

HOSTING A DISTRICT CONFERENCE



1) Getting Started

- a) Develop commitment and enthusiasm of students and advisor
- b) Secure approval from the administration
 - i) including a day in the spring, usually in March or April
 - ii) should be a day off for students, not a snow-make-up day
 - iii) avoid PSSA testing weeks and Easter weekend
- c) Consult policy selection paper for details needed for proposal and presentation
- d) Present a proposal to the District Board at the February meeting

2) Preliminary Steps

- a) Choose chairperson(s)
- b) Contact District Director for past booklets
- c) Assign responsibilities to entire student council involved
- d) Discuss plans with former hosts of the District 8 Conference
- e) Set a budget
 - i) cost should be *about* \$9 per delegate or advisor
 - ii) items to be included: speaker, lunch, program, decorations, etc.
- f) Choose speaker
- g) Set a tentative program
- h) Give preliminary report at the May District Board meeting

3) Preparations

- a) Confirm speaker
- b) Decide on workshop format
- c) Prepare mailings - workshop, registration, and eventually confirmation letters
- d) Set a deadline for workshop applications - usually three months before the conference
- e) Set a deadline for registration - usually one month prior to the conference
- f) Assign workshops and choose rooms for caucus meetings
- g) Set lunch options and schedule
- h) Work with audio-visual person to decide on opening and closing sessions
- i) Complete decorations
- j) Be prepared to give Conference updates prior to conference
 - i) October meeting: present budget and schedule
 - ii) February meeting: finalize budget and schedule

4) Conference Day

- a) Set up registration, all facilities, and equipment
- b) Set up a problem solving station
- c) Have fun!

5) Present conference evaluation at May meeting following conference

- a) Include feedback and reflection on preparations and performance
- b) Include a detailed financial report
- c) Present check for \$2 per delegate, plus any other surplus receipts, to District Board

Policy for Selection of a District 8 Conference Host School

At the February District 8 Board meeting, a conference host school is chosen. The District 8 Board uses the following guidelines when deciding which school will be chosen as the next conference host:

□ **PROPOSAL PACKET** *should include:*

- Size of student body
- Tentative date
- Anticipated conference capacity
- Auditorium capacity
- Cafeteria capacity
- Number of rooms available for workshops and room capacity
- Number of rooms available for county caucus meetings and room capacity
- Map of school
- Tentative schedule
- Consideration of activities for advisors to meet ACT 48 requirements
- School conference experience (attending and/or hosting)
- Theme with supporting details like reason for choosing theme and integration ideas
- List of student council sponsored events from the previous year
- Status of faculty contract
- Size of faculty
- Other facilities that may be utilized
- Directions to the school
- Additional reasons why school should be chosen

□ **PROPOSAL PRESENTATION** *should be:*

- Fifteen to twenty minute presentation
- Enthusiastic
- Creative and theme oriented
- Organized and well planned
- An example of strong group involvement

In addition, the host school must be a current member of PASC



Policy for Planning and Operation of a District 8 Conference

The host school must follow the following guidelines during the planning, implementation, and evaluation phases of hosting the District Conference.

- 1) The school hosting a District Conference will be accountable to the District Director and the District Board with respect to conference planning, budget and final evaluation.

- 2) The school hosting a District Conference must be a current PASC member.

- 3) The school hosting a District Conference will determine registration fees from the cost of the conference plus a two-dollar (\$2) per delegate fee to be paid directly to the District 8 Board. In addition, all funds raised in the name of PASC District 8 become the property of the District. Therefore, any additional surplus funds from vendors, contributions and fund raising must be deposited in the District 8 treasury in accordance with Article IX, Section 5 of the District 8 Constitution.

- 4) The school hosting a District Conference must submit a full financial report to the District Director and the District Board. In conjunction with the financial report, the host school should provide a listing of all schools in attendance at the District Conference.

- 5) The school hosting a District Conference may invite principals and/or assistant principals to attend the Conference.

