

**24th Annual North Carolina**

**Teen Court Association Summit**

**Registration Information**

**Mandatory Summit Orientation January 8, 2025 at 10:00am**

Summit Orientation for ALL Teen Court Coordinators attending the Summit. This will take place at the NCTCA Members Meeting in Raleigh. The meeting can be attended in person or via Zoom.

**Registration Forms Cut Off Date: February 28, 2025**

Forms are separated by Coordinator, Chaperones, Youth Volunteers, and Case Information. Each form must be completely filled out. Scan & email to tterrell@caswellcountync.gov, or mail to Tonya Terrell PO Box 98, Yanceyville, NC 27379, or fax to 336-694-1726. \*ONLY send NCTCA forms; we do need copies of your County forms

**Registration Payment Cut Off Date: February 28, 2025**

**Cost for each person is $140.** Registration costs cover 2 breakfasts, 1 lunch, 1 dinner, t-shirt,

seminars, decorations, entertainment, activities and guest speakers. Each county will be responsible

for collecting registration fees from each youth/chaperone and then send **ONE check** for all

participants. This will be easier to keep track of who has paid and who has not.

Checks must be received by **February 28, 2025** at 5:00pm; otherwise you will not be able to

participate. Please make your check payable to **NCTCA**, and mail them to:

**Communities In Schools Cape Fear**

**C/O Carrington Kennelly**

**P.O. Box 581**

**Burgaw, NC 28425**

**Hotel Information PLEASE READ CAREFULLY!!!**

**Hotel Reservations Cut Off Date: February 28, 2025**

**Room Rates: King- $145.45 with tax per night;** includes a king size bed and a sofa bed in the living area. **Double- $156.73 with tax per night**; includes two double size beds and a sofa bed in the living area. Please be aware there are a very limited amount of double rooms available at a first come, first serve basis. The Summit Committee will verify with the hotel that rooms have been reserved.

The link is the quickest way to make your reservation:

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=GSOGBES&groupCode=TEN&arrivaldate=2025-04-04&departuredate=2025-04-06&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>

Or you can call 336-668-4535 and ask for reservations. Once you are speaking with an agent, you need to refer to the code TEN.

***Please be aware that the cost of the hotel is based on the number of rooms reserved therefore any rooms canceled could affect the overall cost of the hotel usage and may directly affect your county’s registration cost.***

**Hotel Payment:**

Each county is responsible for reserving and making the payment for their rooms. A business check can be sent in but must be received 14 business days prior. (03/21/25) They cannot take a check after that date, as it needs to be cleared prior to check in. Cards are required to make a reservation, and at check in for incidental holds, even with a check – incidental hold is $35 per day per room. If no incidentals are utilized, the authorized amount is released back to the card 5-7 business days after departure, depending on the issuing bank of the card. Also, if the individual who makes a reservation for staff is not physically attending the conference, they will need to send that person a Credit Card Authorization form to fill out with the names of the guests they are paying for. You will need to ask the hotel to send this to you.

**Rooming List Cut Off Date: February 28, 2025**

A Room List will need to be submitted to tburbey@rockinghamcountync.gov. This should include the number of rooms and the names of people staying in them.

**Other Forms**

**Master Registration** **Cut Off Date: February 28, 2025**

This form needs to be completed by all attending counties regardless of whether it is competing or not. If the youth does not have a role, simply mark Attendee Only. Coordinator and chaperone numbers need to be cell phone numbers and not office numbers to ensure we can make onsite contact if needed. This form needs to be typed and not handwritten; badge names and certificate names will be taken from the Master Registration. Submit to [tterrell@caswellcountync.gov](mailto:tterrell@caswellcountync.gov).

**T-Shirt Designs** **Cut Off Date: February 28, 2025**

Shirts will be teal in color with pink print color. The design should be on an 8 ½ by 11-inch sheet of paper and this design will be transferred to the shirt. Please use **ONE** color for the design on the back of the shirt. Submit entries to <dhasselwander@mediationcsp.com>.

**T-Shirt Order Form** **Cut Off Date: February 28, 2025**

Please double check the sizes for the T-shirts as we will not be able to switch sizes. The T-shirts are for paid registration only. Submit to [dhasselwander@mediationcsp.com](mailto:dhasselwander@mediationcsp.com).

**Scholarship for Seniors**

**Cynthia “Cindy” Jett Memorial Scholarship** **Cut Off Date: February 28, 2025**

A $500 scholarship intended to help reach educational goals and can be applied toward any education-related cost; including tuition, books, supplies, equipment and any other fees associated with college studies. Applicants must be unable to attend or not attend the 24th Annual NCTCA Summit; if you plan to attend Summit, consider applying for the Glenda Ansley Scholarship. See the Cynthia “Cindy” Jett Memorial Scholarship form for complete eligibility requirements. Submit entries to [lewcohn2181@gmail.com](mailto:lewcohn2181@gmail.com) *and* [dmiron@bgccp.com](mailto:dmiron@bgccp.com).

**Glenda Ansley Scholarship** **Cut Off Date: February 28, 2025**

A $500 scholarship intended to help reach educational goals and can be applied toward any education-related cost; including tuition, books, supplies, equipment and any other fees associated with college studies. Applicant must be a participant in the 24th Annual NCTCA Summit; if you are unable to attend Summit, consider applying for the Cynthia Jett Memorial Scholarship. See the Glenda Ansley Scholarship form for complete eligibility requirements.

Submit entries to [lewcohn2181@gmail.com](mailto:lewcohn2181@gmail.com) *and* [dmiron@bgccp.com](mailto:dmiron@bgccp.com).

**Mock Sentencing Information**

Please read the policies and procedures carefully. Coordinators are responsible for assuring all youth volunteers, adult volunteers, chaperones and attendees are aware of all Summit rules and regulations. Each team must consist of 2 defense and 2 prosecuting attorneys, 1 bailiff, 1 clerk and 1 defendant.

Students may not hold duplicate roles. Each team must have at minimum six members. If the defendant position cannot be filled please notify Tammy Burbey as soon as possible. Optional roles: Court reporter and courtroom sketch artist. Counties may not share participants.

**Essential Information**

Registration and check-in will be**: Friday, April 4th, 4:00pm – 5:00 p.m**. Dinner “on your own” is available at one of the many local restaurants. Departure is by 11:00am, Sunday April 6th. A detailed agenda will be distrusted close to the time of the Summit. A mandatory orientation meeting and clerk training will be held after dinner.

**Other Important Information**

Counties are NOT allowed to reward their volunteers with offsite excursions (meals, shopping, etc.) unless scheduled on the agenda. We are paying for a certain amount of meals and activities and we expect to use what has been paid. Chaperones are mandatory for each county. The ratio of youth to chaperones is 5:1. Please make sure that you have enough chaperones to meet the ratio requirements. If you are bringing both male and female youth please make sure you are bringing both male and female chaperones. It is not another county’s responsibility to supervise your youth unless otherwise agreed upon prior to arrival. Each program must provide its own chaperones and transportation to the Summit.

**Door Prizes**

Each county must provide at least one door prize. Door prizes (i.e. gift cards, cups, headphones, etc.) can be dropped off during registration on April 4th. Door prize value should be no less than $10.00. Door prizes are for youth attendees only. Youth must be present to win; Coordinators, chaperones, nor team members can accept the prize on the winner’s behalf.

If you have any questions, please contact Tammy Burbey at tburbey@rockinghamcountync.gov.