

ACADEMIC Sponsor Checklist

- 1) _____ Secure a copy of the TAPPS calendar as it relates to my activity, paying special attention to meeting dates, deadlines and dates of competition.

	<u>Date</u>	<u>Location</u>
i. District Entry Deadline	_____	_____
ii. District Competition	_____	_____
iii. State Entry Deadline	_____	_____
iv. State Competition	_____	Concordia University - Austin

- 2) _____ Review the ACADEMIC/SPEECH page on the TAPPS website for all pertinent information and check this page weekly for announcements on the page and in the Newsbriefs section.
- 3) _____ Review Summer and Winter ACADEMIC/SPEECH meeting Minutes for updates. Changes made at the Winter meeting will supersede the TAPPS Manual.
- 4) _____ Review Sections 204-224 of the TAPPS By-Laws (accessed through the ACADEMIC/SPEECH Page at www.tapps.net).
- 5) _____ Attend the District Planning Meeting.
- 6) _____ Make note of any district rules and worker requirements.
- 7) _____ Review and complete the ACADEMIC/SPEECH Teacher Training on the TAPPS web page under the EDUCATION tab.
- 8) _____ Complete and sign the Fine Arts Professional Acknowledgment of Rules form.
- 9) _____ Review procedures and familiarize yourself with TAPPster.
- 10) _____ Have students fill out the Acknowledgement of Rules form.
- 11) _____ Enter all students who will compete for your school into TAPPster.
- 12) _____ Submit the TAPPS Eligibility Form to TAPPS prior to the district meet.
- 13) _____ Complete the District Entry information on TAPPster.
- 14) _____ Forward deposit to District Host.
- 15) _____ Compete at the District Meet.
- 16) _____ Approve final District Results.
- 17) _____ Recruit volunteers to work at State Competition and notify State Director.
- 18) _____ Notify District President of any students who will not be attending the TAPPS State Competition prior to the entry deadline.
- 19) _____ Complete the State Entry information on TAPPster.
- 20) _____ Review the TAPPS State Competition Schedule.
- 21) _____ Review all state competition information.
- 22) _____ Work assigned time block at the state competition.
- 23) _____ Compete at the State Competition.
- 24) _____ Pick up awards at end of competition.
- 25) _____ Review the State Competition Results and advise the TAPPS office of any errors.