

# Mira Costa High School Model United Nations registration 2008-2009

This year the registration material for the Model UN Booster Club is being distributed in class to the students with all standard forms to be downloaded from the MUN website. All students must register, even if they are auditing the class.

## Handed out in class were:

- Registration Invoice with current student account balance shown
- Contact information sheet with last year's information (corrections requested)
- A slight variation of this cover memo

Paperwork to be **downloaded** ([www.mchsmun.org](http://www.mchsmun.org), click on "2008-2009 Registration")

- Model UN Booster Club Letter from the President
- Frequently Asked Questions about Travel Trips
- Mira Costa Model UN Travel Conference shirt (Bowling shirt) memo
- Transportation Donation letter regarding Model UN
- MCHS Transportation/Donation form for Athletics/Activities
- Mira Costa HS Athletic/Emergency Card
- 2008 Model UN Goldfish Booth Parent Volunteer Sign-Ups
- Model UN registration invoice (blank form, print out only if your personal one is misplaced)
- Model UN Contact information form (blank form, print out only if your personal one is misplaced)

Please fill in all the forms and submit them by no later than **September 19, 2008**. They may either be:

- Sent by US Mail or hand-delivered to Ellen Kubo's mailbox at the address shown on the forms **or**
- placed by your student in the secure mailbox in Mr. Timberlake's room.

**PLEASE DO NOT HAND THEM TO MR. TIMBERLAKE, MR. KNUTSON OR A FELLOW STUDENT**

## Your completed packet should include:

- Completed Registration invoice
- Check for Registration (\$100) and/or Bowling shirt (\$40) made **payable to MCHS MUN**.
- Completed Contact Information Sheet (Please return even if preprinted info is correct)
- Completed Mira Costa HS Athletic/Activity Emergency Card (even if one has been filled out for another sport or activity)
- Transportation Donation for Athletics/Activities with check for \$150 **payable to MBUSD** or Completed form stating that Transportation Donation has been paid for another sport.
- Goldfish Booth Parent Volunteer Sign Up form (optional)

Questions? Please contact Ellen Kubo at (310) 546-6778 or [ellenkubo@earthlink.net](mailto:ellenkubo@earthlink.net) (please put "Model UN" in the subject line)

Thank you in advance for your prompt completion of the all the registration material!



## MIRA COSTA MODEL UNITED NATIONS BOOSTER CLUB

Many of you have asked how you can help the booster club. Here's how:

- 1) One of the biggest time-saving and financially beneficial things you can do to help us out is to turn in your forms and payments on time – by the due date! Hotel and airline costs have been increasing. Plus, they are asking for group deposits and commitments way in advance of the travel dates making it vital that we receive your forms and payments by the date due. There is a secure mailbox in Mr. Timberlake's room where forms and checks can be deposited in lieu of being mailed. But please, have the forms and checks placed directly in the mailbox; do not hand them to Mr. Timberlake, or Mr. Knutson. When you turn your forms in on time (or let us know in advance if there is an unforeseen delay), we don't have to call you – a *huge* timesaver!
- 2) The price of an invitational travel Model UN trip is based on the number of students going. When your student receives an invitation from Mr. Timberlake or Mr. Knutson, please make sure the student is able to attend before you accept the invitation. When a student says he/she can go and then backs out of the trip, it puts us in a financially difficult position. It is not always possible to substitute another student as names on airline tickets are no longer readily changeable or there are significant charges involved in changing names. In order for a student's name to be formally placed on the travel list, the invitation slip handed out by the teachers must be signed *by parent and student* and returned by the due date.
- 3) If you need financial assistance, please call Mr. Timberlake as soon as you receive the invitation or invoice. Please do not wait until the date the payment is due. You can reach him by calling (310) 303-3350. Your request will remain confidential between Mr. Timberlake, Mr. Knutson and the executive board.
- 4) Read your emails from Model United Nations. If you are not receiving emails from us, we do not have your correct email address. (Please make sure our Emails aren't getting caught in a spam filter.) If you do not receive a test Email from Model UN by September 30, 2008, please Email the webmaster at [webmaster@mchsmun.org](mailto:webmaster@mchsmun.org) and give us your correct email address. Make sure you include your name and your student's name in your email.

If you have any questions, please don't hesitate to contact the Executive Board members listed below. Thank you.

President:	Dolores Kreig	(310) 546-3897
1 <sup>st</sup> VP of Volunteers:	Cheryl Burke	(310) 546-4563
2 <sup>nd</sup> VP of Finance	Ellen Kubo	(310) 546-6778
3 <sup>rd</sup> VP of Travel	Stephanie Ram	(310) 546-1122
Treasurer	Linda O'Neill	(310) 545-4010
Secretary	Linda Harper	(310) 374-3754

## **FREQUENTLY ASKED QUESTIONS ABOUT INVITATIONAL TRIPS**

### **How do I know if my child was invited on a trip?**

Students are given an invitation by Mr. Timberlake and/or Mr. Knutson, with the dates of the trip and the estimated cost. In order to formally accept the invitation, the student AND parent must sign the bottom of the invitation and return it to the secure mailbox in the classroom by the due date shown on the invitation. Only those students returning their signed slips by the due date will be on the list submitted to the travel agent.

### **How come we got another invoice for a trip in excess of what was originally billed?**

Trip costs are calculated a number of months in advance, based on the estimated overall cost of the trip, then divided by the number of students traveling. We try very hard to keep the cost per student as low as possible based on the actual cost of the trip. Sometimes we may come up short based on unforeseen increases after the trip had been initially priced. On these rare occasions, we may have to bill parents the additional, hopefully small, amount to cover the gap. "Small" for one student isn't small when multiplied by the number of students on the trip, therefore the total amount would be too costly for the booster club to absorb.

### **How do I get a refund if my child cancels from a trip?**

Refunds on trips can only be given on an individual case by case basis. For example, if a person has to drop out from a trip 14 days or closer to departure we will be unable to give a refund, even if that person is replaced. If the cancellation of a trip is outside of that time frame, refunds are based on how much the Model UN Booster Club can recover, or from possibly replacing that person with another Model UN student. Please be aware that airlines and hotels are continually instituting new policies and procedures on substitutions and refunds so it is difficult to set a definitive guideline for the entire school year.

### **Can I use mileage awards to cover airfare on a trip?**

Unfortunately we are unable to do this because Model UN travel is booked as a group, with special group rates based on the amount of people traveling. Furthermore, the airlines will not add a person making an individual booking to the group. There would be the risk that if there were changes to the itinerary (i.e. a cancelled flight) an individual booked separately might end up on a separate flight.

### **Can my child travel separately and join the group at a later time? Can my child leave the trip earlier?**

We are unable to grant this request because of security and safety issues for a student traveling on an official school trip. The only possible exception might be made if the student is personally accompanied by a parent or adult who is approved by either the accompanying teachers or Vice President of Travel (Mrs. Stephanie Ram). However, as this also has an impact on travel arrangements, this possible situation would need to be approved in advance by Mrs. Ram.



**Mira Costa  
Model United Nations  
Travel Conference Shirts  
\$40.00**

Mr. Timberlake has requested that all students in Model UN in grades 10-12 have a standard Mira Costa Model United Nations shirt to wear to the airport for travel conferences. A green and gold, 100% polyester blend, button-down bowling shirt will be ordered with "MUN" embroidered on the back.

The total cost of the shirts is in excess of what is being charged but the MUN Booster Club is supplementing the cost of every shirt so each student that orders only owes \$40.00. They are available in adult sizes S, M, L, XL and XXL.

These are the same shirts as in prior years so students who currently own the Model UN bowling shirt do not need to order one unless they have outgrown their existing ones. This will be the only opportunity during this school year to order the bowling shirts as there needs to be a bulk order to obtain our current price.

If you need to purchase a Model UN Bowling Shirt at this time, please add \$40 to the amount owed on the registration invoice and indicate the size needed.

Questions? Please contact Stephanie Ram (310) 546-1122 or [stephanieram4@aol.com](mailto:stephanieram4@aol.com). (Please put "Model UN-bowling shirt" in the subject line)

## MIRA COSTA MODEL UNITED NATIONS BOOSTER CLUB

Dear MUN Parents and Students:

The "**Athletic/Activity Emergency Card**" and "**Transportation Donation**" forms that are attached are part of the Model UN registration process.

Each student **MUST** have an **Athletic/Activity Emergency Card Form** on file with for each sport and/or activity. Even if you have already turned in an Emergency Card for Football or Band, **you must turn one in for MUN**. These are carried to each activity. We must have the Emergency Cards before students are allowed to ride on the buses. MUN has its first conference in October, therefore we are asking that you have the necessary forms and money turned in.

The **Transportation Donation** helps defray the cost of buses that MUN uses to attend the local conferences. The district asks that students pay this fee once per school year regardless how many activities the student participates in. If your student has paid this fee for another FALL sport or activity such as Marching Band or Football, then you *do not* have to pay it again. Please indicate on the tear-off below if you have already paid this fee for another Fall activity.

If you have not already paid the Transportation Donation, please do so now with the completed Transportation Donation form available on this Model UN website. Please include your check for \$150.00 made payable to: **MBUSD**, (NOT MCHS MUN)

Please submit the following forms:

- Completed Athletic/Activity Emergency Form **AND**
- Completed Transportation Donation form with a \$150 check payable to *MBUSD*  
**OR**  
Completed Tear off portion found at the bottom of this memo if the Transportation Donation has already been paid for another Fall Sport/Activity

These forms need to be submitted along with the other material outlined in the Model UN registration packet by September 19, 2008 to Mira Costa Model UN, c/o Ellen Kubo, 2404 John Street, Manhattan Beach CA 90266 OR placed in the secure mailbox in Mr. Timberlake's room.

**Please do not submit these forms for Model UN to the school office** and do not give them to Mr. Timberlake, Mr. Knutson, or another student.

If you have any questions regarding the transportation donation, please call Bob Fish, at 318-7337, extension 5002. Other questions regarding MUN fees can be directed to Ellen Kubo, (310) 546-6778, Email: [ellenkubo@earthlink.net](mailto:ellenkubo@earthlink.net) (Please reference "Model UN" in the subject line).

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Return this portion by September 19, 2008 to: MCHS MUN Booster Club, c/o Ellen Kubo, 2404 John Street, Manhattan Beach, CA 90266 or place in the secure mailbox in Mr. Timberlake's room.

I have already have paid the Transportation Donation of \$150.00  
for \_\_\_\_\_  
(Please specify which Fall activity or Fall sport)

Student's First and Last Name: \_\_\_\_\_  
(Please print clearly)

## Transportation Donation for Athletics/Activities

Dear Parent/Guardian:

As you may know, all school districts and schools have to make choices as to how to best meet the needs of their students with the limited resources provided by the state. The Manhattan Beach Unified School District has chosen to request a donation for some services outside the classroom as an alternative to cutting programs.

We are asking that all students who participate in co-curricular programs requiring transportation to make **a one-time a year donation of \$150.00**, regardless of how many sports or activities he/she may participate in. This donation would include all sports, MUN, band, and cheer. Please note that no child will be denied access to our programs.

Please write your check for **\$150.00, made payable to Manhattan Beach Unified School District, (MBUSD), and complete the donation form below.** Also, please print your student's name on the bottom portion of the check.

If you have any questions regarding the transportation donation, please call me at 318-7337, extension 5002. Thank you for your cooperation.

Sincerely,

*Bob Fish*

Bob Fish  
Athletic Director

Please make check payable to **MBUSD**. Return completed form and check by September 19, 2008 to:

MCHS Model UN, c/o Ellen Kubo, 2404 John Street,  
Manhattan Beach, CA 90266

OR

Place directly in the secure mailbox in Mr. Timberlake's room.

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### Mira Costa High School Manhattan Beach Transportation Donation Form

**Please make check payable to: Manhattan Beach Unified School District (MBUSD)**

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Print Student's Name	Sport/Activity	Grade	Date
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Address	City/Zip	Phone
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Print Parent's / Guardian's Name

\_\_\_\_\_ I am enclosing a donation check for \$150.00 **made payable to MBUSD for the co-curricular transportation program. PRINT YOUR STUDENT'S NAME ON THE BOTTOM PORTION OF THE CHECK.**

\_\_\_\_\_ In addition to the transportation donation, I am enclosing a donation of \$\_\_\_\_\_, for students who may need assistance with their transportation donation.

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT  
Mira Costa High School**

**ATHLETIC/ACTIVITY EMERGENCY CARD**

Print Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Grade \_\_\_\_\_ Sport \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Did you transfer from another high school? \_\_\_\_\_ List date, name, city and state of high school from which you transferred \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_ Father/Guardian's Phone Number \_\_\_\_\_ Mother/Guardian's Name \_\_\_\_\_ Mother/Guardian's Phone Number \_\_\_\_\_

Father's Work Number \_\_\_\_\_ Mother's Work Number \_\_\_\_\_ Other to Call in Emergency (Name and Phone Number) \_\_\_\_\_

▶ Medication(s) athlete uses: \_\_\_\_\_

▶ Purpose of medication: \_\_\_\_\_

▶ List any physical condition or injury that should be watched: \_\_\_\_\_  
\_\_\_\_\_

▶ Print physician's name \_\_\_\_\_ ▶ Print physician's phone number \_\_\_\_\_

**\*\*\* PARENT CONSENT \*\*\***

I hereby give my consent for the above-named (student) to compete in sports and go with a representative of the school on any school related trip. **In case of injury, you are authorized to have him/her treated.**

▶ \_\_\_\_\_ ▶ \_\_\_\_\_ ▶ \_\_\_\_\_ ▶ \_\_\_\_\_  
Date Parent/Guardian Signature Name of Insurance Co. Policy/Group No.

**Medical Insurance:**

California Education Code states that all students who participate in a co-curricular activity must have insurance coverage prior to practice or participation. If students do not have insurance coverage with their family, they may purchase school insurance from Meyers-Stevens. Medical brochures and forms are available in the school office and must be returned. Please address insurance questions to Bob Fish, Athletic Director, (310) 318-7337, ext 5002/5010.

Please return the completed form by September 19, 2008 to:  
MCHS MUN Booster Club  
c/o Ellen Kubo, 2404 John Street, Manhattan Beach, CA 90266  
**OR**  
place in the secure mailbox in Mr. Timberlake's room  
**DO NOT HAND TO MR TIMBERLAKE, MR KNUTSON OR another student**

## 2008 MUN Goldfish Booth Parent Volunteer Sign-Ups

### Friday, October 3, 2008

Pick-up Truck and Driver 4:30 – 6:30 \_\_\_\_\_

Booth set-up 5:00 – 7:00 \_\_\_\_\_

### Saturday, October 4, 2008

9:30 – 11:30 \_\_\_\_\_

11:30 – 1:30 \_\_\_\_\_

1:30 – 3:30 \_\_\_\_\_

3:30 – 6:00 \_\_\_\_\_

### Sunday, October 5, 2008

9:30 – 11:30 \_\_\_\_\_

11:30 – 1:30 \_\_\_\_\_

1:30 – 3:30 \_\_\_\_\_

3:30 – 5:30 \_\_\_\_\_

Pick-up Truck and Driver 5:00 – 7:00 \_\_\_\_\_

Take down Assistance 5:00 - 7:00 \_\_\_\_\_

Your Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Parent of: \_\_\_\_\_

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

#### **Please note the following:**

- Parent Volunteer time, worked at the Hometown Fair Goldfish booth, is credited to your student's account. The amount will be determined following the calculation of the net proceeds after the Fair.
- First come, first serve basis for volunteer signups (based on the submission of this signup, but only with the completed registration information).
- Sign up for any times you are available in the order of your preference, but only one shift will given to each family unless we need extra volunteers.
- Only 1 parent per shift will get Student Account credit even if both parents come.
- Please do not show up unless you receive confirmation of your time slot from the Goldfish Chair. If you are unable to make your confirmed shift, please contact the chairperson immediately.

**QUESTIONS? PLEASE CONTACT Blair Harless: (310) 545-5074, cell phone (310) 628-5608, or  
Email gregandblair@adelphia.net**

Please submit this form with the registration materials to the secure mailbox in Mr Timberlake's room or to Ellen Kubo at 2404 John St in MB. Please do not hand to Mr. T, Mr. K. or another student.

MCHS MUN Booster Club  
c/o Ellen Kubo  
2404 John Street  
Manhattan Beach, CA 90266

**BLANK FORM**

Please use only if you have misplaced or did not receive a personalized form in class.

**MIRA COSTA MODEL UNITED NATIONS INVOICE**

Your Student Account Balance is: (Juniors & Seniors: Please contact Ellen Kubo at [ellenkubo@earthlink.net](mailto:ellenkubo@earthlink.net) for amount.)

**MAIL TO THE ADDRESS LISTED BELOW or PLACE IN THE SECURE MAILBOX IN MR TIMBERLAKE'S ROOM. (Please do not hand to Mr Timberlake, Mr Knutson, or another student)**

***PARTICIPATION FEE: \$100***

The \$100 participation fee is for ALL of the **local conferences** and other booster club expenses. The Participation Fee is required of all MUN 10-12 grade students and those students **auditing** Model United Nations. The Participation Fee is non-refundable. Your student can help offset the cost of MUN by earning funds for their student account via fundraising activities such as Goldfish Booth at Hometown Fair and Poinsettia sales. Parents can earn funds for their child's student account via participating in the Hometown Fair fundraisers (Goldfish Booth).

The \$100 Participation Fee must be received by **September 19, 2008**. You may use any *existing* Student Account money to pay this invoice.

**Invitational** conferences will be billed in full at the time the invitation is presented.

Full and partial **Scholarships** are available from the Booster Club; please call Mr. Timberlake immediately at (310) 303-3350 to apply.

*Questions? Call: Ellen Kubo (310) 546-6778 or [ellenkubo@earthlink.net](mailto:ellenkubo@earthlink.net) (please reference Model UN in the subject line)*

(RETURN THIS BOTTOM PORTION WITH YOUR PAYMENT)

**Make checks payable to: MCHS MUN**

**Student Account Balance: \$ See note above**

**Place in the secure mailbox in Mr. Timberlake's room OR**

**Mail to:** MCHS MUN Booster Club  
c/o Ellen Kubo  
2404 John Street  
Manhattan Beach, CA 90266

<b>Participation Fee'08</b>	Total Participation Fee Due	<b>\$100</b>
<b>Bowling Shirt \$40</b> (only if applicable-see travel shirt memo for explanation)	_____	Circle Size <b>S M L XL XXL</b>
Total Due	_____	
Minus Student Account Money Used*	- \$ _____	
<b>Total amount of Check</b>	\$ _____	Check # _____

\*Signature required for Student Account Usage: \_\_\_\_\_  
(Signature of student or parent)

**Remitted By: PRINT Student first and last names** \_\_\_\_\_

# **MIRA COSTA MODEL UNITED NATIONS CONTACT INFORMATION 2008-2009**

Blank form-You do not need to fill this out if you already corrected/handed in the personalized form handed out in class. This blank form is for any student who may have misplaced or not received a pre-printed form in class. Please PRINT.

## STUDENT INFORMATION

Last name:

Full Legal First Name:

Home Telephone:

Student Cell Phone:

Student Email:

Grade in School:

Model UN Class Period: (Please note if you are auditing MUN)

## RESPONSIBLE PARENT OR GUARDIAN INFORMATION

(If there are two separate addresses, please note that; please indicate which address is to receive invoices)

Last Name:

First Name:

Street Address:

City:

Zip Code:

Home Telephone Number:

Business Telephone:

Cell Phone Number:

Email address:

Occupation:

Please note that we ask for student cell phone information now so that it is easier to compile notification lists for the teachers and chaperones for travel trips. We do not publish a directory.

Your Email address is critical as MUN information is being sent by Email this year. Some MUN notices will only be sent to the Email address listed under "Responsible Parent", not the Student Email address. Please make sure that your spam blocker will allow Emails from [webmaster@mchsmun.org](mailto:webmaster@mchsmun.org). Please notify [webmaster@mchsmun.org](mailto:webmaster@mchsmun.org) and [ellenkubo@earthlink.net](mailto:ellenkubo@earthlink.net) if there are any changes to the above information during the year.