

# Oklahoma Close Up Teacher Check List & Quick Info

Chair Contact: Vernon Guess, 918.361.6084,  
[vg3616084@aol.com](mailto:vg3616084@aol.com) (Please add me to your  
address book, so you don't miss out on any info)

Send checks to:  
Oklahoma Close Up  
c/o Ann Kennedy  
2421 SW 97<sup>th</sup> Street  
Oklahoma City, OK 73159

Treasure Contact: Ann Kennedy, 405.979.0696,  
[vakennedy@att.net](mailto:vakennedy@att.net)

- Administrative Approval
- Read our 'FAQ Page' on <http://www.okcloseup.com>
- School Registration Submitted Online (Before Dec. 31<sup>st</sup>)
  - \$50.00 check to OK Close Up
  - Confirmation of School Registration sent via reply E-mail
- Choose your students (this can be done anyway you choose, some schools have a group of teachers select, some have students volunteer, and other have contest for the top students to attend)
- Have your students and their parents check out our website, read over what is expected of them. This will also give them a greater understanding of what takes place during program.
- Register students (a number of participating teachers register students, but parents and students may register themselves) Registration is open until December 31<sup>st</sup>. Late Registration is from January 1<sup>st</sup> to the 20<sup>th</sup> with a \$25.00 late fee.
- Payment for Students sent to OK Close Up or PO to confirm students spot in program. Late fee of \$25.00 for students registered after December 31<sup>st</sup>. (Once a student registers his or her slot is held and your school is now liable for payment of that slot.) We will work with you to switch out students if need be.
- Arrange travel from your school to OKC; we start at the Bar Association Tuesday morning; Tuesday afternoon transportation will be needed from the Bar to the Hotel. Other schools normally volunteer/ have room to help larger schools. Sometimes multiple trips have to be made. Close Up will do it's best to help coordinate.
- Signed copy of our Program Terms & Conditions for all participates. (turn these in Tuesday morning; form is found on each registration page on our website)
- Signed copy of Medical Release Form for all participates. (turn these in Tuesday morning; form is found on each registration page on our website)

# Past OK Close Up Teacher Recommendations

Chair Contact: Vernon Guess, 918.361.6084,  
[vg3616084@aol.com](mailto:vg3616084@aol.com) (Please add me to your  
address book, so you don't miss out on any info)

Send checks to:  
Oklahoma Close Up  
c/o Ann Kennedy  
2421 SW 97<sup>th</sup> Street  
Oklahoma City, OK 73159

Treasure Contact: Ann Kennedy, 405.979.0696,  
[vakennedy@att.net](mailto:vakennedy@att.net)

- ~ Read everything on the Close Up website; recommend parents/students do the same
- ~ Have a face to face meeting with parents and students about expectations
- ~ Share contact information between yourself and the parents
- ~ Conduct a wrap up meeting with students after program