

TO: ITS High School Bowl Sponsors
FROM: Ida Thompson, Director
SUBJ: High School Bowl Competition
DATE: August 6, 2004

PLEASE READ CAREFULLY AND NOTE CHANGES.

We are looking forward to an exciting year with our High School Bowl Competition. Please remember that the information technology specialists at each high school are the primary school sponsor for this program.

I know that you and your teams will be working hard to be strong competitors in this year's matches. **The first match to be held on November 3 will be between Columbia and A.C. Flora High Schools. Please review the enclosed schedule for all of the matches for the year.**

We need the script for the three-minute promo video of your school. **Please call Marv Ward at 231-6700 to schedule your video shoot.** Your cooperation in getting this stage completed is greatly appreciated.

Please review the rules carefully with your students. I have included with this memo a copy of the High School Bowl Regulations and Rules. Please also impress upon your students the importance of dressing appropriately. We have had students with sweatshirts with writing or symbols, and this does not represent the district or your school well.

All student team members will need to fill out the Permission to Record Forms and the Student Bios. I must have the information by each Friday before the Wednesday of the match. I also need, at that time, a list of the team members who will be participating, their grade, the camera operators, and the alternates. If an alternate is to replace a team member for a match, I need to know in time. If an emergency necessitates a change in the team representatives, please let me know immediately.

Please plan to arrive at Instructional Technology Services (Waverley Annex) at 9:30am on the date of your matches so that there is sufficient time to clarify any questions you have. This will allow the students to get settled and to be in their places.

It takes a lot of work and commitment, and you and your students are to be commended for your efforts and participation. Feel free to contact me at 231-6803 should you have any immediate questions or concerns. We are looking forward to seeing you and your teams.