruction for each grade do your students receive, and c.) what the language sequence is, if any. (i.e. Does grade one continue with the same language in grade two, etc.)