

2003-2004



NAME _____ SCHOOL _____

DATE _____

LONG ISLAND LANGUAGE TEACHERS

STUDENT FOREIGN LANGUAGE DAY 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 of the year my students will compete. (If you are not sure, contact the Marlene Ramos-Velita, 321 Park Avenue, Deer Park, New York 11729, mramosvelita@liltfl.org)

___ **MEMBERSHIP CARD PHOTOCOPY:** I have included a photocopy of my current membership card.

___ **POSTMARK DUE DATE:** My manila envelope or package was postmarked on/or before the due date, March 1, 2004.

___ **U. S. POST OFFICE POSTMARK:** My manila envelope or package bore 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 **PAYABLE TO LILT**. I have paper clipped (not taped nor stapled) my check to my registration forms. **ALL FEES ARE NONREFUNDABLE.**

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I mailed everything to:
 Maritza Touhy
 Valley Stream South High School
 150 Jedwood Place
 Valley Stream, New York 11582

___ **PAYMENT FOR ONLY MYSELF:** My check only included payment for myself and no other colleagues. I can only pay for my own students.

___ **MANILA MAILING ENVELOPE (OR BOX FOR MULTIPLE VIDEO ENTRIES THAT WOULD NOT FIT IN ONE MANILA ENVELOPE) WITH RETURN ADDRESS:** My manila mailing envelope or box only contained my own entries. It did NOT include the entries of any other colleagues. I also included my name and return address on the outside of the manila envelope. ***I HAVE SENT ONLY ONE MAILING. MULTIPLE MAILINGS WILL NOT BE ACCEPTED.***

___ **REGISTRATION FORM(S):** I included and completed the official LILT Registration Forms that I personally filled out myself. ***I have duplicated these forms FRONT AND BACK two times. I HAVE SENT ONE (1) CLEAR, UNSMUDGED REGISTRATION FORM*** and have kept one for my own records.

I have **SEQUENTIALLY NUMBERED** the pages in the upper right hand corner of every **registration page**. (If you have 2 pages, i.e. 4 sides, you would number the pages as follows: page 1 of 4, 2 of 4, 3 of 4 and 4 of 4. The first number changes with each page (i.e. side) and the second number is the total of all your pages (i.e. sides) and remains invariable.

___ **STUDENT ENROLLMENT VERIFICATION: NEW** I have submitted copies of my class roster to verify my own students' eligibility. These copies include my name, school name, language, level and class period.

___ **FILE FOLDERS:** I **alphabetized** my poem and/or essay entries and put them in letter size (9" x 12") file folders 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 a completed official LILT File Folder Cover Sheet for Poetry and/or Essay that I personally filled out myself. I also alphabetized the student entries on the poetry and/or essay cover sheet(s) and 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 did not use tape or glue. (These sheets have to be easily removed for the registration process.) To facilitate your process, fill out the constant information (your name, school, address, etc.)

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BEFORE you photocopy your sheets. Please use black ink since it reproduces the best and is most legible.

____ **LILT INDIVIDUAL STUDENT POETRY/ESSAY COVER SHEET:** Each one of my student poem and/or essay entries has a completed official LILT Student Poetry and/or Essay Cover Sheet that I personally filled out myself. All poems and/or essays have also been **alphabetized** and match the same order as that on the outside of the file folder registration form(s). (See above.)

____ **LILT VIDEO CASSETTE RECORDINGS/COMPUTER PROGRAMS:** I only have one skit/ computer program recorded on each video cassette/CD Rom or 100 meg. zip disk. Each video cassette/CD Rom or 100 meg. zip disk also has a label with the same information.

I have included 3 copies of each student's poem that will be recited on tape. Copies of poems should include the student's name, student's level, teacher's name, name of school, name of poem and its author. This information should all be placed in the upper right hand corner of each page.

____ **LILT SLIPCASE VIDEO CASSETTE/CD ROM or ZIP DISK COVER SHEET AND LABEL:** Each one of my video slipcasses, CD jewel box or 100 meg. zip disk case has an official LILT Video Cover Sheet on the **OUTSIDE** of the slipcass, CD jewel box or 100 meg. zip disk case that I personally filled out myself, **AND** each cassette, CD jewel box or 100 meg. zip disk case also has a glued label with the name of the teacher, school, language/level/division. Do not use Scotch tape since it can damage the VCR player/computer drive. If you do not put a label on the cassette, CD Rom or 100 meg. zip disk itself, it will be disqualified.

____ **MAXIMUM NUMBER OF STUDENTS:** I have checked to make sure that I did not exceed the maximum number of entries allowable in each category (i.e. 8 students each for essays or poems per language/level/division per teacher; 5 students for poetry recitation per language/level/division per school per teacher, etc. Consult the LILT guidelines.)

____ **NATIVE AND NEAR-NATIVE SPEAKERS:** All native and near-native speakers must be registered in the native speaker category. If not, they will be disqualified.

____ **ELEMENTARY TEACHERS ONLY (Division A, grades 1-6).** In a personal letter, please describe to the co-chairs the following: how many minutes per day of instruction and how many times per week of instruction for each grade do your students receive. Also, state what the language sequence is, if any (i.e. Does grade one continue with the same language in grade two, etc.)

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NB In order to have a competition there must be a minimum of three entries per language/level/division. To assure yourself and your students of a competition, make sure you have at least three entries. This is especially important in the lower and upper levels.