



2019 KGHS-KY NEED Youth Summit & Awards Luncheon

Attendee Registration Form

Date: Thursday, April 25, 2019

Lexington Convention Center

430 W Vine St, Lexington, KY 40507

Deadlines:

- Final Reports for KGHS Improvement Projects: March 30
- Projects for NEED's Youth Awards for Energy Achievement: April 15
- RSVP / Summit Registration Form: April 15

General Schedule for Summit: (Eastern Time Zone)

9:30 – 10:00 AM	Schools arrive (and set up exhibits if exhibiting) Teachers and students may arrive at any point during this window
10:00 – 11:10 AM	School Exhibits and Photos; Resource Exhibits
11:15 – 11:30 AM	Guest Speaker
11:30 – 12:15 PM	Luncheon (spaghetti, salad, garlic bread, green beans)
12:15 PM	Awards Presentation
1:45 – 2:00 PM	Closing Remarks

Groups may leave at any point during the Summit in order to return to school on time.

Instructions for Summit Registration:

1. Complete page 2.
2. Save a copy for your records.
3. Email a copy to KGHS@ky.gov or fax a copy to 502-564-4332.
4. You will receive a confirmation email once your registration has been processed.

Please return this form as soon as possible! Space is reserved on a first-come, first-served basis.

If you have any questions about registration or KGHS, please email KGHS@ky.gov or call 502-564-5937. For questions about KY NEED Project, please contact Karen Reagor at kreagor@need.org or 859-802-2024.

School Name: _____

Teacher Name: _____

Teacher Email: _____

Teacher Phone Number: _____

Alternate Contact Name: _____

Alternate Contact Number: _____

1) Program Designation. Choose which program(s) your school participated in for the 2017-18 school year:

2) Event Attendees.

- a. If you chose KGHS (only) or NEED (only), you may bring up to 5 representatives from your school, and at least 4 individuals must be students.
- b. If you chose KGHS and NEED (both), you may bring up to 10 representatives from your school, and at least 8 must be students.

Indicate number of event attendees: _____ *

**If you select more than the allowable number of attendees, please contact kreaqor@need.org or KGHS@ky.gov*

3) Project Exhibiting.

Students are highly encouraged to share their projects with their peers. *Groups who exhibit will receive priority registration.* An 8' x 2.5' table will be provided for anything that students bring to showcase their project.

To reserve a display table, check here:

If you need electricity for your display, check here:

Other Important Event Information:

- **Schools are responsible for ensuring that students who attend the event have photo releases on file.** There will be a photographer at this event, and all student images may be used to promote the KGHS and KY NEED Programs.
- **Kentucky NEED Schools must submit either a Foundations or Signature Project by April 15 to be eligible to attend.**
- **KGHS Awards are calculated based on completed KGHS Categories by March 30, 2019.** A category is completed when you have submitted a completed KGHS Student Project Form and supporting documentation.
- **Model KGHS Schools with Year Plate Plaque.** If your school previously received a large wood and gold plaque with plates, please bring the plaque with you and turn it into the KGHS Coordinator *as soon as* you arrive at the Summit. This will ensure that we can present the plaque to your school with the new plates attached.

FAQ:

- **Q: Does my school need to have submitted a project to attend?**
 - A: KY NEED schools must submit projects online by April 15 in order to attend.
 - All KGHS schools are welcome to attend the Summit and share their progress with their peers and learn from other schools' work and exhibits.
- **Q: Is there a way to bring more than the allowable number of students or adults in our group?**
 - A: Yes. If you wish to bring more attendees than the quantity allowable, you need to receive written permission from the KGHS coordinator at KGHS@ky.gov. However, you or your school will also be responsible for the additional cost, at \$14 per person. This amount is due to KEEC by April 15, via check made out to "Kentucky State Treasurer," and it is nonrefundable.
- **Q: Are there scholarships available for travel expenses?**
 - A: Schools may request travel assistance. KY NEED schools should send requests to kreagor@need.org. KGHS schools should contact KGHS@ky.gov. Funds are limited. You may also contact KY NEED or KGHS to find other schools in your district who are attending and may wish to carpool.
- **Q: Where can I get more information about the KGHS or NEED Programs?**
 - A: For more information on the KGHS program, visit greenschools.ky.gov or email KGHS@ky.gov. For more information on the NEED Program in Kentucky, visit www.need.org or email kreagor@need.org.