**Dear 2017 National History Day Region 5 student:**

We are excited to invite you to compete at the Region 5 National History Day in Pennsylvania contest at Lock Haven University on Saturday, February 18, 2017.

PLEASE READ THIS DOCUMENT! This document contains information essential to registering smoothly and efficiently.

**ONLINE REGISTRATION**

 **Registration Fee: $10**

 **Registration Deadline: 5:00 PM, February 3, 2017**

 **Payment Deadline: February 10, 2017**

 **Website Lockout: 5:00 PM, February 10, 2017**

 **Paper Postmark Date: February 3, 2017**

This packet includes essential information for the regional contest as well as the internet address to the regional website that provides complete instructions for registration. Please review these materials carefully, and follow all instructions to ensure that you register properly. ***Registration for the regional contest closes at 5:00 PM on February 3, 2017. Late registration will require a $25 fee, and after February 10, 2017, we cannot guarantee that you will be able to register and compete.***

**STUDENTS WITH OUTSTANDING FEES WILL NOT BE ALLOWED TO COMPETE.**

When you register, please use an email address that you check often, and make sure your spam filter will not reject emails from eddirector@armyheritage.org and edassist@armyheritage.org, otherwise you will miss important information about the contest.

Students in the ***exhibit*** category ***MUST*** bring extension cords and power strips, if needed.

Students in the ***documentary*** category must bring their project saved as a DVD, with backup copies in as many formats as possible, including thumb drives and cloud storage. A laptop computer is also useful, in case of equipment failure.

Students in the ***paper*** category must mail four (4) copies of their papers. **Papers must be postmarked by February 3, 2017.** **Please also email an electronic copy of your paper to** **eddirector@armyheritage.org**, **with the student name and division in the subject line.**

Students in the ***performance*** category should bring all props and materials necessary for their performance.

Students in the ***website*** category should enter **just the unique numerical portion of their URL** into the online registration system, which will automatically add the weebly.com portion. No other paperwork is needed. **Websites will lock for judging at 5:00 PM on February 10, 2017, after which time you will not be able to edit your entry until after judging concludes.**

Papers and other correspondence should be mailed to:

**Region 5**

**c/o NHD in PA**

**P.O. Box 839**

**Carlisle, PA 17013**

**CHAPERONES**

All students must be accompanied and supervised by a parent or a chaperone. Chaperones are expected to supervise their students during the contest. The chaperone’s name must be entered into the online registration system.

**PAYMENTS**

**Please include a list of all students and the total fees covered by your payment when you mail payment.** Region 5 is administered by the NHD in PA state office, which will be unable to process your payment without this information. Your payment amount **must** match the information you provide.

**PLEASE DO NOT SEND PARTIAL PAYMENTS!** You may mail multiple checks for a single payment or a single check for multiple payments, but the total amount of payments and checks in a single envelope **MUST MATCH**. ***If you need help figuring out what paperwork to send, please contact us!***

You may pay by check or money order. We cannot accept credit cards at this time. If you wish to pay with a purchase order, please contact the state office.

**WHAT TO EXPECT AT THE CONTEST**

The regional contest is a one-day event. Check-in and exhibit set-up are scheduled for 8:00 AM on February 18, 2017. Please see the maps of the contest venue included in your check-in packet. Depending on your arrival time, you may encounter long lines at check-in, so plan accordingly.

When you check-in, you will receive a packet with **your judging time, campus map, your meal tickets, your certificate of participation,** and other essential materials. Be sure to read all included materials in the packet.

Judging begins at 10:00 AM and continues until all entries are evaluated. Depending on the number of entries in any given category, there may be a runoff round.

* Only students in the performance and documentary category need to be present during the run-off round of judging.
* Names and entry numbers of these students will be posted at the contest, on the NHD in PA website, and on the NHD in PA Facebook page.
* Students in the paper, website, and exhibit categories do not need to be present for the run-off round of judging.
* During the run-off round, judges will review all entries but will not interview students. Your entry must stand on its own merit.

After your entry has been judged, or while you are waiting your turn, please remember that we are guests at Lock Haven University, and that you are subject to your school code of conduct.

**AWARDS CEREMONY**

The contest concludes with the awards ceremony starting at 3:00 PM. Students who finish in 1st, 2nd, or 3rd place must remain after the awards ceremony to receive their registration packets for the state contest.

Winners will receive their evaluation forms with their winner packet. Evaluation forms for all other students will be emailed to teachers shortly after the contest.

We welcome your feedback. After the contest, you will receive an email with a link to an online survey about your experience. We need to hear your comments, both positive and negative, in order to improve the NHD in PA program. Thank you!

**REFUND POLICY**

Registration fees for the regional competition are non-refundable.**NHD in PA Region 5 Contest Registration Instructions**

**Contest Date: February 18, 2017**

**Contest Location: Lock Haven University**

**401 North Fairview Street**

**Lock Haven, PA 17745**

**Registration Fee: $10**

 **Registration Deadline: 5:00 PM, February 3, 2017**

 **Payment Deadline: February 10, 2017**

 **Website Lockout: 5:00 PM, February 10, 2017**

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# **This guide contains information to help teachers, students, and parents register and prepare for the Region 5 Contest.**

## **Contest Fees**

Each student must pay the $10 registration fee to attend the contest. NHD in PA accepts school purchase orders. If you plan on using a purchase order, please contact us by phone first.

Please make checks payable to AHCF-NHD in PA and mail to:

**NHD in PA**

**P.O. Box 839**

**Carlisle, PA 17013**

**Registration Link:**

[***https://goo.gl/forms/HM4Z4zj8ZVTwhaIL2***](https://goo.gl/forms/HM4Z4zj8ZVTwhaIL2)

**Permission Form:**

All students must complete the following permission form submit via mail to the address above or by email to **eddirector@armyheritage.org****.**

All students registering for the 2017 NHD in PA Region 5 Competition must complete this form. Completed forms are due by February 3, 2017. Your student’s registration is not complete until this form has been submitted. Please submit this form via mail to:

Region 5

c/o NHD in PA

P.O. Box 839

Carlisle, PA 17013

You may also submit an electronic copy via email to: eddirector@armyheritage.org

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Entry Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division & Category: JR SR - Indiv Group - Paper Exhibit Documentary Performance Website

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

Student Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Email (Please supply an email address that accepts email from outside addresses where you can be reached if there is a problem.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

USAGE AUTHORIZATION

I give National History Day, Inc., its affiliate programs, and its partners the unlimited right to use the voice and/or image of me and/or my child for publicity, and/or in documentaries, or other education materials and media, including online. I also give National History Day, Inc., and its affiliate programs the right to use images of my/my child’s project for teaching and example purposes, including online.

STATEMENT OF ORIGINALITY

I affirm that the entry submitted for competition was researched and developed during this school year. I have read the National History Day rules and policies governing student behavior and will certify that my child will conform to these rules. I understand that violation of these rules may result in the disqualification of my child’s entry. I accept the decision of the judges as final. I have reviewed and understand the information presented above and acknowledge that my child’s participation in National History Day is conditioned on my agreement with the terms and conditions outlined herein. I further understand that selecting "Yes" for each agreement and creating an account for my child shall have the same force of law as my original signature and that I am not obligated in any way to make such agreement, except as a prerequisite to my child’s participation in this program.

PERMISSION TO PARTICIPATE

I understand that by agreeing, I am certifying that my child understands what is involved in participation and that I freely and voluntarily allow my child to participate and hereby agree to assume and accept any and all risks associated with his/her participation in the National History Day Contest. I understand that as a condition of participation in the program I grant National History Day, Inc. and its affiliate programs permission to share personal contact information for me or my child with program and school staff, as necessary to facilitate management of the program.

WAIVER AUTHORIZATION

I agree to indemnify and hold harmless National History Day, Inc., its affiliate programs, and its staff, trustees, and sponsors, for any personal injuries or property damages arising out of my child’s participation in the National History Day Contest.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_