**HOTEL:** Room assignments are handled by the hotel.  
  
When completing the room form, please note the gender of each student in order to avoid having ladies and gentlemen in adjoining rooms. The hotel requests that payment be made at the time of your registration. Remember to multiply by two because of the two-night stay. To avoid additional costs you must include a copy of your school's tax-exempt certificate and a check must be drawn on the school account. You can make changes by mail or fax. The hotel cannot guarantee the availability of rooms for your school after thirty days before Congrès

Hotel check-in is at 4:00 PM (earlier based upon availability). **PLEASE do not arrive before 2:00 PM!** We are working hard to alleviate the congestion and waiting time in the main lobby, so there are a couple of changes this year. **We are requesting that ALL schools unload in front of the Conference Center Tower if arriving before 4:00 PM.** We will have the ballroom on that side open and ready so that students (and their luggage) may wait there. ALSO, if you provide the front desk with the sponsor’s cell phone number, they will send a text when your rooms are available. Hopefully, this will make the check-in flow more smoothly.   
  
**CCFF ON-SITE REGISTRATION:** Upon arrival at the hotel, sponsors must check in with the Congrès Board in the registration room. **The registration room will be open at 2:00 PM on Thursday.** Any corrections on the registration forms will be made, and sponsors will receive programs, lanyards and pre-ordered T-shirts. Projets and Albums should also be registered in the designated area at this time.   
  
**INFORMATIONAL MEETING:** Sponsors will have an important meeting at 5:00 PM, and Sergeants-at-Arms will meet at 5:30 PM. PLEASE be on time for these meetings; there will be a lot of information that needs to be shared and this information will help the competition events to stay on schedule.   
  
**SERGEANTS-AT-ARMS:** This program is a source of pride for the CCFF. As in the past, four students from each school, considered honorable and responsible by the sponsor in charge, will serve as Sergeants-at-Arms. Middle School students and freshmen are exempt from this duty. More detailed information will be given at the Sergeant-at Arms meeting. **(If your school brings 25-30 students, you must include a 5th student on your Sergeant-At-Arms form.)**   
  
**BADGES:** **Students, sponsors and chaperones must wear their badges at all times.** Contestants will not be admitted to any competition without their badges. Each badge should include a head-shot photo, including sponsors and chaperones. We suggest stapling the badge to its plastic covering to keep it from falling out. Please indicate the emergency contact number on the back in the space provided. Badge templates are available on the website under “forms.” **The plastic covers and lanyards are distributed at registration and we will collect them at the end of Congrès.** Sponsors: please make a copy of the badges to keep with your folder so that if any students lose theirs, the badge can be easily replaced (Also in case of an emergency).

**BUSINESS MEETING:** The Business Meeting is scheduled from 5:00 to 6:00 PM on Friday. Each school should send three delegates and a sponsor to the meeting. Delegates are the only ones allowed to vote in the meeting. Sponsors, although not permitted to vote, may advise their school's delegates. Next year's Board will be elected, and any old or new business will be discussed. You will find the CCFF Candidacy Form on the [forms page](https://www.palmertrinity.org/podium/default.aspx?t=49264). Anyone wishing to run for a CCFF Executive Board office must complete and submit this form no later than 7:00pm on the Thursday of the Conference. Only one student (grades 9-11) from a given school may run for a CCFF office. The success of the Congrès can be attributed to the diversity of ideas of the Executive Board members. Anyone who is willing to put in the time should not hesitate to run for office.

**BANQUET/DANCE:** On the Individual Registration Form please indicate how many regular and vegetarian dinners you wish to reserve for the banquet, which is set for 7pm on the Friday. Students shall dress appropriately. Doors will be opened at 7:00 PM to allow time for seating before dinner is served. Look for your tables assigned by school number. Please respect all reserved seats, and sit only at tables showing your school number. In order that all may hear, everyone is expected to be attentive during announcements and during the entertainment. On the [forms page](https://www.palmertrinity.org/podium/default.aspx?t=49264) is an Entertainment Application to fill out if you would like to perform during the banquet. This display of talent always helps to make the banquet a very special event. The dance follows the banquet at 9:00 PM. Dress for the dance is casual. Sponsors and Chaperones will be assigned to supervise during the dance, but we ask any other sponsors or chaperones who are willing to attend this event to ensure proper and responsible behavior, please do so. The dance ends at 11:30 PM.  
  
**CURFEW:** CURFEW is at 11:00 PM on Thursday and 11:30 PM on Friday. It is the responsibility of the sponsors and chaperones to make certain that the curfew is obeyed. They will be expected to patrol their hallway for at least one hour after the set curfew time. We realize that this is an imposition but some students wait until after bed check to violate the curfew. The penalties are severe; students should be reminded that they jeopardize their own work and that of their whole team if they lose points or are disqualified due to curfew violations.  
  
**PLEDGE D'HONNEUR/RELEASE AND WAIVER OF LIABILITY:** All students are required to sign the Pledge d'Honneur which states they will refrain from using drugs, alcohol and tobacco during Congrès. Students who break the pledge will be disqualified. This form must be signed by the student's parent or guardian and sponsor. The Congrès Release and Waiver of Liability must also be signed by the student's parent or guardian and notarized. **Please do not give us your district's form.** Bring this document (printed front and back) with you to Congrès.

**SCHOOL PLEDGE:** All schools are required to sign a pledge that their students are competing either at or above level as stated in the general rules. The principal/headmaster must also sign this form.

**INDIVIDUAL REGISTRATION FEE/HOTEL PAYMENT:** The Executive Board had to increase the school registration fee this year at **$80**. On our web site ([www.flfrench.weebly.com](http://www.flfrench.weebly.com) ), please find the 2019 CCFF School Registration Form. Remember to include your $80 fee with this form. Please note the change in address as to where to send your school registration.**Please send to:**

Patrycja Prokopowicz

CCFF Tresurer’s Sponsor

Ronald W. Reagan / Doral Senior High School

8600 NW 107th Avenue

Doral, Florida 33178

**Mailing your registration and check:**   
Please send only one payment per school (i.e., not individual checks) to the above address. Make copies of all checks in order to avoid any possible confusion. A CCFF individual registration receipt will be given to you upon your arrival at Congrès (if needed earlier, please contact the Président). The registration form must be typed or printed clearly and submitted to us. We would appreciate it if you could download the form from our website, paste it into a Word document and type all information. You may then print and mail the form along with your check directly to Patrycia Prokopwicz. Included with this form and check should be your school pledge. DO NOT FAX REGISTRATION FORMS; the writing is often unclear and causes errors and more work to correct the errors.  
  
The hotel form and room payment are to be sent directly to:  
Double Tree Hotel by Hilton at the Entrance to Universal   
5780 Major Boulevard   
Orlando, FL 32819

**DEADLINES:** All CCFF forms and fees to be returned to the president must be. A fifty dollar fee payable to CCFF will be assessed to all schools not meeting the postmarked deadline. This should be sent prior to your school attending Congrès.   
  
**ELIGIBILITY:**All students at Congrès must be enrolled in a French class at the time of competition. A student enrolled in a block, trimester, or multi tracking system who is not enrolled in French at the time of Congrès but has completed a course requirement during the school year shall be eligible to compete in Congrès. A student, in a 4x4 block schedule who took French first semester but was unable to take it second semester shall compete at the level of the first semester course. In accordance with the CCFF Constitution, 7th and 8th graders may participate in all competitions of Congrès, but only 9th, 10th and 11th graders may run for CCFF Executive Board office.

**SPONSOR ASSIGNMENTS:** A united effort is needed from everyone for the competitions to run smoothly, efficiently and fairly. Sponsors are asked to serve as monitors in order to assist us. ***Your experience is invaluable to our success.*** Chaperones are also needed to fulfill specific duties. Specific assignments will be given in your packets when you arrive. Assignments will be discussed at the Sponsors' Meeting. The Board Member responsible for your assignment will speak with you at this time. Schools whose sponsors fail to complete their assignments **will be penalized with loss of points**. Please make sure that each of your students knows the time and location of his/her competition and gets there in ample time and that all rules are followed by all students at all times. It is the ultimate responsibility of the Sponsor and chaperone that the participants abide by the rules of conduct throughout the Congrès. Sponsor supervision is neither to be taken lightly nor ignored. Breaking of CCFF rules may lead to disqualification of the students and potentially the entire school. Because such heavy penalties exist for disobeying CCFF rules, it is suggested that the sponsor be selective when choosing participants for Congrès. Monitor your students closely. The Board prefers not having to pass judgment on any school or student.

**AATF:** The CCFF Constitution requires that at least one sponsor per school be a member of AATF. Schools which do not adhere to this requirement will not be permitted to compete. Please send the appropriate form check payable to AATF:

American Association of Teachers of French  
Mailcode 4510, Southern Illinois University  
Carbondale, IL 62901  
Phone: 618-453-5731; Fax: 618-453-5733  
E-mail: aatf@frenchteachers.org; Federal ID #: 38-1718689