

September 2008

Dear Kansas Academic Decathlon Coaches:

We are pleased to invite you to the 2009 Kansas Academic Decathlon, held at Kansas State University, January 30 & 31, 2009 in the K-State Student Union. This letter contains important information pertaining to registration and the competition, including all registration forms and a tentative competition schedule.

**USAFunds is on board as our lead Corporate Sponsor**

Registration is fast and as easy as 1...2...3... Just follow the numbers!

1. Save on registration costs by completing the non-binding **“Intent to Participate” Form #1**, and returning it to the enclosed address by **October 10, 2008** to secure your **\$50 early bird discount!**
  - ✓ Rosters and Payment are *not* needed with the “Intent” form for the discount.
  - ✓ Rosters, registration and payment are due at a later date. See #4 and #5 below.
2. Use the **“Team Registration Cost Sheet”**, found on page 3 of the **“Team Roster and Registration” Form #2**, to calculate your registration costs and initiate the purchase order process with your institution. We realize this process takes time so...
  - ✓ A purchase order check is *not* due until the competition date.
  - ✓ However, we need a purchase order number to indicate your payment is in process.
3. Refer to the **“Lodging Guide”** to make hotel reservations.
  - ✓ All rooms are held under **“Academic Decathlon”**.
  - ✓ Notify the hotel that you are a *tax-exempt* organization and ask what identification is required to get taxes waived from your lodging costs.
4. Complete and submit the **“Team Roster and Registration” Form #2**, by Friday, December 12, 2008.
  - ✓ **The “Team Roster and Registration” form is due by DECEMBER 12, 2008.**

**\*\*\*Late forms will not be accepted due to catering, scheduling and printing deadlines\*\*\***

5. The following things are **due at Check-in on Friday, January 30, 2009** at the K-State Union:
  - ✓ **“Competition Release” Form #3** –Make copies of this form and complete one for each student. (Please have them in the same order as your Team Roster)
  - ✓ Transcripts for each participating student. (Please attach to the Competition Release form)
  - ✓ A payment check or a purchase order number from your institution indicating payment is in process or a check made payable to Kansas Academic Decathlon for your team’s registration costs. Actual payment may arrive after the competition, as long as you provide us with a purchase order number.

**All forms are available on the web at [www.ksu.edu/studentlife/ksad/](http://www.ksu.edu/studentlife/ksad/)  
Fees for 2009 include:**

- A. \$250 Team Registration Fee for teams of 6-12 students:
- ✓ \$35.00 per student for teams of five or fewer students.
  - ✓ First-time schools are eligible to have their participation fee waived.  
(Please make arrangements with Megan Clark, State Director, **before** December 12, 2008 to be eligible for this waiver)
  - ✓ The **“Intent to Participate” Form #1**, must be submitted in order to receive the **\$50 Early Bird Discount**. See #1 on the first page.
- B. The \$25 meal fee for each student and coach includes:
- ✓ **Awards Banquet Meal** –a special meal will be ordered.
  - ✓ **Vegetarian Lasagna option** is available upon advanced request by noting it on the **“Team Roster and Registration” Form #2**.
  - ✓ **Friday Dance and Pizza Social** –9:30-10:30 pm –pizza, ice cream, drink, discount bowling and billiards.
  - ✓ **Continental Breakfast** –assorted pastries, juices, and coffee.
  - ✓ **Saturday boxed Lunches** - will be provided at the K-State Student Union

*Participants are responsible for Friday dinner on their own. The K- State Union Food Court will **NOT** be open. Aggieville dining options will be used. See web information.*

- C. **GTM Sportswear** of Manhattan, KS has generously offered to provide free Academic Decathlon shirts for all the students and coaches. Thank you, GTM!! Be sure to list your shirt sizes on the **“Team Roster and Registration” Form #2**. This will ensure that the correct numbers of shirts in each size are ordered. Shirts are for the students and coaches.

- D. Guests and Family members may attend the Awards Banquet and Ceremony for \$20.00 per person, the actual cost of the meal. This is payable by check or cash at registration or at the banquet check-in table. Sorry, we are unable to accept credit cards.

We are excited about this year’s competition! If you have questions concerning the U.S. Academic Decathlon organization, state rules or study materials, please contact Megan Clark, State Director. If you have questions about the January competition, please contact Carla Jones or Heather Reed at K-State. We hope you are having a great year, and we look forward to hearing from you.

Sincerely,

Carla Jones –Kansas State University  
Heather Reed – Kansas State University  
Competition Coordinators  
KS Academic Decathlon  
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Fax: 785.532.5307  
[stulife@ksu.edu](mailto:stulife@ksu.edu)

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State Director  
KS Academic Decathlon  
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