

ASBOA Registration Instructions

School Members

Directors from AAA
Member Schools

MUST register for students to be eligible to participate in any interscholastic AAA-ASBOA sanctioned events.

All required forms and payments to be sent to your **Region Chair AND the ASBOA office ARE DUE** by **September 30.**

-You must submit to the **ASBOA office**

-**School Registration Statement** (4-18 may be filled out online BUT you **must** submit the registration form to list all your organizations, their classifications and your total fees. PLEASE include an email address - most of our communications will be done electronically. You will still receive a hard copy of the roster - only your name, school, phone number and email will be available online. Only members will receive complete contact information.

-Classification Forms

-Please circle the grades used in each organization.

-Use SCHOOL enrollments for each grade to figure classification.

-Please list the number of students enrolled in YOUR ORGANIZATION at the bottom of the registration form.

-**Check** for fees OR an officially signed school Purchase Order (PO)

-!! Requisition checks from your school **EARLY** - some schools only write checks ONCE or TWICE a month !!

If it will be a while before the check can be issued, please go ahead and send your registration materials and a copy of an official signed PO.

-**Individual String** In schools where there is no string program, orchestra students must register through their band director and principal to be eligible to participate in any ASBOA/AAA sponsored event. The \$5.00 fee is waived for students who are members of an ASBOA registered band program, BUT they need to submit the registration form. **These students will not be allowed to participate if they are not properly registered by the ASBOA registration deadline OR before their first event if it is prior to the deadline.**

-You must submit to your **Region Chair**

-A copy of the **Classification Form** that was sent to ASBOA

-**Eligibility** - Check with your counselor and/or principal to make sure you are meeting any guidelines from your school that are in addition to those from the State Department of Education and the Arkansas Activities Association. **ELIGIBILITY GUIDELINES**

Please **DO NOT SEND A COPY OF YOUR ELIGIBILITY** to the ASBOA office