2014 Model United Nations Advisor Timeline

January 15, 2014	DEADLINE for MUN team registrations. Notify Kevin Cahill (kcahill@scripps.edu) of (i) club/team participation (name and number of teams, advisors and high schools), and (ii) any advisors not intending to stay overnight on Saturday night (all advisors are strongly recommended to stay overnight).
January 25, 2014	Student and Advisor Training at Canyon Crest Academy.
February 1, 2014	Teams and advisors should establish meeting schedule.
February 15, 2014	Payment of \$750 per team due. Checks payable to "Rotary District 5340", MUN in the byline. Send to Dale Bailey, Rotary District Office, 2247 San Diego Avenue, Ste. 236, San Diego, CA 92110.
February 15, 2014	All advisor requests for private rooms to be submitted to Kevin Cahill (kcahill@scripps.edu). For a private room, please send a check for \$95, made payable to "Rotary District 5340", MUN – Private Room in the byline, to Dale Bailey, Rotary District Office, 2247 San Diego Avenue, Ste. 236, San Diego, CA 92110.
March 1, 2014	District 5340 Youth Certification required to be completed for all advisors (unless you have been previously certified). Submit background check application (found at www.modelun5340.com) to Dale Bailey, Rotary District Office, 2247 San Diego Avenue, Ste. 236, San Diego, CA 92110.
March 1, 2014	All student permission slips, medical and video release forms must be submitted to Penny Blazej (pennyblazej@gmail.com).
March 15, 2014	All menu selections and special dietary requests by students and advisors must be submitted to Bunmi Esho (bunmi.esho@gmail.com).
March 15, 2014	Notify Kevin Cahill (kcahill@scripps.edu) and Bunmi Esho (bunmi.esho@gmail.com) of all guests who will attend the Conference, and all those joining us for meals, including Saturday night. Deadline for sending payments for guest meals to Dale Bailey, Rotary District Office, 2247 San Diego Avenue, Ste. 236, San Diego, CA 92110. Please make checks payable to "Rotary District 5340", MUN – Dinner in the byline, in an amount to be specified later.
April 1, 2014	Speeches should be finished and teams practicing presentation. Practice speeches at your Rotary Club meeting.
April 12-13, 2014	MUN Conference at Joan B. Kroc Institute for Peace and Justice at the University of San Diego.