

**Ordering materials for *Le Grand Concours* 2010**

**FLES Contest February 15-26, 2010**

**Secondary Contest March 1-28, 2010**

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Checklist for teachers: 3 required items

**Items to send by surface mail:**

1) Check/Money order (**made payable to: AATF North Texas**)

2) Order form

**Item to send by e-mail:** (as an attachment, either Excel or Word)

3) Consolidated Student Eligibility Sheet

**Optional to send by email or fax (972-442-2874) prior to sending check:**

1) School Purchase Order or check request

2) Order form

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**1. Fill out Consolidated Student Eligibility Sheet** (Word or Excel document "NFC CSES"):

**Instructions for filling out the CSES:**

**a. Make sure you have a list** of students who will be participating in *Le Grand Concours* (GC). You will need the name of each student, as well as his/her grade, time spent in France or other Francophone country, and level/division for GC.

**b. Fill in the fields** at the top before filling out the chart: (TEACHER'S NAME, etc).

**c. Fill out the chart**, making sure to alphabetize by last name and to group by level. Please remember that you need to indicate both the LEVEL and the DIVISION.

You can read the eligibility rules and placement information on the national web site. [http://www.frenchteachers.org/concours/eligibility\\_rules.htm](http://www.frenchteachers.org/concours/eligibility_rules.htm).

There is an explanation about Levels 01 and 1 at the following URL:

[http://www.frenchteachers.org/concours/gc\\_about.html#level](http://www.frenchteachers.org/concours/gc_about.html#level).

**d. Save the document as** "[LastNameOfTeacher+SchoolName].doc"

**e. Send the document as an e-mail attachment** to the chapter's contest administrator ([leGrandConcours@verizon.net](mailto:leGrandConcours@verizon.net))

In the body of the e-mail, please indicate how many student's names have been entered on the CSES form. This will help me confirm that I did receive the entire document you included as an attachment.

You will receive a confirmation e-mail within 24 hours after the attachment has been received. If you do not receive a confirmation, it may not have arrived.

**2. Send the payment and order form by regular mail.**

**Make check or money order payable to:** AATF North Texas

**Send payment and order form to:** 3010 Jacob Drive Wylie TX 75098

Please send only **one** check or money order and **one** order form per school as payment for tests. Individual teachers may send separate Consolidated Student Eligibility Lists, but only one check per school if at all possible. (Don't worry if you need to separate Upper/Lower or Elementary/Middle/High school orders and checks... We just cannot process individual student payments from all 60 participating schools.)


<b><u>FLES(elementary) CONTEST PRICING</u></b>	
<b>AATF members</b>	<b>Non- members</b>
\$1.50 exam fee per student	\$3.00 exam fee per student
\$8.00 per CD*	\$8.00 per CD*


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<b><u>SECONDARY CONTEST PRICING</u></b>	
<b>AATF members</b>	<b>Non- members</b>
\$3.00 exam fee per student	\$5.00 exam fee per student
\$8.00 per CD*	\$8.00 per CD*


**\*Please note:** A different audio CD is required for each different level (FLES, 01, 1, 2, 3, 4, 5)


**3. Questions?** Contact the regional administrator, Becky Richards.

 legrandconcours@verizon.net or becky.richards@wylieisd.net

 972-429-3150 x6528 (school)

 972-822-7347 (AT&T cell phone)

 817-337-4509 (home)

 3010 Jacob Dr. Wylie TX 75098

Remember that there is a lot of information available on the national AATF site:

<http://www.frenchteachers.org/concours/>