Dear 2019 National History Day in Pennsylvania Regional Winner:

Congratulations on your achievement at the regional National History Day in Pennsylvania contest. You are qualified to compete at the statewide National History Day in Pennsylvania contest on Friday, May 10 and Saturday, May 11, 2019, at Carlisle High School, 623 West Penn Street, Carlisle, PA 17013.

PLEASE READ THIS DOCUMENT! This document contains information essential to registering smoothly and efficiently.

ONLINE REGISTRATION (Opens March 15, 2019)

Registration Fee: $55
Registration Deadline: 5:00 PM, April 15, 2019
Payment Deadline: April 15, 2019
Website Lockout: Midnight, April 19, 2019
Paper Postmark Date: April 15, 2019
Paper Submission Deadline for Electronic Copy: April 15, 2019

ALL CHECKS MUST BE MADE OUT TO AHCF-NHD IN PA

This packet includes essential information for the state contest, as well as the internet address to the state website that provides complete instructions for registration. Please review these materials carefully, and follow all instructions to ensure that you register properly. Registration for the state contest closes at 5:00 PM on April 15, 2019. Late registration will require a $50 fee, and, after April 22, 2019, we cannot guarantee that you will be able to register and compete.

STUDENTS WITH OUTSTANDING FEES WILL NOT BE ALLOWED TO COMPETE.

Only students who finish 1st, 2nd, or 3rd in their category at an official NHD in PA Regional Contest, or who are told in writing by the State or Regional Coordinator that they are a designated alternate thus authorized, may compete in the State Contest.

When you register, please use an email address that you check often, and make sure your spam filter will not reject emails from eddirector@armyheritage.org and edassist@armyheritage.org, otherwise you will miss important information about the contest.

Students in the exhibit category MUST bring extension cords and power strips, if needed.

1 Payment must be received by this date. If you anticipate difficulty making payment by the deadline, please contact the State Coordinator.
Students in the **documentary** category must bring their project saved as a DVD, with backup copies in as many formats as possible, including thumb drives and cloud storage. A laptop computer is also useful in case of equipment failure.

Students in the **paper** category must mail four (4) copies of their papers. Papers must be postmarked by April 15, 2019. Please also email an electronic copy of your paper to edassist@armyheritage.org, with the student name and division in the subject line.

Students in the **performance** category should bring all props and materials necessary for their performance.

Students in the **website** category should enter just the unique numerical portion of their URL into the online registration system, which will automatically add the weebly.com portion. No other paperwork is needed. Websites will lock for judging at midnight on April 19, 2019, after which time you will not be able to edit your entry until after judging concludes.

Papers and other correspondence should be mailed to:

AHCF - NHD in PA  
P.O. Box 839  
Carlisle, PA 17013

**CHAPERONES**

All students must be accompanied and supervised by a parent or a chaperone. Chaperones are expected to supervise their students during the contest. Each student must have a completed Permissions Form on file with the Army Heritage Center Foundation. These forms are included in student registration.

**HOUSING**

NHD in PA has arranged group rates at area hotels through the Cumberland Valley Visitors Bureau. You can find contact information and a link to make online reservations on the NHD in PA website under the **HOTELS** tab.

**MEALS**

You can sign up for meal plans at the cafeteria at Carlisle High School through online registration. The meal plan options are:

- Boxed Lunch on Friday, May 10 - $6
- Dinner (Pizza Party) on Friday, May 10 - $11*
- Lunch on Saturday, May 11 - $13*

*All you can eat, one trip through the serving line.

www.armyheritage.org  http://pa.nhd.org
PAYMENTS

At the end of the registration process, you must generate an invoice for the fees you have elected to pay. **This invoice must accompany your payment.** NHD in PA will be unable to process your payment without this invoice. Your payment amount must match the invoice. If you require additional copies of the invoice, please contact the state office. If you need help generating an invoice, please contact the state office.

**PLEASE DO NOT SEND PARTIAL PAYMENTS!** You may mail multiple checks for a single invoice or a single check for multiple invoices, but the total amount of invoices and checks in a single envelope **MUST MATCH. If you need help generating proper invoices, please contact us!**

You may pay by check or money order. We cannot accept credit cards at this time. If you wish to pay with a purchase order, please contact the state office.

WHAT TO EXPECT AT THE STATE CONTEST

The state contest is a two-day event. Check-in and exhibit set-up starts at 9:00 AM on Friday, May 10, 2019. Please see the map of the contest venue, included in your check-in packet. Depending on your arrival time, you may encounter long lines at check-in, so plan accordingly.

When you check-in, you will receive a packet with **your judging time, venue map, your meal tickets, t-shirt voucher, NHD button, your certificate of participation,** and other essential materials. Be sure to read all included materials in the packet.

Judging begins at 1:00 PM on Friday, May 10, 2019, and continues until all entries are evaluated. Six entries in each category will advance to the run-off round scheduled for the morning of Saturday, May 11, 2019.

- Only students in the performance and documentary category need to be present during the run-off round of judging.
- Names and entry numbers of these students will be on the NHD in PA website and NHD in PA Facebook page.
- Students in the paper, website, and exhibit categories do not need to be present for the run-off round of judging.
- During the run-off round, judges will review all entries but will not interview students. Your entry must stand on its own merit.

AWARD CEREMONY

The contest concludes with the award ceremony starting at 2:00 PM on Saturday, May 11, 2019. Students who finish in 1st or 2nd place must remain after the award ceremony to receive their registration packets for the national contest. Students who finish in 3rd place should also remain after the ceremony. They will serve as alternates in the event that one of the 1st or 2nd place winners is unable to attend the national contest.
Students may pick up their evaluation forms after the award ceremony. Please have your entry number ready to expedite the process.

We welcome your feedback. After the contest, you will receive an email with a link to an online survey about your experience. We need to hear your comments, both positive and negative, in order to improve the NHD in PA program. Thank you!

REFUND POLICY

- Registration fees for the state competition are non-refundable.
- Meal fees. For cancellations received:
  - Prior to April 15, 2019: NHD in PA will provide a full refund.
  - Between April 15 and close of business on April 22, 2019: NHD in PA will refund 50% of the meal fees.

After April 22, 2019, NHD in PA will be unable to grant requests for meal fees refunds.

CHECK AND MAILING INFORMATION

Please make out all checks to: AHCF – NHD in PA.

Mail all correspondence to:

AHCF – NHD in PA
P.O. Box 839
Carlisle, PA 17013

CONTACT INFORMATION

If you need assistance for any issues related to the State Contest, please contact the State Coordinator, Jeff Hawks via email at eddirector@armyheritage.org or by phone at (717) 258-1102.