



Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

Journalism Proctor Confirmation Letter

Dear

Thank you for agreeing to proctor at the IHSA sectional journalism contest Saturday, April 25, 2015. We certainly appreciate your help.

Please report to (location) at (time)

You will be given an envelope with instructions, contest materials and paper to distribute.

You will be assigned to one room in the building. Be able to direct students to the closest bathroom and pencil sharpeners. Make sure to create a comfortable environment for them to compete. Bring homework or something to do while the contestants are working. Each contest lasts 1 hour and 45 minutes, but some people will finish earlier. Students may leave when they finish as long as they turn in all their materials and leave quietly.

Afterwards, bring all the materials to the judges' room in

We know the contest will run smoothly with your expertise and professionalism.