

# District Literary Rally Checklist

- ✓ Complete the Membership registration process for State Rally at [www.lhsra.org](http://www.lhsra.org).
- ✓ Pay State Rally membership dues by December 1, 2023 to avoid a \$75 late fee.
- ✓ Complete the membership registration process for District Rally at [www.southeastern.edu/litrally](http://www.southeastern.edu/litrally).
- ✓ Pay District Rally membership dues of \$75 by December 11, 2023.
- ✓ Identify students for each event and obtain all information needed to register those students with District Rally. Be sure to verify that students participating in any Foreign Language event are not native speakers of the corresponding rally event.
- ✓ Add students to the District Rally registration system by either uploading one file or adding each student individually. Directions for doing each are provided on the District Rally website.
- ✓ Complete the online Foreign Language verification. This will be done electronically at the end of the student registration process. NOTE: There are no longer paper Foreign Language forms
- ✓ Pay for extra students by Tuesday, February 6, 2024. The cost is \$3.00 for each additional student.
- ✓ Attend the District Rally Business Meeting scheduled for Tuesday, February 6, 2024 at 1:00PM in the Alumni Center Ballroom. Please stay tuned to the School Coordinators page and emails from us.
- ✓ Share the following information with your rally students:
  - Confirmation of their exact event name, time and location.
  - Method of transportation as determined by your school
  - Rally Day website and how to see District Rally event results
  - Rock-n-Roar Information
- ✓ Share the drop off, parking and Hospitality Room information with bus driver.
- ✓ ENJOY YOUR DAY at District Rally and Rock-n-Roar!
- ✓ Review your students' unofficial rally results at [www.southeastern.edu/litrally/results](http://www.southeastern.edu/litrally/results).
- ✓ Receive and distribute awards and certificates for the District Rally qualifiers from your school. Packet will contain the official results for all of the students from your school and will be mailed approximately two weeks following District Rally.
- ✓ Receive and distribute certificates for recipients of the Southeastern Freshman Scholastic Achievement Award

## Dates

### State Rally Dues

December 1, 2023

### School Registration

December 11, 2023

### District Rally Dues

December 11, 2023

### Student Registration

February 2, 2024

### Extra Student Dues

February 6, 2024

### Business Meeting

February 6, 2024

### District Rally

February 24,

2024

## Contact

**Southeastern Louisiana**

**University District**

**Literary Rally**

SLU Box 10752 Hammond,

LA 70402

Tel: 985-549-5637

Fax: 985-549-5882

Office Hours

7:30 a.m. - 5:00 p.m.

Monday - Thursday

7:30 a.m. - 12:30 p.m.

Friday