

Instructions for **Fête 2012 Registration Worksheet**

Checklist for Fête 2012 registration:

In order to help you to register your students, here are the steps to follow

- 1- You will need a list of participants students and which category they belong to (A our B see the details for each category in the document titled: "fete general regulations2012").

It is recommended that you download and print the following documents before preparing the worksheets: Criteria & Event Rules and Regulations . You will need to use these to determine eligibility for the events. Also, you may wish to print a copy of the registration worksheet in Word for your reference.

- 2- Excel Spreadsheet -- 2 pages (Worksheet) (sent as an e-mail attachment--see below) You will enter your list of student following the excel spreadsheet in this order... **Last Name, First name, level, category.**

Registration worksheets are available as an Excel spreadsheet with instructions (below). Please fill out the spreadsheet and send it via e-mail to Francine_Dupuis-ho@allenisd.org)

DEADLINE IS February 11th. VP Event will confirm the number of participant and the total cost you will need to pay to treasurer (Becky Le). The VP Event will also provide you with a school code for the event.

Once you received the code, you can complete the forms for your students attending the event and give them the school code. All students are being identified by a school code NOT their school name or their name.

Refer to teacher registration worksheet 2011- student registration form 2012

- 3- **Mandatory scheduling** session (see main *Fête* web page and Regulations document for information). On **February 18th** – you will complete scheduling and payment for your students participating in the event. In 2012, the meeting is being held at RL Turner HS, Turner High School - 1600 Josey Lane - Carrollton, TX 75006. A short teaching meeting will be held at 10am and a Petit-déjeuner will be there for you.
- 4- **There is a \$6 non-refundable fee** per student, payable by the time of the mandatory teacher registration, which qualifies the student to participate in the Fête. Please make checks payable to NORTH TEXAS AATF and mail them to Becky Lee at 8817 Tyler Drive, Lantana, TX 76226, or bring them to the mandatory scheduling session. A school purchase order is acceptable if payment is postmarked by the date of the mandatory teacher registration.

Make sure to read Fete Regulations as they have been some changes and the schedule time for each event – a few changes were made.

- 5- **No late registrations will be counted.**
 - 6- In order to expedite the registration process of your student, we encourage you to prepare a schedule for each of your student. All scheduling will be done on February 18th. We also suggest that you bring a soft copy (on a flash drive or usb)of the excel testing sheet (vocab, culture and grammar tests). It will expedite your scheduling.
 - 7- Substitutions, please refer to the [FeteRegulations2011.pdf](#)
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Excel:

1. **Download** the worksheet ([FeteWorksheet.xls](#)).
 2. **Save** the document as the name of your school.
 3. **Type** the requested information in the form. Please note that there are limitations on the number of participants for some categories; please refer to your criteria before entering students. Please fill out both pages, the first page will be the number of students you intend to enter into each category, the second page will be a list (Last name, First name, Level of French, category) of all students you intend to bring to the Fête.
 4. **Once you have finished typing in your entries, make sure you have saved the spreadsheet [SchoolName+INITIALS]. Ex: Allenmiddleschool_FDHO**
 5. **Send** the document as an e-mail attachment to Francine Dupuis-Ho at Francine_Dupuis-ho@allenisd.org)
- You will receive a confirmation e-mail from Francine with the total number of students you have registered and the amount you owe. **If you do not receive a confirmation, please send an e-mail to verify that it was received.**

**Sincerely,
VP Event
Francine Dupuis-Ho**