

**The IESA Renewal Process**  
March, 2014

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- March begins the period during which schools may renew their membership and activity participation with the IESA.
- Membership dues and participation fees must be submitted by the published deadlines to be eligible to participate in the state series.

**Renewal**

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- March 18- Registration opens for 2014-15
- Week of March 24<sup>th</sup>- Notification sent to all member schools via email
- June 9- Deadline for Membership fees and entry into: baseball, softball, cross-country, golf, and girls and boys basketball
- October 6- Deadline for entry fees into: scholastic bowl, volleyball, wrestling, and track and field.

**Timetable**

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- Fees received by the deadline will be processed as regular fees.
- Fees sent after the initial entry deadline will be doubled.
- Schools entering an activity for the first time will pay regular fees regardless of when they enter the activity.
- No school will be allowed to enter the state series after the final entry deadline for the activity.

**Fee Structure and Guidelines**

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- **Feeder schools**
  - Feeder schools are elementary attendance centers located in the same school district which feeds the junior high school.
  - Membership dues must be paid by the feeder school prior to the use of any participants from that feeder school.
  - A written request must also be submitted to the IESA Executive Director for use of feeder students by the junior high principal prior to participation in any given activity.
- **Coops**
  - Are the formation of one athletic team or activity program by two or more IESA member schools.
  - Coops may only be formed with IESA member schools.
  - All schools participating in a coop must pay IESA membership and activity fees even if they are not the host school.
  - Agreement is established for a minimum period of two consecutive school years.
  - The combined enrollments of all participating schools will be utilized to determine the classification of a cooperative school.

**Fee Structure and Guidelines**

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- There are two surveys that will need to be completed prior to beginning the renewal process.
  - Survey will appear once you click on a Membership or activity renewal link.
- **Activity Participation Numbers**
  - You will be asked to provide the number of students you have who participate in the various interscholastic athletic teams that your school offers.
  - If your school offers a sport but you do not participate in the IESA State Series for that sport, you should still provide your participation numbers for that activity.
- **Activity Participation Fee Survey**
  - You will be asked if your school charges student's a fee to participate in interscholastic activities.
    - If you answer yes, you will be asked to provide the amount that is charged per student per activity.

**Surveys**

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- To start the process, you will need to log in to the IESA Member Center.
  - You will need your school password to complete the renewal process.
  - Click on the Registration and Entry Center Logins link located above the Activity Tracker.
  - Click on the 2014-15 renewal link that completes your request.
  - Complete the survey questions.
  - Proceed through all steps until you generate an invoice. Please make sure that you update all school contact information, including personnel changes.
  - Send copy of invoice and fees to the IESA Office by the posted deadline.
- Website tour

**Online Procedure**

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- Update school information- contact person, coach information, etc.
- Submit host interest information
- Open Dates
- Activity Tracker
- Emerging Activities

**While online...**

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- Activity Interest Form
  - If your school is interested in participating in an emerging activity, complete this form.
  - The IESA will use the interest reports to monitor new activities and assist in determining when a new state championship should be considered.
- Emerging State Series Registration Form
  - If your school currently has a team that is participating in competition, complete this form.
  - The IESA will use these reports to monitor the development of new activities.
    - When the minimum number of participating schools have submitted this form, the IESA Board of Directors will consider adding the activity as a state series or championship.
    - Currently, forty (40) registered schools are needed for consideration by the Board.
  - A list of Registered and Interested schools are available on the IESA website.

**Emerging Activities**

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- If you encounter any problems during the process, please contact the IESA Office.
- If you are unable to locate your school password, it is possible for you to request that it be sent to you.
  - You can do this by clicking the Member Center login button and then on the "Help" link.
- We look forward to your participation.

**Thank You!**

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