



Chicago History Fair | Chicago History Museum  
1601 N Clark Street, Chicago, IL 60614  
312.799.2153 phone | 312.799.2454 fax

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historyfair@chicagohistory.org

April 16, 2018

To: **All History Fair Coordinating Teachers**

Congratulations! We are pleased that students from your school advanced to the **Illinois History Day on Thursday, May 3, 2018**, hosted by our partners, the Abraham Lincoln Presidential Library and Museum. Please give ALL families the Schedule for May 3, regardless of transportation choice.

*Note, too, that you or your students may nominate projects for a State Award. The nomination form, posted on our Educator webpage is due April 25 to the state coordinator.*

### **The Bus Option to Springfield**

CMHF has made arrangements for coach buses for students who are attending the state contest. The cost for round-trip transportation and boxed meal is \$55 per person. CMHF is chartering **Windy City Limo** bus company, a CPS-approved vendor (#63245).

#### **1. Make copies and distribute to your advancing students:**

- The letter for the students and parents about the bus option.
- The permission/information sheet for the parents to complete and return to you along with the fee if they decide to take the bus. YOU decide the date you want the parents to submit the information to you so that we receive on the due dates.
- The FAQ & Schedule of the Day.

**2. Complete the BUS Reservation form for your school's students/chaperones and payment information and submit to CMHF by Tuesday, April 24. *It can be scanned & emailed or faxed. See above***

**3. Drop off permission slips and fees to History Fair by 7pm on Thursday, April 26.**

### **Bus Reservations and other Springfield FAQs**

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- *Do I need to book the bus reservations or can families do it individually?*

**Teachers need to submit one group reservation form for all who are traveling on the group buses. If no one is taking the bus, please send us email so that we know.**

- *Can I have reserve space for more than one chaperone?*

**A school must have at least 1 chaperone per 6 students or school policy. Student and official chaperone transportation is our first priority.**

- *My students want to ride down on the bus, but ride back with their parents. Is that allowed?*

**No.** If a student takes the bus, they must travel on the bus on both legs of the trip. We don't want to leave anyone in Springfield or cause delayed travel.

- *What are our payment options?*

**Individual checks, cash—paper clip name of traveler/s, or school check/purchase order.**

- *Are refunds available?*

**Any cancellation received after April 30 is non-refundable.**

- *Do students who are NOT traveling on the group bus need to submit a Student Information Form and Bus Permission Slip?*

**Only students who are traveling on the group bus.**

- *What about my Website and Paper Students?*

**Students who received superior scores will be announced at the morning ceremony in a roll call to and may pick up a ribbon. Thus, it is individual discretion.**

RIBBONS & EVALUATIONS: At the conclusion of the day, the ALPLM staff usually will have school packets. The packet will be given to the teacher only or will be given to CMHF staff and we will mail to the schools.

- Completed bus reservation form for the school
- Permission slips for all students who are riding the bus
- \$55 per person

**Bus Reservation Form to CMHF by \_\_\_\_\_ Tuesday, April 24**

**Permission forms and Payment \_\_\_\_\_ Thursday, April 26, 7pm**

**Last day to cancel for a refund \_\_\_\_\_ Monday, April 30**

**WHAT TO BRING:** *Snacks and water bottles (please avoid peanuts), lunch or \$ for lunch.*

- All Doc/Perf/Exhibit Students **MUST** bring three sets of the Summary Statement and Annotated Bibliography stapled. There is no need to switch to a State Summary Statement.

IN ADDITION, NOTE:

- Documentary Students **MUST** submit their USB if they are in NHD competitive rooms, Label with title and student names. Note: Internet is not reliable; projects *cannot* be shown online.
- Performance Students should bring their props.
- Exhibit Students should bring their exhibit boards.
- Paper and website students: There are no presentations of interviews.



## FOR STUDENTS & PARENTS/GUARDIANS

### Bus Permission Slip and Student Information

For the Illinois History Day – Thursday, May 3, 2018

Please submit this form & payment to your teacher by \_\_\_\_\_

*Required only for students who plan to travel on the History Fair bus.*

PLEASE PRINT:

STUDENT NAME \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

STUDENT CELL PHONE \_\_\_\_\_

PARENT/GUARDIAN NAME/S \_\_\_\_\_

DAYTIME/WORK/CELL PHONES \_\_\_\_\_

MEDICAL CONDITIONS \_\_\_\_\_

MEDICATIONS WHICH STUDENT WILL BRING \_\_\_\_\_

NAME OF MEDICAL INSURANCE \_\_\_\_\_

No refunds after April 30, 2018.

**PERMISSION:** I (we), parent/guardian(s) of the above named student, give permission for our child to attend the Illinois History Day to be held in Springfield, Illinois, at the Bank of Springfield Center (formerly known as the Prairie Capital Convention Center) on Thursday, May 3, 2018, and to ride the History Fair bus to the Illinois History Day. I hereby agree to not hold the Chicago History Museum, the Chicago Metro History Fair staff or associates, the Illinois Historic Preservation Agency, the Abraham Lincoln Presidential Library and Museum, or Jones College Prep High School-CPS liable for loss/injury/damage/ death associated with travel to or from or participation in the State Expo. I understand that I must bring my child to **Harrison and State** (in front of Jones High School) in Chicago promptly at 5:45 a.m. and pick up by 8:15 p.m.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**TEACHERS MUST SUBMIT TO CMHF BY APRIL 26. Please return this form to your child's teacher.**

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## Teachers: Give to your STUDENTS & PARENTS/GUARDIANS

### RE: Bus Option for the Illinois History Day on Thursday, May 3, 2018

Congratulations – your project has advanced to the Illinois History Day where it will be evaluated by state judges and receive a ribbon—it may be eligible for special awards too. But the REAL REWARD is the trip and opportunity to show your work at and visit the state’s capital.

For your convenience, the Chicago Metro History Fair has reserved coach buses (on-board washrooms, cargo area) from Windy City Limo, a CPS-approved vendor. The bus will depart very early on Thursday, May 3 and return that evening.

- Inform your History Fair teacher as soon as possible if you want to take the bus.
- Return the **permission form**, signed by your parent or guardian, to your teacher by **Thursday, April 26**, if you wish to take the bus. Last day to cancel is April 30, 4pm.
- The cost of the round-trip fare and boxed meal is **\$55** (all students and adults). Checks should be made payable to the Chicago History Museum. *In the memo section, please write “History Fair” and the student name(s) and the name of the school.* Cash and money orders are also accepted, but must include the name of the traveler/s. **The fee is non-refundable.** Turn in the fee with your permission form to your History Fair contact teacher.
- Bring additional cash for lunch on your own in Springfield or a bag lunch. You might also want to bring snacks and a water bottle. The bus will *not* stop for breakfast—bring something/avoid nuts. The fee above includes a box meal provided for the return trip.
- Bring your projects and 3 copies of Summary Statement and Annotated Bibliography.
- Students and chaperones **must arrive by 5:45 a.m.** at the southwest corner of **STATE & HARRISON STREETS** (next to Jones College Prep HS). All buses will leave at 6:00 am sharp!
- A family member and/or guardian must **pick you up** in the evening at the same location. The buses will return **between 8:00 p.m. and 8:30 p.m.** We ask that your ride arrives on time, you will have the opportunity to call home when we are an hour away from downtown.
- *If you use the History Fair bus option you must return on the same bus – no exceptions.*
- The Illinois History Day will be held at the Bank of Springfield Center (formerly known as the Prairie Capital Convention Center) in Springfield. The address is 1 Convention Center Plaza (9<sup>th</sup> & Adams).

Space on the buses is limited and fills up quickly. Therefore, you are encouraged to reserve your seat as early as possible. The Chicago Metro History Fair cannot guarantee you a seat on the bus if you fail to make reservations by the indicated time. If you have any questions call the History Fair at 312.799.2153 or email [historyfair@chicagohistory.org](mailto:historyfair@chicagohistory.org).

## Illinois History Day – May 3, 2018

- 5:45 a.m.** **Students get bus assignments and board**
- 6:00 a.m.** **Buses depart Harrison and State**  
*(Buses convene in front of Jones High School – Jones is NOT involved in organizing the Illinois History Day – do not call the school!)*
- 9:30 a.m. Arrive in Springfield; students set up projects (they are pre-registered)
- 10:30 a.m.** **Opening ceremony** begins at the Bank of Springfield Center (formerly PCCC) at 9<sup>th</sup> & Adams (1 Capital Convention Center), and the papers/websites superior ribbons announced)

- 10:00 a.m.-1:00 p.m. Judging of performances, documentaries
- 12:30 p.m. **ANNOUNCEMENT OF RUN-OFFS FOR NHD-COMPETITIVE ROOMS.** A list of projects that will be in run-offs for NHD will be posted in the lobby of the Bank of Springfield Center. Performers must immediately report to the designated rooms. Students will be informed if they are in run-off rooms.
- 10:30 a.m.-1:00 p.m. Judging of exhibits
- In addition to morning ceremony, students and chaperones may watch documentaries or performances, or tour the capital, historic, and Lincoln sites.  
*Lunch and snacks on your own.*
- 1:00 p.m.-2:30 p.m. Public viewing of exhibits
- 2:45 p.m-3:45 p.m. Awards ceremony in Bank of Springfield Center (formerly known as PCCC)
- 3:30 p.m. Important orientation meeting for students selected to advance to NHD
- 4:00 p.m. Pick up exhibits, school packets (teachers only)

- 4:15 p.m. Pick up bag meal outside of buses, board buses
- 4:30 p.m. Buses leave
- 6:00 p.m. Rest stop
- Approx. 8:15 p.m. Arrive back in Chicago at Harrison and State



**Abraham Lincoln Library & Museum** – performances, documentaries

**Bank of Springfield Center** (formerly known as the Prairie Capital Convention Center) (9<sup>th</sup> & Adams) - contest headquarters, exhibits, documentaries, and ceremonies.

**Lincoln Hotel** – documentaries

# **FOR TEACHERS:** **HISTORY EXPO BUS RESERVATION FORM - 2018**

Form must be returned to the Chicago Metro History Fair by Tuesday, April 24, 2018.

It may be emailed to [historyfair@chicagohistory.org](mailto:historyfair@chicagohistory.org) or faxed to 312-799-2454

All permission forms and fees are due in the History Fair office (Chicago History Museum, 1601 N. Clark) by Thursday, April 26, 7pm.

**Please complete, save file as SCHOOLNAME-bus.doc and return to CMHF**

School \_\_\_\_\_

History Fair Teacher Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I plan to bring bus fee to the History Fair office (Chicago History Museum, 1601 N. Clark).

Please invoice my school. Email the invoice to \_\_\_\_\_.

**CHAPERONES:** Each group traveling by bus must designate one chaperone who will supervise the students while they are on the bus *and* in Springfield. This chaperone may be a teacher, parent, or other responsible adult. CMHF requires *one* chaperone per *six* students.

Chaperone (Required) \_\_\_\_\_

Second Chaperone (if required): \_\_\_\_\_

**STUDENTS:**


**Additional adults who wish to travel with your group (name/relation/phone)\***

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**CANCELLATIONS RECEIVED AFTER April 30<sup>th</sup> ARE NON-REFUNDABLE**