



## Welcome Letter | BOSTON | 2018

We are excited that you will be joining us at Summit Debate home of National Debate Forum PF and LD, Interprod and EXL! **Here are some important reminders for you. Please read everything carefully:**

### What to expect when you arrive?

#### **Students should arrive on Saturday July 07, 2018:**

Registration will take place in the lobby of the **Piano Row Dorms at 150 Boylston St. Boston MA** on the campus of Emerson College. If you are a returning student to our summer camp, this is a different location, than what you are used to from last year. Registration will be open from 10:00 a.m. -5:00 p.m. Students who arrive early via airport shuttles will be checked into their rooms and then come down for registration. Families that are driving students to campus should wait until registration opens at 10:00 am.

We can make limited exceptions for families that have a great distance to travel and need to drop students off early on Saturday, July 07, 2018 and those families should contact us in advance to set that arrangement up. For students that arrive after 5:00pm, we will register you and then fit you into the scheduled activities (this is not recommended). We are asking that all commuters arrive by 5:00 p.m. on Saturday July 07, 2018.

**IMPORTANT NOTICE: Please submit your TRAVEL, HEALTH and WAIVER forms by June 17, 2018. Forms are attached. Late forms carry a \$20.00 late processing fee. Please complete and e-mail the forms back to [info@summitdebate.com](mailto:info@summitdebate.com) or mail them to our office: Summit Debate 6511 Nova Dr. #279 Davie, FL. 33317**

#### **In the dorms:**

The Piano Row Residence Hall at Emerson College is designed as suite residential living. Each suite is either a 4 or 6 person suite, with double bedrooms, and a private bathroom and private shower and they are air conditioned. Each dorm has two secure areas that students must show a card and swiped in. There is also 24 hour security and supervision in the dorms. We have two full time residential life staff members, who are dedicated to supervision and the health and wellness of the students in the program, we also have supporting faculty for dorm supervision in the evening hours after classes and throughout the day. **There will be a linen package that includes: a pillow, sheets, pillowcase, towel, washcloth and blanket. Students who are residents will be provided all their meals in the dining hall and students that are commuters are responsible for their own meals. There is a food court and many local eateries within one block of campus, where commuters and residents may checkout to visit.**

**Roommate Requests must have been noted on the travel form to be guaranteed.**

#### **Internet Access:**

There is wireless internet service and all students should have laptop or iPad to the institute, as we will not have access to a computer lab. There will be laptop and printing stations in the Summit Debate office at Piano Row, if a student does not have a laptop to bring to institute. All students should bring a flash drive to save their work for printing later. Summit Debate will provide paper and access to free copying for all printing and copying needs. A laptop is highly recommended.

#### **What to Pack:**

Students should pack toiletries, casual clothing (shorts/t-shirts), umbrella, sweatshirt, extra bath towel, one competition outfit for showcase rounds (except for students enrolled in InterProd), timer that counts up in minutes and seconds, paper, pens/pencils, and any other office supplies that students feel are necessary for preparation in their event. Students in Extemporeaneous Speaking do not need to bring files, unless they choose to do so.

**Receiving Mail and Packages:**

From July 07<sup>th</sup>-July 21<sup>st</sup>, mail can be sent to participants. Please use the following format for the address: **Name of student, Summer Conferences, Summit Debate/NDF Summer Program, 120 Boylston St. Boston, MA 02116. The is no mail on Saturday or Sunday** and all mail is sent to a central mail room on campus and then brought to the dorms to be distributed through the Summit Debate Office in the Paramount Residence Hall. Any mail received after July 20<sup>th</sup> will not be delivered to the student and we cannot guarantee that the Emerson Mail room will be able to forward the mail.

**Shuttle Service Only Available on Regular Arrival Day July 07<sup>th</sup> and Departure Day July 21<sup>st</sup>:**

If you are arriving to Boston Logan and have requested our shuttle service, we will meet you in the baggage claim area. Faculty meeting students will be holding large Summit Debate signs and should be visible to students when they are in the baggage claim area. Students who do not immediately see a Summit Debate faculty member should wait in the baggage claim area for a faculty member to arrive. If after ten minutes, please call (954) 593-2974 and a faculty member will be immediately dispatched to your location. Students arriving by train are responsible for their transportation to and from the dorms.

**Arriving By Car/Parking:**

Parents who are dropping students off at the dorm will find limited parking on the street and should pull up to **150 Boylston St**, unload and then park in the parking garage across the street. Unattended cars will be ticketed in front of the dorms. There are several parking garages within a block or two from the dorms. Parents will be permitted to go up to the dorm rooms on arrival and departure day, but will not be permitted to visit during the camp unless we have advance notice and a guest pass. This is for the safety and security for all the resident students.

**Free Day:**

On Free Day, students will be allowed to checkout to supervised areas of the city which include: Harvard Square, Downtown Crossing, Newbury Street, Quincy Market/Aquarium and in the area around the dorm which includes Loews Movie Theatre, Boston Commons and several eateries. Students can come back and eat all their meals at the dorms if they choose. Students will be asked to check in several times throughout the day and sign out to a designated supervised area.

**Final Tuition Payment:**

Final tuition payments should be made with a check payable to Summit Debate and placed in the hands of an overnight carrier or priority mail so that it reaches us in Fort Lauderdale by May 1, 2018. Online payments may be completed on our website. If you need an extension, please feel free to contact Dario Camara, our Operations Director via e-mail at [info@summitdebate.com](mailto:info@summitdebate.com). If you are already on a payment plan, you can still continue to make your scheduled payments.

If you have any questions or concerns or need further information please do not hesitate to e-mail us at [info@summitdebate.com](mailto:info@summitdebate.com) or just give us a call at 954-593-2974.

Thank you!

Jenny Cook  
Executive Director

Steven Schappaugh  
Debate Director

Dario Camara  
Operations Director



**STUDENT TRAVEL FORM | BOSTON | Due Date: June 17, 2018**

FINALIZE ALL TRAVEL ARRANGEMENTS PRIOR TO COMPLETION OF THIS FORM.

**NAME:** \_\_\_\_\_ **EVENT:** \_\_\_\_\_  
[Last Name, First Name]

**Arrival Date:** Saturday July 7, 2018 **Departure Date:** \_\_\_\_\_

**STUDENT CELL PHONE:** \_\_\_\_\_

**RESIDENT ROOMMATE REQUEST:** \_\_\_\_\_

Please check the appropriate section below as it applies to the student:

\_\_\_ I will be a *commuter* and will be arranging my own transportation each day.

\_\_\_ I am a *resident* and have arranged my own transportation.

\_\_\_ I am a *resident* and I need arrival only OR departure only one way, airport shuttle \$40.00

\_\_\_ I am a *resident* and I need both arrival and departure, round trip, airport shuttle \$60.00

*If travelling via bus, car or train or not requiring airport shuttle:* **Approximate Arrival Time:** \_\_\_\_\_

*If payment for shuttle was not made on the application, you may submit payment with form when mailing the form to the office or make payment on our website under "Camp Payments" if e-mailing the form.*

**VERY IMPORTANT INFORMATION REGARDING TRAVEL:**

The arrival and departure airport is **Boston Logan International Airport**. Shuttle service will only run from 8:00 a.m.-5:00 p.m. on arrival and 3:00 a.m.-12:00 p.m. on departure day. Flights arriving or departing outside that range must arrange for own transportation to and from campus.

**IF REQUESTING SHUTTLE SERVICE YOU MUST** include **a copy of the travel itinerary** to allow us to monitor your flights and connections on arrival and/or departure. ALL students arriving at Boston Logan will be met at baggage claim area by a Summit Debate representative. Representatives will be holding Summit Debate signage in the baggage claim area.

**UNACCOMPANIED MINOR:** Summit Debate tuition **DOES NOT INCLUDE THIS SERVICE**. A \$500.00 service fee to assign a staff member to meet an unaccompanied minor at Boston Logan International Airport and personally escort an unaccompanied minor the day of arrival and departure. Parents are highly encouraged to travel with minor campers (campers under the age of 15) to and from camp. Summit Debate will not be held responsible for unaccompanied minors who are not allowed to process through ticketing at the airport. *We do not recommend this service.*

\_\_\_\_\_ (Initial Here) I have read the above and understand the Summit Debate travel policies and procedures.

**E-MAIL or MAIL FORM ALONG WITH TRAVEL DETAILS BY JUNE 17, 2018 TO:**

[info@summitdebate.com](mailto:info@summitdebate.com) | Summit Debate 6511 Nova Dr. #279 Davie, FL 33317

*If late, a \$20.00 late processing fee will be applied. Please do not delay.*



**Student Health Form | 2018**

**Return this form with a photocopy of your insurance card via e-mail to: [info@summitdebate.com](mailto:info@summitdebate.com) or via regular mail to: SUMMIT DEBATE, 6511 Nova Drive #279, Davie, FL 33317, by June 17, 2018**

**NAME:** \_\_\_\_\_ **[Last Name, First Name]**    **Event:** \_\_\_\_\_

**Section I: Health Concerns: Does your child suffer from any of the following? (Circle the appropriate concerns)**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Ear infections       | <input type="checkbox"/> Allergies |
| <input type="checkbox"/> Depression           | ___ Hay Fever                      |
| <input type="checkbox"/> Rheumatic Fever      | ___ Insect Stings                  |
| <input type="checkbox"/> Asthma               | ___ Penicillin                     |
| <input type="checkbox"/> Convulsions/Seizures | ___ Aspirin                        |
| <input type="checkbox"/> Diabetes             | ___ Food                           |
| <input type="checkbox"/> Heart Condition      | ___ Environmental                  |
|   | ___ Other _____                    |

**Please circle the following that your child has had:**

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Mumps       |
| <input type="checkbox"/> Measles     | <input type="checkbox"/> Other _____ |

**Section II: Please answer the following medical related questions, to assist us in seeking treatment for any illness or injury:**

*List any operations or serious injuries:*

*List any chronic illnesses:*

**SECTION III: Current Health Considerations:**

List any prescription drugs student will need to take while at the institute and the student will have these medications in their possession:

*(Remember that prescription medication must accompany student in the original container with the physician's orders on the label. If your child is in possession of a prescription drug that is a controlled substance, it will be mandated that Summit Debate Administration keep the medication and distribute the medication to the student. There must be full disclosure at registration about the prescriptions that students have brought to institute)*

List any *special dietary concerns*:

Has anything happened recently in your child's life that our administration should be made aware of?

Does your child have activity limitations? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please advise our staff how you would like us to respond to those limitations:

Are there any other health concerns?

**AGREEMENT REGARDING OVER THE COUNTER MEDICATIONS:**

**SUMMIT DEBATE WILL PROVIDE THE FOLLOWING (IF NEEDED):** *Tylenol, Advil, Aleve, Cough Drops, Cough Medicines (Day and Night formulas), Benadryl, Tums/Roloids and Imodium AD.*

**PLEASE CHECK THE BOX REGARDING YOUR PREFERENCE TO ADMINISTERING THESE MEDICATIONS:**

- Summit Debate administration *may* administer over the counter medications without contacting me.
- No. Contact me before administering any over the counter medications.

**CONSENT FOR TREATMENT:**

**I give Summit Debate permission to seek additional medical treatment for \_\_\_\_\_ (Student Name) if there is a medical emergency.**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**Emergency Contact Name:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_



## **Waiver and Release of Liability Read Before Signing**

I, the undersigned, acknowledge and agree that:

1) I wish to participate in a program called National Debate Forum sponsored by National Debate Forum (hereinafter “the Program”) during the following time period Saturday, July 7, 2018 to Saturday, July 21, 2018.

2) I understand that the Program has contracted with Emerson College to permit participants in the Program to reside in Emerson dormitories during the term of the Program and other specified Emerson classroom/meeting spaces. As a condition of participating in the Program, I agree I will abide by all Program rules as well as all applicable Emerson policies.

3) I understand and acknowledge that Emerson assumes no responsibility for my or other Program participants’ conduct or safety during the Program. I further understand that the Program, which is not affiliated with Emerson, may monitor my behavior and take measures to enhance my safety during the time that I occupy Emerson property, including but not limited to enforcing a curfew. To assist the Program in taking actions to enhance my safety and the safety of other Program participants, I hereby give Emerson College permission to disclose to the Program any and all information and business records Emerson may possess concerning my actions during the time that I reside at Emerson. Such information includes, but is not limited to building access records showing when I enter and exit buildings, any records showing the use of my temporary Emerson identification, and any records maintained by the Emerson College Police Department (ECPD) which identify me as a suspect, victim or witness to an incident documented by the ECPD.

4) To the extent that any records maintained by Emerson relating to my participation in the Program are also considered educational records that are protected by Federal law under the Federal Educational Rights and Privacy Act (FERPA), I waive my rights to privacy in such records in order to permit Emerson to share such records with the Program.

5) I understand that I may be excluded from Emerson property and continued participation in the Program if the Program and/or Emerson concludes that I have violated Program rules, Emerson policies or any local, state, or federal law.

6) I hereby forever release, waive, discharge and covenant not to sue Emerson College, its Board of Trustees, officers, agents, employees and students (hereafter

the "Releasees", from and against all liability for any harm, injury, damages, claims, demands, actions, costs and expenses of any nature that I may have, or that may hereafter accrue to me, arising out of or related to my participation in the Program, or my presence on Emerson property in connection with the Program. This release of liability and claims includes but is not limited to claims of bodily injury and/or damage of property I may suffer while I am a participant in the Program, as well as any claims relating to my removal from the Program or exclusion from Emerson property.

**THIS DOCUMENT INCLUDES A RELEASE OF LEGAL RIGHTS. READ AND BE CERTAIN YOU UNDERSTAND IT BEFORE SIGNING.**

Name (printed): \_\_\_\_\_ Date of birth: \_\_\_\_\_

Name (Signature): \_\_\_\_\_ Date signed: \_\_\_\_\_

**If participant is a minor, participant's parent or legal guardian should also sign:**

I, \_\_\_\_\_, (Custodial Parent/Guardian) of \_\_\_\_\_, (Minor Participant) acknowledge and grant consent for Minor Participant to participate in the above described Program and assume responsibility for his or her compliance with all Program rules and policies, as well as Emerson policies.

I certify that as parent/guardian with legal responsibility for this participant, I do consent and agree to the terms of this Agreement and the participant's full release of Emerson College, its Trustees, Overseers, officers, employees, students, and volunteers (The Releases).

And for myself, my heirs, assigns and next of kin, I release and agree to fully hold harmless The Releases from any and all liabilities incident to my minor child's involvement or participation in these programs in any way as provided above, to the fullest extent permitted by law.

Parent/Guardian Name (printed): \_\_\_\_\_

Parent /Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_