

JDay Teacher Planning & Preparation Checklist

Contests (due Jan. 30)

- ☐ Verify that you can log into BetterBNC **before** the deadline; the system will be active by Jan. 9 (If you have any issues, please contact jamie.munoz@lps53.org)
- ☐ Check the [instruction sheet](#) for clarifications about each contest
- ☐ Gather your submissions together with all required information
- ☐ Submit contests by the deadline to BetterBNC

Awards & Honors (due Feb. 8)

- ☐ Determine if you will be submitting any candidates for the following and submit by the deadline:

Student Journalist of the Year: The Student Journalist of the Year honors the top student journalist in Missouri. Applicants will create professional portfolios and winners will go on to compete in the national JEA SJOY. This student will also receive a scholarship to the University of Missouri's School of Journalism.

Missouri All-State Team: Advisers may nominate two of their students who have proven themselves to be indispensable to their respective school media program for the All-State Journalism Team.

Journalism Teacher of the Year: JTOY should show outstanding commitment and explorer work in the area of scholastic journalism. Both students and the teachers themselves may nominate entrees.

Rising Star Award: "Rising stars" should be new educators who show a commitment to journalism education, improving the media program(s) at their school and empowering their scholastic journalism students. Both students and the teachers themselves may nominate entrees.

Administrator of the Year: MIJA strives to honor administrators who support journalism in our schools. To recognize an administrator who has provided outstanding service to journalism, a teacher or students can nominate him or her.

Taft Award: This award will be given to an outside group or person who showed outstanding dedication to scholastic journalism.

Knight Award: The Knight Award is given to a person, or people, who have provided outstanding service to scholastic or minority journalism and/or who have furthered student freedom of expression in Missouri.

Contributing Medium Award: The Contributing Medium Award is given to a media outlet or publication, person or people, who have provided outstanding support to scholastic journalism either to an individual school, a school district or MIJA, in some form.

MIJA Honor Roll: Senior student journalists who have achieved a 3.5 or higher grade point average (on a 4.0 scale) may submit their names. They must also have worked in student media for two or more years (this current semester counts as a full semester toward two years on staff). Graduation cords may be ordered for an extra charge; the link to order a cord will be sent in an email to advisers. Advisers, please submit the cord orders for your students; a shipping charge will be applied to orders not picked up at JDay.)

Registration

- ☐ Complete **JDay registration (by March 17)**
You will need to know:
 - ☐ Number of students attending per journalism program/class
 - ☐ Number of chaperones (see the [Mizzou Youth Protection Policy](#))
 - ☐ If students are competing in the [on-site contests](#)
 - ☐ If the group will be attending the Awards Ceremony
 - ☐ If any student requires auxiliary aids or services
 - ☐ If the teacher will be attending the free adviser lunch

Before JDay

- ☐ Submit Honor Roll cord orders by **Friday, March 13** (see email from Jan. 5 for specific information)
- ☐ Review the [JDay schedule](#) with students (this will be finalized by early March)
- ☐ Have students choose their preferred sessions using the provided [Planning Sheet](#) (optional)
- ☐ Explain how you will communicate with students while at Mizzou
- ☐ Remind students to bring:
 - ☐ Money for lunch
 - ☐ ID (if your district requires it)
 - ☐ Notebook/computer/camera/equipment depending on sessions
 - ☐ Required on-site contest materials

Day of JDay

- ☐ Make sure to register your car/bus with the **MU Parking and Transportation Office**
- ☐ Plan to arrive **between 8:00 and 8:45 a.m.** at Jesse Auditorium
- ☐ Check in at the registration table in front of Jesse Auditorium
- ☐ Decide where students will meet after events and for departure
- ☐ Remind students of the schedule and expectations
- ☐ Make sure students have access to a [map of Mizzou](#)