POL FAQ – *Save this page!*

1. The Mississippi Arts Commission is a branch of the Mississippi State Government. All information requested and received will be considered to be confidential and will be held securely.

2. The POL **Lead Teacher** is the primary contact person between the Mississippi Arts Commission and your school. The Lead Teacher will receive all the POL emails, mailings, etc., and is expected to share this information with colleagues and administrators.

3. The POL **Backup Teacher** is the person designated to take-over the POL program in your school in the event that the Lead Teacher is unable to conduct the program or any aspect of the program. Please don't make POL a secret at your school – share it with others!

4. We are requesting these various ways of contacting you because we have needed to contact people in the past and did not have any way of reaching them: For example, your school's telephone number is of no use when we are trying to determine why you have not reached your regional contest on time!

5. Almost all of your dealings with Poetry Out Loud will be via email so ***please check your email regularly!*** Any necessary forms or reports will be attached to emails and will be in Adobe Acrobat (.pdf) format. Acrobat Reader pre-intalled on all computers sold in the US and is also available free-of-charge from get.adobe.com/reader. This format was chosen because it CANNOT transmit viruses or other nasty things.

6. You must make arrangements with your school's computer person to make sure that you can do the following: A. Receive emails from and send emails to the arts.ms.gov domain; B. Read and send Adobe Acrobat forms; C. View and download from the URL, www.poetryoutloud.org ; D. Receive email from and send email to the State Coordinator's personal email domain, kerbe.com, and gmail.com.

7. Other forms will request other information: You will not be asked to provide your or your school's contact information again. Please read forms carefully and strive to provide correct and accurate information.

8. Most of the schools in the US are on a “September through June” schedule: We will not receive the 2014 POL Teacher Kits until early September. The information on the website, however, will be updated before then.

9. If you have any questions, concerns, or comments, please contact the MSPOL State Coordinator by calling or texting 601-327-1294, or by emailing poetryoutloud@arts.ms.gov

10. You will receive an email confirmation whenever any form you return is received. If you do not receive a return message it means we have not received whatever it was you sent to us and you should try again, or contact us about it.

2014 Mississippi Registration Form

DEADLINE: ***Friday, November 1, 2013***

School Name _____

School Address _____

City/County/ZIP _____

School Type *(check one)*

Public	☐	Parochial	☐	Christian	☐
Independent	☐	Alternative	☐	Home	☐

Principal _____

POL Lead Teacher _____

Work Email _____

Personal Email _____

Work Phone _____

Personal Phone _____

POL Backup Teacher _____

Work Email _____

Personal Email _____

Work Phone _____

Personal Phone _____

This is an Acrobat form that you can fill in on your computer – no need to print it out!

1) Download this form to your computer desktop and fill in the required information.
2) Click "save as" and rename the completed form as "***school name*** reg.pdf"
3) Attach the *renamed* and *saved* form to an email and send it to this address:

ken@kerbe.com