

Pizza Party Checklist: The goal of the pizza party is to welcome students to the team, get them interested and activated, and give them some relevant information

PREP WORK: (1) Let Jake know what day you want to have a pizza party at least a week in advance, (2) encourage a returning student or two to prepare to speak about why they enjoy the debate team and stayed in it as a novice

- ☐ Welcome students
- ☐ Give out an info sheet to every student (MNUDL will provide)
- ☐ Once students turn in their info sheet (check for legibility) give them 2 slices of pizza
- ☐ As students eat, talk to them generally about what debate is like, the topic this year, and scholarships
 - ☐ This is a good time for your team captains to introduce themselves and talk
- ☐ Once students are done eating play a warm up debate game like [4 Corners](#) (Section C Page 2)
- ☐ Tell students to bring their friends to next practice
- ☐ Give students the "Why debate" sheet to take home to parents (MNUDL will provide)
- ☐ Dismiss students and let them know when next practice is

Week of September 4-8: The goals of this week is to form a team bond and to prime students for beginning to learn and interact with the topic

- ☐ First practice should be a pizza party - after pizza party proceed with this checklist. If you do not complete this week's checklist it is fine, move on to the next week
- ☐ Take attendance
 - ☐ Collect student information from new students using [MNUDL Student Information Sheet](#) (MNUDL will provide at pizza party)
- ☐ Practice
 - ☐ Do some [Would You Rather](#) (Section C page 3) to get students warmed up and acquainted
 - ☐ Talk briefly about debate to pique interest and prime for next activity
 - ☐ Introduce general topic (not the packet)
 - ☐ [Have students write what they know about the topic](#) (Section C pages 9-10) - save these sheets
 - ☐ Brainstorm as a class about features of the education system students would like to change and why (make sure you keep a written list)
 - ☐ Talk about some of the major issues they'll debate (affirmatives and disadvantage topics) - don't go into detail
 - ☐ Play some [I Couldn't Disagree More](#) (section C page 7) for the rest of the time
 - ☐ Determine partnerships by one of two methods
 - ☐ Ask students who they'd like to be partnered with and pair the remainder
 - ☐ OR use your discretion to create partnerships
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter Attendance in Tabroom
- ☐ Assign older students to 'pods' of younger students ([more here](#) or Section A pages 15-16) as mentors/student coaches

Day/Hour 2

- ☐ Take attendance
- ☐ [Lifeboat activity](#) (Section C pages 4-5)
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Week of September 4-8: The goal of this week is to begin generally introducing the topic and debate concepts to students

- ☐ Take attendance
- ☐ Practice
 - ☐ Play some [I Couldn't Disagree More](#) (Section C page 7) to warm up the students
 - ☐ Introduce [concept of case debate](#) (Section D pages 3-4) (plan text, inherency, harms, solvency)
 - ☐ Using topics from the brain storm sheet from last week have students break into groups and form their ideas into different affirmatives
 - ☐ When everyone is ready, have other groups come up with arguments against each case with a focus towards using the concepts of case debate ([Group Affirmative Creation Activity](#) (Section C pages 14-16))
 - ☐ Briefly explain the three affs in the packet and their advantages
 - ☐ Go over [Uniqueness, Link, Internal Link, and Impact](#) (Section D pages 5-6)
 - ☐ Have a student vote on which affirmative they like best, this will be the aff all your partnerships use
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter Attendance in Tabroom

Day/Hour 2

- ☐ Take attendance
- ☐ [Mascot Debate](#) (section C page 17) with a focus on learning how to make a plan and defend it
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Week of September 11-15: The goal of this week is to introduce students to disad debate and get them primed for the novice packet

- ☐ Take attendance
- ☐ **IF** you plan to attend the MDTA Jamboree (9/23, optional tournament)
 - ☐ Circulate [sign-up sheet](#) to determine interest and partners
 - ☐ Have signees fill out permission slips
 - ☐ Register students on tabroom
 - ☐ Let Jake know you are planning on attending (so he can set up busses)
- ☐ Practice
 - ☐ Briefly review concepts of case by going over the Affirmative Primer
 - ☐ Introduce the [concept of disadvantages](#) (Section D pages 7-8) to students (uniqueness, link, internal link, impact, off-case)
 - ☐ Use the [Spar Debates activity](#) (Section C page 18) to get students to practice creating disads
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom
- ☐ Let Jake know how many novices and rookies you'll have (for packet/expando printing/delivery)

Day/Hour 2

- ☐ Take attendance
- ☐ [Case/Disad Taboo](#) (Section C 19-20)
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Week of September 18-22: The goal of this week is to introduce students to the packet and have them start working with the materials

- ☐ Take attendance
- ☐ **IF** your team is going to the MDTA Jamboree (9/23, optional tournament):
 - ☐ Follow up with students who are signed up
 - ☐ Ask if anyone else would like to participate
 - ☐ Have them sign up, fill out permission slips, and enter on tabroom
 - ☐ By Thursday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Email parents about students attending tournament
- ☐ **IF** your team is planning on attending the Rosemount Tournament (9/30, optional tournament):
 - ☐ Circulate [sign-up sheet](#) to determine interest and partners
 - ☐ Have signees fill out permission slips
 - ☐ Register students on tabroom
 - ☐ Let Jake know you are planning on attending (so he can set up busses)
- ☐ Practice
 - ☐ Briefly review concepts of case debate and disad debate
 - ☐ Introduce concept of [Cross Examination](#) (Section D pages 9-10)
 - ☐ Packet preparation
 - ☐ Hand out one Wave 1 packet to each partnership
 - ☐ Hand out expando accordion folder to each partnership
 - ☐ Have students file wave 1 into their accordion folder
 - ☐ Together, go through your team's [Affirmative Cheatsheet](#) and the three cheatsheets for the negative (Section D pages 19-24)
 - ☐ Together, go through the [Spending Disadvantage Cheatsheet](#) (Section D 25-26) (you should use the spending DA in the demo debate)
 - ☐ Do [case/disad demo debate](#) (Section C page 21) for students
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

DAY 2

- ☐ Take attendance
- ☐ Practice options
 - ☐ Go through aff and disad cards and stories with students
 - ☐ Have students do full debates with case and disad (need JV/Var assistance for this)
- ☐ Have a Q&A with kids - elicit questions/opinions about the packet and topic
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Reminder: you will need a pack of playing cards for an activity next week

Week of September 25-29: The goal of this week is to students comfortable with the material and ready for their first tournament

Prep: YOU WILL NEED A PACK OF PLAYING CARDS FOR AN ACTIVITY THIS WEEK

- ☐ Take attendance
- ☐ **IF** your team attended the MDTA Jamboree:
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots
 - ☐ Q&A time
- ☐ **IF** your team is attending the Rosemount Tournament (9/30, optional tournament):
 - ☐ Follow up with students who are signed up
 - ☐ Ask if anyone else would like to participate
 - ☐ Have them sign up, fill out permission slips, and enter on tabroom
 - ☐ By Thursday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Email parents about students attending tournament
- ☐ Pre UofM Tournament checklist (oct 6-7, core tournament):
 - ☐ Ask partnerships to sign up for tournament ([have a sign-up list ready](#))
 - ☐ Have signees fill out permission slips
 - ☐ Register students on Tabroom
 - ☐ IF you're **not** going both Friday and Saturday let Jake know
- ☐ Practice checklist
 - ☐ Introduce concept of flowing (8 columns, hamburger style, left to right)
 - ☐ [Do flowing exercise](#) (Section C page 22)
 - ☐ Break students into at least two groups and have them do two '[single file](#)' [debates](#) (Section C page 23), switching which group is aff after the first debate
 - ☐ Everyone should be flowing
 - ☐ Review what happened in activity and how to improve
 - ☐ Have students prepare their materials (1AC's, 1NC's)
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Day/Hour 2

- ☐ Take attendance
- ☐ Do practice debates
 - ☐ If you have enough JV/Varsity break up into different rooms and have them judge
 - ☐ OR have students do [Tag Debates](#) (section C page 24) using different parts of the packet
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Week of October (2-6): The goal of this week is to prepare students for the upcoming UofM tournament and cement their case and disad knowledge

- ☐ Take attendance
- ☐ **IF** your team attended the Rosemount Tournament:
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots
 - ☐ Q&A time
- ☐ Pre UofM Tournament checklist (Oct 6-7, core tournament)
 - ☐ Follow up with students who are signed up
 - ☐ Ask if anyone else would like to participate
 - ☐ Have them sign up, fill out permission slips, and enter on tabroom
 - ☐ If there are changes regarding whether your team will participate on only Friday or Saturday let Jake know
 - ☐ Have students prepare their [goals for the tournament](#) (Section A Page 17) sheet
 - ☐ Put in request for PA announcement on Friday 20 minutes before bus arrival time
 - ☐ By Thursday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Talk with attendants about students missing class on Friday
 - ☐ Remind students to talk with teachers about missing class
 - ☐ Email parents about students attending tournament
- ☐ Pre Wash Tech Tournament checklist (Oct 14, core tournament)
 - ☐ Ask partnerships to sign up for tournament ([have a sign-up list ready](#))
 - ☐ Have signees fill out permission slips
 - ☐ Register students on Tabroom
 - ☐ Practice checklist
 - ☐ Discuss argument turns and how they work
 - ☐ Focus on what turns exist in the packet and how they work
 - ☐ [Worst in the World impact turn edition](#) (Section C page 25)
 - ☐ Help students prepare for the tournament
 - ☐ [Get 1ac's and 1nc's prepared](#) (Section C page 26)
 - ☐ Talk about basic aff and neg strategy
 - ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Day/Hour 2

- ☐ Take attendance
- ☐ Two practice options:
 - ☐ [Case/disad Jeopardy](#) (Section C page 27)
 - ☐ OR extra preparation time for the tournament (if possible have JV/Var assist)
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Week of October 9-13: The goal of this week is to decompress from the UofM tournament and prepare for the Wash Tech tournament

- ☐ Take attendance
- ☐ Post UofM Tournament Checklist:
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots
 - ☐ Q&A time
- ☐ Pre Wash Tech (Oct 14, core tournament) Checklist
 - ☐ Follow up with students who are signed up
 - ☐ Ask if anyone else would like to participate
 - ☐ Have them sign up, fill out permission slips, and enter on tabroom
 - ☐ Have students prepare their [goals for the tournament](#) (Section A Page 17) sheet
 - ☐ By Thursday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Email parents about students attending tournament
- ☐ Practice:
 - ☐ Help Novices reorganize files
 - ☐ Help Novices based on post UofM Q&A
 - ☐ [Card Racer game](#) (Section C page 28)
 - ☐ Individual instruction/prep time for Wash Tech
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in tabroom

Day/hour 2:

- ☐ Take attendance
- ☐ Two options
 - ☐ Either prep for next tournament more
 - ☐ OR have [practice debates](#) (section C page 34)
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance on Tabroom

Week of October 16-20: The goal of this week is to get students primed to think about counterplan debate

- ☐ Take attendance
- ☐ Post Wash Tech Tournament Checklist
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots
 - ☐ Q&A time
- ☐ Pre Roseville Rosebowl (Oct 27-28, core tournament) Checklist
 - ☐ Ask partnerships to sign up for tournament ([have a sign-up list ready](#))
 - ☐ Have signees fill out permission slips
 - ☐ Register students on Tabroom
 - ☐ If you are attending only Friday or only Saturday let Jake know
- ☐ **IF** you plan on attending Concordia (Nov 3-4, optional tournament) Checklist
 - ☐ Let students know about the upcoming tournament and that spots are limited
 - ☐ Start a [sign-up/waitlist](#)
 - ☐ Instruct signed up students to double check availability with their parents
- ☐ Practice Checklist
 - ☐ Explain the [concepts of a counterplan](#) (Section D pages 11-12)
 - ☐ Do [Counterplan Rotation activity](#) (Section C pages 29-32)
 - ☐ Hand out counterplan and federalism DA and explain them
 - ☐ File counterplan and federalism DA in expandos
 - ☐ Explain problematic interactions in the packet ([Strawberry Ice cream/Bacon Ice cream activity](#) (Section C page 33))
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance on Tabroom

Day/Hour 2

- ☐ Take attendance
- ☐ Have students do a practice counterplan debate (shortened times, probably 3 minute constructives and 1.5 minute rebuttals)
 - ☐ Break students into groups judged by other coaches or JV/Var if possible
 - ☐ OR Break students into a [suitable division based on numbers](#) (Section C page 34)
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Week of October 23-27: The goal of this week is to get students primed to think about topicality and impact weighing

- ☐ Take attendance
- ☐ Pre Roseville Rosebowl (Oct 27-28, core tournament) Checklist
 - ☐ Follow up with students who are signed up
 - ☐ Ask if anyone else would like to participate
 - ☐ Have them sign up, fill out permission slips, and enter on tabroom
 - ☐ If there are changes regarding whether your team will participate on only Friday or Saturday let Jake know
 - ☐ Have students prepare their [goals for the tournament](#) sheet
 - ☐ Put in request for PA announcement on Friday 20 minutes before bus arrival time
 - ☐ By Thursday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Talk with attendants about students missing class on Friday
 - ☐ Remind students to talk with teachers about missing class
 - ☐ Email parents about students attending tournament
- ☐ IF you plan on attending Concordia (Nov 3-4, optional tournament) Checklist
 - ☐ Let students know about the upcoming tournament and that spots are limited
 - ☐ Continue the sign-up/waitlist
 - ☐ Instruct signed up students to double check availability with their parents
 - ☐ Email parents to follow up about students attending the tournament
 - ☐ Follow up with Jake about any changes
- ☐ Practice Checklist
 - ☐ [Is a taco a sandwich game](#) (section C page 35)
 - ☐ Explain [concepts of topicality](#) (Section D pages 13-14)
 - ☐ Hand out topicality files and go over them together
 - ☐ Go over some [thought experiments](#) (Section C pages 36-37)
 - ☐ Briefly explain [concepts of impact calculus](#) (Section D pages 15-16)
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance on Tabroom

Day/Hour 2

- ☐ Take attendance
- ☐ Have students practice impact calculus
 - ☐ Go over impact calculus in more depth
 - ☐ Play [Worst Thing in the World with view towards impact calculus concepts](#) (Section C page 38)
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Week of October 30-November 3rd: The goal of this week is to cement concepts of impact weighing, counterplans, and topicality

- ☐ Take attendance
- ☐ Post Rosebowl Checklist:
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots
 - ☐ Q&A time
- ☐ If you're attending Concordia (Nov 3-4, optional tournament) Checklist:
 - ☐ Follow up with students who are signed up
 - ☐ Email Jake with any changes
 - ☐ Have students prepare their [goals for the tournament](#) sheet
 - ☐ Put in request for PA announcement on Friday 20 minutes before bus arrival time
 - ☐ By Thursday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Talk with attendants about students staying in Fargo overnight
 - ☐ Remind students to talk with teachers about missing class
 - ☐ Email parents about students attending tournament
- ☐ Pre Highland Park (Nov 10-11, core tournament) Tournament Checklist:
 - ☐ Ask partnerships to sign up for tournament ([have a sign-up list ready](#))
 - ☐ Have signees fill out permission slips
 - ☐ Register students on Tabroom
 - ☐ If you are attending only Friday or only Saturday let Jake know
- ☐ Practice:
 - ☐ Address any problems in the Q&A
 - ☐ [Mini debates](#) (Section C page 39) on topicality and/or the counterplan
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance on Tabroom

Day/Hour 2

- ☐ Take attendance
- ☐ [3 Card Monte](#) (Section C page 40) with federalism disad & counterplan
- ☐ Give students time to refine their T and Counterplan/DA shells
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Week of November 6-10: The goal of this week is to prepare for the Highland Park Tournament and cement understanding of impact weighing, counterplans, and topicality

- ☐ Take attendance
- ☐ **IF** your team went to Concordia Checklist:
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots
 - ☐ Q&A time
- ☐ Pre Highland Park (Nov 10-11, core tournament)
 - ☐ Follow up with students who are signed up
 - ☐ Ask if anyone else would like to participate
 - ☐ Have them sign up, fill out permission slips, and enter on tabroom
 - ☐ If there are changes regarding whether your team will participate on only Friday or Saturday let Jake know
 - ☐ Have students prepare their [goals for the tournament](#) sheet
 - ☐ Put in request for PA announcement on Friday 20 minutes before bus arrival time
 - ☐ By Thursday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Talk with attendants about students missing class on Friday
 - ☐ Remind students to talk with teachers about missing class
 - ☐ Email parents about students attending tournament
- ☐ Pre UMBrooks (Nov 18, core tournament) Checklist
 - ☐ Ask partnerships to sign up for tournament ([have a sign-up list ready](#))
 - ☐ Have signees fill out permission slips
 - ☐ Register students on Tabroom
- ☐ Practice:
 - ☐ Address any problems in the Q&A
 - ☐ Play [debate baseball for counterplans, topicality, and impact weighing](#) (Section C pages 41-43)
 - ☐ Tournament prep time
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance on Tabroom

Day/Hour 2

- ☐ Take attendance
- ☐ [Best in the World](#) (Section C page 44)
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Week of November 13-17: The goal of this week is to prepare for the UMBrooks Tournament and get students feeling confident in their overall debate skills

- ☐ Take attendance
- ☐ Post Highland Checklist:
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots
 - ☐ Q&A time
- ☐ Pre UMBrooks (Nov 18, core tournament) Tournament
 - ☐ Follow up with students who are signed up
 - ☐ Ask if anyone else would like to participate
 - ☐ Have them sign up, fill out permission slips, and enter on tabroom
 - ☐ If there are changes regarding whether your team will participate on only Friday or Saturday let Jake know
 - ☐ Have students prepare their [goals for the tournament](#) sheet
 - ☐ Let students know there will be a talent show at UMBrooks and to practice their skills
 - ☐ Put in request for PA announcement on Friday 20 minutes before bus arrival time
 - ☐ By Thursday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Talk with attendants about students missing class on Friday
 - ☐ Remind students to talk with teachers about missing class
 - ☐ Email parents about students attending tournament
- ☐ Practice:
 - ☐ Address any problems in the Q&A
 - ☐ [Practice Debates or Classwide debate](#) (Section C page 45)
 - ☐ Review of debate(s) by JV/Var/Coach
 - ☐ Tournament prep time
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance on Tabroom

Day/Hour 2

- ☐ Take attendance
- ☐ Play some [Word Slap](#) (Section C page 46-50)
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Week of November 20-24: The goal of this week is to give students something to think about over thanksgiving break and introduce wave 3

- ☐ Take attendance
- ☐ Post UMBrooks Checklist:
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots
 - ☐ Q&A time
- ☐ **IF** you plan on attending JV/Nov State (Dec 1-2, optional) Tournament:
 - ☐ Ask partnerships to sign up for tournament ([have a sign-up list ready](#))
 - ☐ Have signees fill out permission slips
 - ☐ Register students on Tabroom
 - ☐ Let Jake know you plan to attend
- ☐ Practice:
 - ☐ Address any problems in the Q&A
 - ☐ [Do 'isms' activity](#) (Section C page 51-54)
 - ☐ Introduce [the concept of Kritiks](#) (Section D pages 17-18)
 - ☐ Hand out wave 3 packet - Biopower and new case advantages
 - ☐ Go over [new case advantages cheatsheet](#) (Section D pages 31-36)
 - ☐ Tournament prep time
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance on Tabroom

Day/Hour 2

- ☐ Take attendance
- ☐ Apply 'isms' to educational system and packet
- ☐ Tournament prep time
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Week of November 27-December 1: The goal of this week is to cement understanding of kritiks

- ☐ Take attendance
- ☐ **IF** you're attending JV/Nov State (Dec 1-2, optional tournament) Tournament
 - ☐ Follow up with students who are signed up
 - ☐ Ask if anyone else would like to participate
 - ☐ Have them sign up, fill out permission slips, and enter on tabroom
 - ☐ Have students prepare their [goals for the tournament](#) sheet
 - ☐ Put in request for PA announcement on Friday 20 minutes before bus arrival time
 - ☐ By Thursday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Talk with attendants about students missing class on Friday
 - ☐ Remind students to talk with teachers about missing class
 - ☐ Email parents about students attending tournament
- ☐ Pre City Champs (Dec 8-9, core tournament) Checklist
 - ☐ Ask partnerships to sign up for tournament ([have a sign-up list ready](#))
 - ☐ Have signees fill out permission slips
 - ☐ Register students on Tabroom
- ☐ Practice:
 - ☐ Do [cheatsheet for the Kritik](#) (Section D pages 37-38)
 - ☐ [Practice debates focused on Biopower vs Case](#) (Section C page 55)
 - ☐ Review practice debate
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance on Tabroom

Day/Hour 2

- ☐ Take attendance
- ☐ Extra, specific practice
 - ☐ Work on how to use the impact framing with the Biopower K
 - ☐ Discuss how the Kritik doesn't play well with some other parts of the packet (counterplan)
- ☐ Dismiss students and remind them of next practice time
- ☐ Enter attendance in Tabroom

Week of December 4-8: The goal of this week is to feel comfortable with the entire novice packet and prepare for UDL Champs

- ☐ Take attendance
- ☐ **IF** you attended JV/Nov State:
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots
 - ☐ Q&A time
- ☐ Pre City Champs (Dec 8-9, core tournament) Tournament checklist:
 - ☐ Follow up with students who are signed up
 - ☐ Ask if anyone else would like to participate
 - ☐ Have them sign up, fill out permission slips, and enter on tabroom
 - ☐ Have students prepare their [goals for the tournament](#) sheet
 - ☐ Put in request for PA announcement on Friday 20 minutes before bus arrival time
 - ☐ By Thursday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Talk with attendants about students missing class on Friday
 - ☐ Remind students to talk with teachers about missing class
 - ☐ Email parents about students attending tournament
- ☐ Practice:
 - ☐ Ask novices what part of the packet they feel least comfortable with and help them improve that area
 - ☐ Extra prep time - good time to write blocks
- ☐ **IF** you plan on attending sections Sections (Jan 3-6, optional) and State (Jan 12-13, optional)
 - ☐ Let Jake know - he will get you in touch with your Section Leader
- ☐ Dismiss students and remind them of next practice time (which should be an end of year celebration for if this is your last practice this week novices/rookies)
- ☐ Enter attendance on Tabroom
- ☐ Next week you should have some sort of post season celebration

Day/Hour 2

- ☐ Take attendance
- ☐ Extra prep time or practice debates
- ☐ Dismiss students and remind them of next practice time (which should be an end of year celebration for novice/rookies)
- ☐ Enter attendance in Tabroom

Week of December 11-15: The goal of this week is to celebrate the season and encourage students to stay engaged in the offseason

PREP: You will need whatever materials for your post season celebration

- ☐ Post City Champs checklist:
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots
 - ☐ Q&A time
- ☐ Post season celebration
 - ☐ Have food
 - ☐ Do team-building/retrospective stuff
 - ☐ Encourage students to come to JV/Varsity practice and come to participate in or watch following tournaments
 - ☐ Give students information on debate camps (will be handed out at Champs)

All following checklists will only be tournament reminders as the novice season is now done

Week of December 18-22

- ☐ Take attendance
- ☐ **IF** your team attended Blake:
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots (if available)
 - ☐ Q&A time
- ☐ **IF** you plan on attending sections Sections (Jan 3-6, optional, max 2 teams) and State (Jan 12-13, optional)
 - ☐ Let Jake know how many teams you plan on sending
- ☐ **IF** you plan on attending Districts/Nationals let Jake know
- ☐ Enter attendance on Tabroom

Week of December 25-29

- ☐ Take attendance
- ☐ **IF** you plan on attending sections Sections (Jan 3-6, optional) and State (Jan 12-13, optional)
 - ☐ Let Jake know how many teams you plan on sending
- ☐ **IF** you plan on attending Districts/Nationals let Jake know
- ☐ Enter attendance on Tabroom

Week of January 1-5

- ☐ Take attendance
- ☐ **IF** you plan on attending sections Sections (Jan 3-6, optional) and State (Jan 12-13, optional)
 - ☐ Follow up with students who are signed up
 - ☐ Put in request for PA announcement for 20 minutes before bus arrival time
 - ☐ Ask if anyone else would like to participate
 - ☐ Have them sign up, fill out permission slips, and enter on tabroom
 - ☐ By Wednesday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Talk with attendants about students missing class on Friday
 - ☐ Remind students to talk with teachers about missing class
 - ☐ Email parents about students attending tournament
- ☐ **IF** you plan on attending Districts/Nationals let Jake know
- ☐ Enter attendance on Tabroom

Week of January 8-12

- ☐ Take attendance
- ☐ **If** you attended Sections checklist:
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots
 - ☐ Q&A time
- ☐ **IF** you qualified for State
 - ☐ Follow up with students who are signed up
 - ☐ Put in request for PA announcement on Friday 20 minutes before bus arrival time
 - ☐ By Thursday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Talk with attendants about students missing class
 - ☐ Remind students to talk with teachers about missing class
 - ☐ Email parents about students attending tournament
- ☐ **IF** you plan on attending Districts/Nationals
 - ☐ Ask partnerships to sign up for tournament (have a sign-up list ready)
 - ☐ Have signees fill out permission slips
 - ☐ Register students on Tabroom
 - ☐ If you are attending only Friday or only Saturday let Jake know
- ☐ Enter attendance on Tabroom

Week of January 15-19

- ☐ Take attendance
- ☐ **If** you attended State checklist:
 - ☐ Publicly acknowledge student success
 - ☐ Pass out extra awards (30 stickers, participation awards, etc)
 - ☐ Pass out ballots
 - ☐ Q&A time
- ☐ **IF** you plan on attending Districts/Nationals
 - ☐ Follow up with students who are signed up
 - ☐ Put in request for PA announcement on Friday 20 minutes before bus arrival time
 - ☐ By Thursday morning
 - ☐ Check to make sure permission slips are current
 - ☐ Talk with attendants about students missing class
 - ☐ Remind students to talk with teachers about missing class
 - ☐ Email parents about students attending tournament
- ☐ Enter attendance on Tabroom