



MISSOURI STATE
THESPIANS™

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

Troupe Registration Administration Approval Form

As the administrator of Troupe _____ at _____
I approve our school's participation in attending the Missouri State Thespian Conference and direct the troupe director (or other school employee bringing our troupe) will be the responsible agent for the following:

- Registering appropriately all delegates within the time frame published.
- Bringing only those delegates who have been previously registered to the conference site (all registration is considered non-transferable)
- Sending in all required information and paperwork within the time frame published. This includes but may not be limited to hotel reservations/rooming lists for all delegates (if taking advantage of negotiated conference hotel rates), bus parking permits (arranged through hotel), meal plan reservations, and other conference event information.
- Sending in payment by the published due date.
- Making all our school's delegates (both adult and student) aware of the published Code of Conduct and holding all said delegates to these standards of behavior. Students who cause serious infractions will be sent home (at their expense) with an appropriate adult chaperone/guardian. Illegal infractions will result in the appropriate authorities being notified.

The adults our district is comfortable allowing to represent us are (list any school district approved adults who will be responsible for your delegation). **NOTE: ALL ADULTS LISTED MUST HAVE HAD A THIRD PARTY BACKGROUND CHECK RUN ON THEM (and has come back clean) BEFORE BEING REGISTERED AS AN ADULT DELEGATE.** Your signature at the end indicates your district has done so. MST will also be running a 3rd party background check. List any attending as well as adults you would allow to be substitutes in case that is required (additional paper may be attached if necessary). Any non-registered adults connected with your district who show up to the conference site who are not listed as an approved adult will not be allowed into conference events or locations.

Head Adult (troupe director) _____

Additional Adult _____

Additional Adult _____

Additional Adult _____

Additional Adult _____

In addition our school/troupe understands that if any of the following is not met it may result in late fees and fines, exclusion from event activities, or future exclusion from attending the conference. If our troupe is excluded from future conferences I (as administrator) will receive notification as to the reason(s) why and what future steps might be necessary for us to re-attend.

Substitutions of **adult** delegates are to be communicated with the Conference officials as soon as possible. In the event a school must leave the conference site early the troupe director must sign the Early Release form before leaving the site. This form can be filled out digitally by admin as well.

Hotel reservations are considered to be a contract between the school district and MST. The negotiated conference room rate is considered non-transferable to non-registered delegates. Any funds, refunds, or additional fees should be communicated directly with your delegation's booking hotel.

Finally, our delegation has read and understand the conditions in all all MST policies and procedures on the Code of Conduct and Consent Form. My signature below indicates I have read and discussed these as necessary with the troupe director, and we agree to meet them.

Printed Administrator Name

Title

Signature

Date

Preferred email

Preferred Phone