

PASC MISSION STATEMENT

The mission of the Pennsylvania Association of Student Councils is to offer year-round opportunities to develop and apply leadership and life skills and civic engagement for middle level and high school students and their advisors throughout Pennsylvania.

PASC VISION STATEMENT

The association will accomplish their mission will be by disseminating information for building effective organizations, recognizing individual and school achievements, promoting community service, and providing positive enthusiastic forums for networking and sharing ideas and partnering with state organizations that perpetuate civic engagement.

An Introduction to the PASC State Conference

The annual PASC Conference is the premier event of the PASC year. Hosting and planning such an event is an all-encompassing task involving most elements of a school system and many community resources. This booklet is intended to break this seemingly monumental task into manageable segments and give the prospective host a better overall grasp of this project. Guidelines presented here can help you throughout the process from preparing the initial bid to presenting the final conference report. PASC polices concerning state conferences are also reflected herein, but any questions arising should be referred to the District Director who chairs the State Conference Committee or to the PASC Executive Director. This information is intended to outline those tasks required and provide planning guidelines, but is not intended to stifle the host's creative conference planning.

Are You Ready To Host The PASC State Conference?

Here is what you need to do:

1. Have your student council on board, this is a big commitment
2. Get approval from your school board to make the bid to host the conference.
3. Contact the Executive Director no later than December 15, two years prior to the anticipated state conference. This communication is to establish an interest in bidding and to plan for the presentation by administration, advisor(s), and student leaders from the prospective host school(s). Example December 2010 for the November 2012 conference.
4. Have letters of invitation sent to the PASC Executive Director from the superintendent, principal, advisor and student council president by January 1.
5. Prepare your bid presentation for the PASC Executive Board Meeting in January. Typically this involves approximately eight students, mostly underclassmen and the advisor(s). The superintendent and principal are also invited to attend, but their presence is at the discretion of the bidding school.
6. Submit a video tape of the presentation in lieu of a live presentation in case of inclement weather. Sent to the Executive Director one week prior to the presentation.

Here is what the PASC Executive Board looks at:

1. Your Presentation
2. Your school's ability to meet the needs and requirements of PASC, this is based on a rubric that will be provided to you prior to the planning of your presentation.

Here is what happens after your presentation:

1. The Board will discuss your presentation; PASC board members from the bidding school will not be present during the board discussion prior to voting.
2. After the discussion a vote will be taken, Board members from the bidding school may vote or abstain.
3. The announcement of the board decision will be made the day of the presentation.

POLICY ON SELECTION OF A STATE CONFERENCE SITE

The following information is PASC Policy and must be adhered to when preparing a bid. At the annual January PASC Executive Board meeting, a state conference site shall be chosen for the following year. The following are guidelines to be followed by the Executive Board in completing the process.

1. The school(s) bidding for the conference shall prepare a presentation not to exceed 20 minutes with a 20 minute question and answer period to follow.

2. The Executive Board shall choose a school on the basis of:

A. Presentation

1. Student participation
2. Commitment of underclassmen
3. Administrative support

B. Facilities of the school

1. School facilities and classrooms available
2. Auditorium or gymnasium size for general sessions
3. Cafeteria serving and seating capabilities
4. Appropriate rooms for caucus meetings
5. Banquet facilities
6. Advisor housing and distance from conference
7. Number of student and advisor delegates possible (1000-1200)

C. Status of teachers' contract

D. Accessible roads and routes

E. Airport facilities

F. Student body awareness and involvement

G. School experience in student council, conferences, PASC projects, and district conferences

H. Community involvement and awareness, how is the school involved with the community

STATE CONFERENCE OPERATING POLICIES

- SC-01. The selection of a school to host the state conference shall be based on letters of invitation by school officials and a presentation made to the Executive Board at its January meeting one year prior to the hosting of the conference. (Specific selection criteria and guidelines related to this policy are attached.)
- SC-02. Following the selection of a host school, the host advisor is expected to complete the selection process for a state president-elect following the attached guidelines. The state president-elect and host advisor are expected to attend Executive Board meetings beginning in the spring following selection and concluding in the spring following the conference, at PASC expense.
- SC-03. The state conference shall be held in October or November. The actual dates of the conference is to be set by the host school in consultation with the Executive Board. (Constitution Art. 8 Sec. 1)
- SC-04. The number of delegates permitted to attend the state conference shall be set by the Executive Board in consultation with the host school no later than the spring Executive Board meeting prior to the conference. (Constitution Art. 8 Sec. 2)
- SC-05. The number of delegates per school attending the state conference shall be set by the Executive Board no later than the spring Executive Board meeting prior to the conference. (Constitution Art. 8 Sec. 2)
- SC-06. The conference host school is expected to provide the Executive Board with a full and final budget based on the financial report and budget which were approved at the spring Executive Board meeting prior to the conference. The Executive Board must vote to approve the conference budget.
- SC-07. The conference host school is expected to provide the Executive Board with a full financial accounting of the conference at the January Executive Board meeting following the conference. Revenues gained from the conference should be turned over to the association at that time.
- SC-08. A \$10 per delegate late fee may be charged to all delegates whose registration forms are postmarked after the initial registration deadline but on or before the final registration deadline.
- SC-09. No additional delegates are to be registered for the state conference after the final deadline without the approval of the state president and the host advisor.
- SC-10. There shall be no refund of conference registration fees after the final deadline for registration. Exceptions to this rule can only be made by a majority vote of the Executive Board at their January meeting. All requests for exceptions shall be made in writing and received by the Executive Director by December 1.

- SC-11. The state conference host school shall not accept a change of a male delegate for a female delegate or vice versa after the school's registration forms have been accepted. Schools who must replace delegates must keep the same gender. It is incumbent upon the school changing delegates to provide all proper medical forms and other necessary information to the host school at or prior to check-in at the conference.
- SC-12. The Executive Director shall appoint a review committee of the Executive Board to review plans for the conference in the spring of the year of the conference and shall include a meeting with the chairpersons of all conference committees. The review committee shall consist of all Regional Representatives, the District Director of the host district, the District Director of the previous host district, the District Director of the next host district, and one at-large District Director. Should a vacancy occur in the ranks of the District Directors, the Executive Director will appoint another at-large District Director.
- SC-13. PASC supports the state law which makes both the use and possession of tobacco products by school students illegal on school property and during school-related activities. Consequently, PASC, which is an organization that promotes student leadership and responsibility, has adopted rules prohibiting student use of tobacco products during all PASC workshops, conferences, programs, and trips.
- SC-14. The registration fee for the regional representatives and president-elect shall be the responsibility of the state association. Transportation costs to the conference shall be at the expense of the student's school.
- SC-15. Security and supervision should be provided by the host school for student functions when home school advisors are not present.
- SC-16 The host school is responsible for providing a bed, couch, or cot per student delegate. Students must not be asked to share a bed.
- SC-17 It is expected that students will be housed with students from school other than their own. Female delegates and male delegates should be housed in separate homes. Middle Level delegates of the same sex may be housed in the same home if a specific written request is made by the middle level school advisor prior to the final assignment of host homes.

- SC-18. The following positions shall be unpaid conference registrations. They will not be included in the count of paid delegates for which money shall be reimbursed to PASC based on the state conference financial guidelines.
- A. The future conference host school will have ten (10) delegate slots paid for by the conference host budget and an additional ten (10) slots paid by the future host school. Additional paid seats may be negotiated for the conferences based on available seats after the close of registration.
 - B. The seven (7) regional representatives and two (2) student middle level representatives conference registration fee shall be paid by the conference host budget.
 - C. The conference registration fee for non-school related adult Executive Board members shall be paid by the conference host budget. This number shall be established at the March Executive Board meeting.
- SC-19. Any state conference chairpersons up to two shall be required to attend the first national conference after their school wins the bid to host. They shall be provided funds from PASC at the same rate as the regional representatives and state president-elect.

STATE CONFERENCE FINANCIAL GUIDELINES

The Pennsylvania Association of Student Councils is a non-profit organization and, therefore, must rely on the goodwill and efforts of the school districts and communities that invite us to hold our conferences. When an invitation is made for the hosting of a PASC conference, it is expected that PASC is the invited guest at the school and in the community. It is understood that the school district is the host of the conference, but that the conference is under the leadership and jurisdiction of PASC.

It is the responsibility of the host school to develop a detailed budget for the conference and to submit its budget for approval by the PASC Executive Board at the spring planning meeting prior to the conference. Emergency budget changes may not be made without the written approval of the Executive Director. Unapproved overruns or budget line items become the responsibility of the host school district.

The host school (district) should be responsible for the following:

- Facility usage
- Security
- Custodial needs
- Minor mailing and telephone expenses
- Transportation (except major student movement)

Optional expenses, which the host school (district) feels are appropriate, such as personal gifts to student or advisor delegates, extra promotions, or additional decorations, may be incurred but paid for by the host school. It is suggested that the host school explore fund-raising means to defray these and other costs of the conference.

All funds raised in the name of PASC become the property of the state association. The conference registration fees will be determined by the planned cost of the conference, plus a fee per delegate, established by the PASC Executive Board, to be paid directly to PASC to cover expenses for conference planning meeting, conference promotions, leadership training, expenses for the State President and other state officers, and additional conference related costs.

Additional surplus funds from vendors, contributions and fund raising are also the property of PASC and will be used in financing major leadership programs of PASC. Should the host school choose to operate a school store to sell souvenirs and a novelty item during the state conference, the operation of this store is the sole responsibility of the host school. Any profits realized or debts incurred as a result of the operation of the conference store will be assumed by the host school.

It is recommended that the school create a separate activity account for the State Conference and that there be no mixing of school student council funds with PASC funds. When proper documentation has been presented by the host school and when the Executive Director feels it is appropriate PASC funds may be advanced to the host school for pre-conference expenses.

The initial budget and the final financial report must include but not be limited to, the following categories.

Income: Registration fees
 School district contribution
 Vendor income
 Business and community contributions
 Fund raising
 PASC contributions

Expenditures: Speakers fees
 General Sessions staging and Audio-Visual expenses
 Conference materials
 Postage, paper, supplies
 Transportation
 Decorations
 Custodial/Maintenance
 Food-meals
 Entertainment

NOW THAT YOU HAVE BEEN SELECTED

1. The Learning Process Begins

- A. Attend the March/April Executive Board meeting at current year's host school. Committee chairs of that year present a detailed report to special committee of Executive Board. Also present are advisors and student leaders from previous host school and future host school. Recommend bringing an administrator to this meeting to get a sense of expectations.
- B. Frequently an all-school assembly is held to present gavel to PASC President and to promote the conference for that year to underclassmen. (Optional activity)
- C. The President-elect attends NASC conference and is part of the PASC leadership team working directly with the PASC President and other student Executive Board members.
- D. The President attends the Advanced PASC workshop and President-elect attends a Gold senior high workshop at PASC expense.
- E. The August Executive Board meeting is held, at which time the current host will review final plans with state conference committee and the future host will review preliminary plans with committee. The future host seeks approval for any unusual conference program changes or unique budgetary expenses that are anticipated.
- F. From March following the successful bid to the March following the conference, the president, conference chairs, and conference host advisors will serve on the State Conference Committee. They will also be asked to participate in one of the other seven standing committee to become involved in other PASC organization business.

2. Jumping into the Process

- A. In November, the future host will present a video/slide presentation as part of the closing of the conference. Pertinent information regarding your conference should be distributed at this time.
- B. In January, the President-elect becomes President and presents an overview of the conference to the Executive Board. The former host will make a detailed final evaluation report and financial statement.
- C. March/April, the host school hosts a two-day meeting of the Executive Board where a detailed review of every aspect of the conference is done.

3. Decision Making

- A. The host school is traditionally given a great deal of latitude in conference planning.
- B. Any major change in conference format or procedure must be approved by the Executive Board as early as possible.
- B. By March/April of conference year the size of the conference and number of delegates per school is set by a recommendation by the host school and a vote of the Executive Board.
- C. By March/April of the conference year a final budget is presented by the host school and approved by the Executive Board. The registration fee is also set at that time by the Executive Board.
- D. As situations have developed over the years through concerns of host schools, evaluations of past conferences, or foresight by the Board, a series of state conference policies have been adopted by the board on issues such as housing, day delegates, refunds, etc. (See State Conference Policies)

PRELIMINARY GUIDELINES FOR HOST SCHOOL

Schools wishing to host a state conference must fulfill the following requirements:

1. School must be a paid-up member of PASC.
2. School must submit letter of invitation to the Executive Director of PASC from the student council advisor, high school principal, and superintendent of schools.

NOTE: The final selection of a host school will be made by members of the Executive Board at least one year prior to said conference. The Board will attempt to rotate conference sites to various areas of the state.

The host school will be responsible for providing:

1. Housing for a minimum of 800-1,000 delegates & advisors in host homes/advisor hotel accommodations
2. Transportation to and from homes, hotel, and host school
3. General Assembly facilities for 800-1,000 delegates and advisors
4. Classrooms for meetings and discussion sessions—approximately 40 rooms
5. Banquet facilities for over 1,000 people
6. Provide the following meals
 - a. Breakfast for delegates in host homes for two days
 - b. Thursday evening meal, either in host homes or in school at additional registration fee
 - c. Provide a lunch on Friday as part of registration fee
 - d. Provide a banquet on Friday evening as part of registration fee
7. Delegate packets and individual name tags
8. To effectively accommodate the conference the host school should not have the classes on Friday of the conference. It is also useful for the student body of the host school to be dismissed early on the Thursday of the conference to accommodate conference facility preparation. (11:00-12:00 dismissal is desirable)
9. The host school should be available from Wednesday through Saturday the week of the conference. The host school should avoid scheduling additional school programs which might conflict with the conference operation.
10. Host school should have a nurse throughout the entire conference activities
11. Host school should provide adequate adult supervision for all conference activities

THINGS TO KEEP YOU IN GOOD SHAPE

*Make a list of dates
when various reports
must be prepared and
presented to the
PASC Board*

*Excitement should
build slowly to
avoid “burnout”*

*Have
Realistic
Expectations*

Make a list of “Board Approval” Items

<i>registration fees</i>	<i>dates</i>
<i>number of delegates</i>	<i>special programs</i>

*expenditures of \$1,000 should have three
bids plus approval of the board*

FINAL REPORT AND FOLLOW UP

It is the responsibility of each host school to prepare a detailed final report to be presented to the PASC Executive Board at the January meeting following the conference. This report should include:

1. A complete financial accounting
2. Recommendations for future host schools
3. Summary and evaluative reports from each conference committee
4. A check which includes the PASC per delegate fee which was built into registration, as well as surplus funds accumulated after conference bills are paid
5. Forms, computer programs, contact persons or other information useful to the upcoming host

The advisor and state president should be available to assist the host of the next fall conference as well as be available to attend the spring PASC Executive Board meeting normally held at the new host school's facility.

ELECTION AND EXPECTATIONS OF STATE PRESIDENT

The election of the PASC State President must be completed by the host school once that school's bid to host the conference has been approved. It is required that the perspective candidate be a sophomore at the time of the election and he/she must have some background in student council work or have been a class governing officer. The entire election process must be completed, with the name submitted to the Executive Director one month following the selection of the school to host the conference ((approximately February 15). Listed below is a sample procedure which has been successful. It is suggested that a host school follow it as far as basic requirements are concerned, making modifications which are needed for individual schools.

GUIDELINES FOR THE SELECTION OF THE PRESIDENT/CONFERENCE CHAIRPERSON

Purpose:

The purpose of this document is to standardize the procedure for the selection of the State President and additional State Conference Chairpersons. The person chosen to fulfill this position shall represent PASC on national, state and local levels. He/she shall, also, hold the position as one of the major State Conference Chairpersons. This document is to assist a school in selecting the PASC President and the additional State Conference Chairpersons by providing the following guidelines.

Guidelines:

1. The selection should be based on application and an interview.
2. The students who apply should be freshmen or sophomores in high school. The PASC President must serve during the second half of his/her sophomore or junior year and the first half of his/her junior or senior year of high school.
3. Because of the nature of this position, applicants should have student council or student government experience.
4. The application should include, in part, essay questions (a sample application is enclosed).
5. The selection shall be carried out by a panel.

- A. It is suggested that this panel be composed of representatives from the faculty, administration, student body, community, etc.
 - B. The selection should be made by the panel but the school's administration should have veto power. When this entire process is complete the decision shall be final.
 - C. This panel should exist in any case where the selection of a new PASC President/Conference Chairpersons is deemed necessary. This includes when the State President or State Conference Chairpersons would move to another community, state, etc.
6. The school chosen to host the State Conference should have the selection process of the PASC President/Conference Chairpersons completed prior to the spring PASC Executive Board meeting.
7. A host school may also chose to provide support for the State President by appointing one or more State Conference Chairpersons to work with the State President in overseeing conference planning and master of ceremony duties.

PRESIDENT-ELECT JOB DESCRIPTION SAMPLE

The PASC president-elect's responsibilities begin in March 2011 with the selection of key student committee chairmen and faculty advisors. The term officially ends with the giving of advice at the March 2013 planning meeting. Specific meeting responsibilities over this two-year period of commitment will include:

1. PASC Executive Board Meeting Thursday evening, March 3, Friday, March 4, and Saturday, March 5 at Altoona Area High School. Travel and expenses paid by PASC.
2. Option to attend 2011 LEAD Conference in Stamford, Connecticut. April 1-3, 2011.
3. NASC Region 2 state officers meeting in Canandaigua, NY April 8-10, 2011. Travel and registration expenses paid by PASC.
4. STAR Leaders National Conference at St. Louis, Missouri. The conference and trip to and from the national conference will run for 7-10 days in last June 2011. PASC will pay \$500 of the approximate \$1300 cost. Additional expenses will be covered by the president-elect (This conference is optional.)
5. PASC Summer Leadership Workshop for a week between July 10 and July 29, 2011. Registration fee paid by PASC, transportation responsibility of the president elect.
6. PASC Executive Board Meeting August 5-7, 2011 in Pittsburgh (paid by PASC)
7. PASC State Conference at Altoona Area High School on November 10-12, 2011. Registration fee paid by PASC, transportation paid by president-elect's school.
8. PASC Executive Board Meeting January 2012 at a site and date to be determined. (Travel and expenses paid by PASC)
9. Oversee the PASC Face book and assist the State President in additional duties as to be determined.
10. President will receive an expense account which will defray postage and telephone costs. Additional costs are the responsibility of the president or their school.
11. See President's Job Description for additional duties beginning in January 2012.

**STATE PRESIDENT
JOB DESCRIPTION
SAMPLE**

The PASC State President responsibilities begin in March 2011 with the selection of key student committee chairmen and faculty advisors. The term officially ends with the giving of advice at the March 2013 planning meeting. Specific meeting responsibilities over this two-year period of commitment will include:

1. Preside over the PASC Executive Board Meeting January 2012 at a site and date to be determined. Assist in the training of the new 2012 regional and middle level representatives along with the past-president. (Travel and expenses paid by PASC)
2. Represent the PASC organization at the NASC LEAD Conference Site and date to be determined. Registration paid by PASC.
3. Host PASC Executive Board Meeting Thursday evening, March __, Friday, March __, and Saturday, March __ at the 2012 host school.
4. Represent the PASC organization at the NASC Region 2 officers at a site and date to be determined in April 2012. Travel paid by PASC
5. Attend the STAR Leaders National Conference at a site and date to be determined in June 2012. The conference and trip to and from this national conference will run 7-10 days. PASC will pay all travel expenses.
6. PASC Advanced Leadership Workshop July 2012. Registration fee paid by PASC, transportation is the responsibility of the state president.
7. PASC Executive Board Meeting August 2012 Site and date to be determined (paid by PASC)
8. Presided over PASC State Conference at _____ High School on November 2012.
9. PASC Executive Board Meeting January 2013 at site and date to be determined.
10. PASC Executive Board Meeting in March, 2013 at _____ HS to give advice to the 2013 Host School.
11. President will receive an expense account which will defray postage and telephone costs. Additional costs are the responsibility of the president or their school.
12. Additional duties of the State President not related to state conference planning will be given to the host school prior to the beginning of the State President/Conference Chair selection process.

STATE CONFERENCE CHAIRPERSON(S)
JOB DESCRIPTION
SAMPLE

The PASC State Conference Chairperson(s) responsibilities begin in March 2011 with the selection of key student committee chairmen and faculty advisors. The term officially ends with the giving of advice at the March 2013 planning meeting. Specific meeting responsibilities over this two-year period of commitment will include:

1. PASC Executive Board Meeting Thursday evening, March 3, Friday, March 4, and Saturday, March 5 at Altoona Area High School. Travel and expenses paid by PASC.
2. NASC Region 2 state officers meeting in Canandaigua, NY April 8-10, 2011. Travel and registration expenses paid by PASC.
3. STAR Leaders National Conference at St. Louis, Missouri. The conference and trip to and from the national conference will run for 7-10 days in last June 2011. PASC will pay \$500 of the approximate \$1300 cost. Additional expenses will be covered by the president-elect. (This conference is optional.)
4. PASC Summer Leadership Workshop for a week between July 10 and July 29, 2011 . (optional)
5. PASC Executive Board Meeting August 5-7, 2011 in Pittsburgh paid by PASC
6. PASC State Conference at Altoona Area High School on November 10-12, 2011. Registration fee paid by PASC, transportation paid by president-elect's school. Preview presentation for the 2012 State Conference to be done in the closing session.
7. PASC Executive Board Meeting January 2012 at a site and date to be determined. Travel and expenses paid by PASC
8. Host PASC Executive Board Meeting Thursday evening, March __, Friday, March __, and Saturday, March __ at the 2012 host school.
9. Represent the PASC organization at the NASC Region 2 officers at a site and date to be determined in April 2012. Travel paid by PASC
10. Attend the STAR Leaders National Conference at a site and date to be determined in June 2012. The conference and trip to and from this national conference will run 7-10 days. (optional)
11. PASC Advanced Leadership Workshop July 2012. (optional)

12. PASC Executive Board Meeting August 2012 Site and date to be determined paid by PASC
13. Preside over PASC State Conference at _____ High School on November 2012.
14. PASC Executive Board Meeting January 2013 at site and date to be determined. Prepare final conference report and financial report for the Executive Board.
15. PASC Executive Board Meeting in March, 2013 at _____ HS to give advice to the 2013 Host School.

PRIORITY ITEMS

These must be scheduled as early as possible:

Select state President-elect and committee chairpersons

Meet with your faculty and administration

Set school calendar—keep in mind that students cannot be in school on Friday or during conference activities. It is important for the host school site to dismiss students in that building by 11:00 AM so that final decorations can be put in place and registration of delegates can begin by 12:30 PM

Advisor hotel accommodations

Banquet facility

Speakers

Schedule building and facilities

Set goals/theme

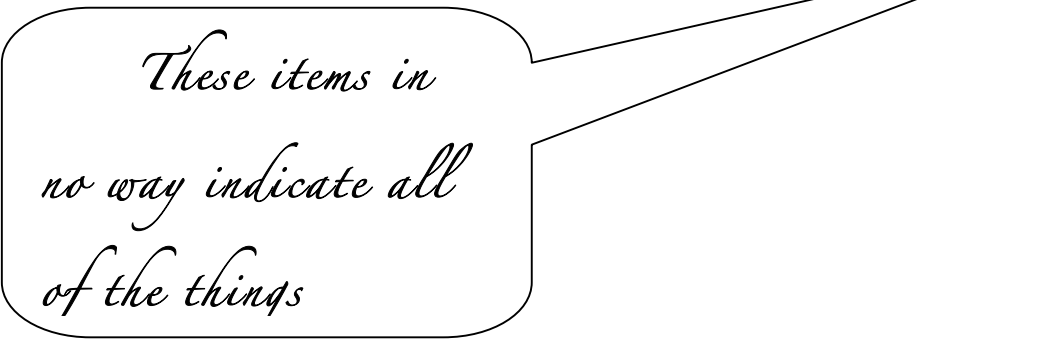
Conference headquarters room with telephone and computer

Basis for funding

Procure and review past conference reports

Arrange attendance for President-elect and chairpersons, and advisor(s) for spring Executive Board meeting

FYI



*These items in
no way indicate all
of the things*

PREPARATION FOR SPRING MEETING

A. Checklist for the meeting:

1. Have committee chair people and committee advisors selected
2. Complete preliminary plans for the conference and be prepared to discuss these with student Executive Board members and review committee as well as former host school representatives on Friday.
3. Have a basic tentative program which will allow for a good “give and take” on new ideas and potential problems in operating the conference
4. Arrange housing with host school students for Regional Representatives and former host school students for Thursday and Friday nights
5. Provide the PASC Executive Director with a hotel close to host school so reservations can be made for adult members Thursday and Friday nights and additional rooms for Workshop Directors for Saturday night.
6. Provide meeting room for Friday and Saturday
7. Make lunch arrangements for Friday and Saturday for all board members
8. Dinner for adult Executive Board members for Friday night and dinner and an activity for student members. Dinner could be a joint activity or separate for students and adults. Coordinate plans and costs with PASC Executive Director. PASC to pay for adult dinner and contribute to student dinner and activity. Host school may provide additional funds for specific student activity.
9. Prepare conference committee chairpersons to meet with planning committee all day Friday and have tentative schedule for them
10. Alert administration of needed class coverage for teachers giving committee reports
11. Give a report to the Executive Board on Friday of progress made thus far, including a basic plan for operation, list of discussion topics, potential speakers, and a preliminary budget

12. The host should develop, in conjunction with the student board members, a theme that will be reflected in the keynote addresses, discussion groups, and the art work and decorations of the conference
13. Have all-school assembly on Friday to present gavel to PASC President and promote the conference. (Optional is seen as valuable to the host school and their student body.
14. Request mailing labels from Executive Director to be brought to March meeting
15. Saturday meeting area set in a squared table arrangement for 40+ people
16. Secure photographer, if needed, to update of Executive Board member pictures for host school conference program booklet. (early Saturday morning)
17. Send local map and directions to Executive Director early enough to be mailed with Spring board meeting information. Map and directions should include school location and the hotel at which board will reside.

B. Breakdown of expenditures for meetings (optional courtesies):

1. Host School
 - a. Thursday student food and entertainment
 - b. Thursday adult food for host school advisors, PASC board review committee and other necessary host school adults
 - c. Friday lunch for PASC review board
 - d. Friday snacks (optional)
 - e. Saturday snacks and drinks (optional)
2. PASC Expenditures for meetings
 - a. Friday dinner for separate student and adult food and entertainment
 - b. Saturday lunch for entire Executive Board
 - c. Saturday photographer costs for program booklet pictures of board members

POSSIBLE COMMITTEES

Steering Committee/Task Force

Advisors

Art & Decoration

AV Committee

Awards & Recognition

Delegate Services

Entertainment

Facilities

Finance

Food & Banquet

Hospitality

Housing

Mailing & Clerical

Middle Level

Program

Public Relations

Registration

Security/Safety

Services

Speakers

Special Projects

Technology

Transportation

Trouble Shooting

Vendors

Workshops-Advisor, Middle & High School

Steering Committee:

Composed of PASC president, all conference chairpersons, conference advisors, committee chairperson's administrator (optional) and all other individuals deemed necessary and appointed.

Purpose:

1. Plan and direct conference

2. Make major decisions, approve committee reports and facilitate communications for the conference.
3. Communicate directly with preceding and subsequent host schools in addition to the PASC Executive Board

Responsibilities:

1. Provide leadership knowledge through leadership training sessions
2. Interview and select chairpersons
3. Develop presentation for PASC state conference which precedes you're your conference
4. Develop general time line for conference
5. Oversee the development of conference plans

Committee Structure

Steering Committee/Task Force

President

Conference Advisors

Principal or Principal Representative

Each Committee Chairperson

Individual Committees

Student Chairperson

High school students

Advisor or Teacher

Other adult- PTA, community leader, parent

Junior high/middle school student

SUGGESTED MEETING TIMELINES

The Steering Committee should meet regularly. This committee makes all major decisions and is responsible for the overall smooth running of the conference.

Individual committees meet as needed according to specific goals and objective. Finance, workshop, public relations, housing and speakers have immediate responsibilities. Registration,

transportation, conference program book and delegate services are examples of committees that have later responsibilities.

Caution: remind students that all committees are important-do not initiate activities too soon.

WORKSHOPS

Workshops can be a very important part of organization/structure of a conference. Various formats that workshops can take are listed below. Each host may elect and or adapt any of these that best suit their conference goals.

1. **Master-** a session led by adults: i.e., post-high school graduates, professionals, experts, or specialists on a topic with which they have expertise
2. **Student-Led-** a session led by a school student on an approved student-oriented topic
3. **Advisor-** any of the workshop formats described above or led by a teacher/advisor
4. **Discussion-** a session led by a facilitator on some particular topic or idea for free expression
5. **Point-Counter Point-** a debate session utilizing opposing positions presented by experts on the topic with a moderator
6. **Critical Issues-** similar to master workshops, but focus is on current topics/careers with an opportunity for discussion
7. **Swap sessions-** moderator-led session for an exchange of ideas among the participants
8. **Panel discussion-** group

COMMUNICATION TO SCHOOLS, DELEGATES AND ADVISORS

1. Use of PASC website www.pasc.net

2. Use of PASC State Conference website created and maintained by the host school.

3. Email communication

4. May State Conference Communication

- A. President's letter of invitation
- B. Complete hotel information for advisors
- C. Workshop applications and rubric
- D. Conference Schedule
- E. Obtain mailing labels of schools if desired, from membership coordinator at the PASC Spring Executive Board Meeting.

5. Web Site Information to be posted by mid-August

Items to be included on both the PASC and State Conference Web-sites:

- A. State President's overview of conference
- B. Delegate Participation Form
- C. Advisor Commitment Form
- D. Registration and medical forms with instructions for completion
- E. Maps and directions to registration location and surrounding areas
- F. Workshop descriptions (Senior, Junior/Middle Level, Master)
- G. Delegate service information
- H. Conference Schedule for student and advisor delegates
- I. List of miscellaneous items to bring (clothing, money, etc.)
- J. Hotel information
- K. Speaker information
- L. Emergency conference phone numbers should be clearly listed.

6. Confirmation Materials sent electronically through the registration process

Items to be included:

- A. List of Advisors and delegates attending
- B. Money paid or to be paid to host school
- C. Host family/housing information (name, address, phone, number)

REGISTRATION PROCEDURES

1. All Registrations are done on-line through the PASC website. Only schools which have paid dues for the school year of the conference can access the registration link.
2. Each school registering for the Conference should have a separate file including on-line receipt, all student and advisor forms and any other pertinent information. You may find it easier to separate schools by district or region
3. Notify school by email or phone when registration materials mailed to you are missing items such as student or advisor forms and issues about payment of registration fees.
4. Positively do not accept any phone reservations - all registrations should be done on line.
5. You should keep hard copies of host family information, workshop information,
6. Substitution of delegates is covered by PASC policy as outlined
7. Assume many advisors will register at the last minute. Build time allowance in your time and schedule. Allow two extra days for on-line registration to remain open after your published deadline.
8. Be prepared to process the tremendous volume of registrations in a short amount of time at the deadline.
9. Take into consideration the length of time for mail to come from across the state.
10. Registration is completed when the on-line registration is shut down.
11. During the registration process a knowledgeable adult or student should be available to answer emails and phone calls about registration questions. They should be available during the school day.

You may want to:

*Consider making available an Early-Bird
Reservation option which would allow advisors to*

REGISTRATION DAY

- Parking and Bus arrangements
 - Adequate parking
 - Unloading
 - Easy Traffic flow
 - Getting luggage out of vehicles and taking it to secure locations in the school
 - Think through a bad weather (rain, snow) back-up plan
 - Have students available for traffic flow and luggage assistance

- Setting up the Registration Area
 - Clearly inform advisors and registration process with appropriate signage
 - Set up Registration area so that just Advisors come to the table for pick-up of registration materials.
 - Registration area should have adequate staffing, including students and adults, to accommodate the volume of registrants. Go over what needs to be done questions to be asked, forms to be collected, directions to be given
 - Sort the school delegations by school names, or by PASC district or regions. Have appropriate highly-visible signs.

- Provide a Trouble-shooting Center close to the Registration area but in a separate room
 - Have a computer available in that area and all files (electronic and hard copy) for each school
 - Have a desk with the Finance chair in that room ready to receive late payment of registration fees.
 - Be prepared to make name tags for substitute delegates and have necessary wristbands and extra ribbons if using them.
 - Have a member of housing committee available at all times to deal with housing issues.

- Provide a check-in location for workshop presenters that are separate from registration tables.

- Housing Committee should determine luggage storage areas

ADDITIONAL SUGGESTIONS FOR REGISTRATION

- Consider doing Registration in separate rooms by PASC Regions as opposed to a mass registration
- Have a “meet & greet” area for students to gather (out of the traffic flow to Registration) and wait while Advisors complete the registration process.
- Wrist bands can be used as a security measure and are a convenient place to list emergency numbers.
- Consider collecting student and advisor participation forms and medical forms ahead of time (with receipt from on-line registration and with check for registration fee) rather than at registration. It saves time checking to make sure all forms are submitted and are complete.
- If several items are to be given out at Registration (bags, nametags, wristbands, T-shirts, etc), consider putting all things for the entire delegation in a labeled shopping bag and handing it to the advisor to distribute to student delegates.

PACKETS FOR DELEGATES

Each student and adult delegate should be given a packet at registration with the following materials included:

1. Floor plan of the school
2. Lunch tickets
3. Paper and pencil or pen
4. Schedule
5. Program
6. Transportation schedule
7. Rules of conduct
8. General PASC announcements
9. Workshop assignments
10. Hotel numbers where advisors stay
11. List of night and day emergency phone numbers

**It is suggested that the folder and/or some packet materials might be donated by local industries or businesses.

STUDENT PARTICIPATION FORMS

It is expected by the PASC Executive Board that student leaders attending the conference should conduct themselves in accordance with the host school's policies and the laws of the commonwealth of Pennsylvania. Any infraction of these rules will necessitate the PASC Executive Director notifying the host family, delegate's parents, and delegate's school administration of such infractions. The disciplinary action to be taken at this conference will be determined through consultation of the Executive Director with the delegate's parents and school administration.

REGIONAL CAUCUS

The Regional Caucus is the business meetings of the region conducted by the Regional Rep and District Directors. The Executive Director will provide agenda items for discussion which will be added to by the regional leadership. Caucus attendance is mandatory for delegates and advisors. Presentations are made at the caucus for the election of the school that will be selecting the next Regional Representative. Large meeting areas are needed for each caucus. Refer to past conference programs for the necessary caucus grouping. This is necessary to accommodate the size of different regions.

**ADVISORS:
IMPORTANT INFORMATION
FOR ATTENDING THE PASC STATE CONFERENCE**

In order to give you and your students the best possible experience at the PASC State Conference, please review these important details with your delegates:

Registration

- ❖ Any substitution of delegates must be of the same sex, and advisors must notify the host school in advance
- ❖ Complete all registration information on forms, and sign all forms

Housing

- ❖ Advise students that as guests in host homes, they should respect families and should understand that these families are opening their homes for the conference
- ❖ Give your hotel phone number to all of your delegates
- ❖ Check with your delegates on host family situations by Friday morning. If there is a major problem, see the host Conference Advisor immediately
- ❖ Please encourage your delegates to bring a host family gift to show appreciation for their hospitality.

Caucus

- ❖ Tell delegates what region they are in and when to attend the caucus
- ❖ Explain the purpose of the caucus and delegates' responsibilities at the caucus meeting.

General Session/Workshops

- ❖ Insist your delegates wear name tags or other conference identification at all times
- ❖ Stress the importance of your delegates being on time for all session
- ❖ Encourage proper assembly behavior, and be responsible for your student's behavior
- ❖ Plan your arrival and departure so that you will not disrupt the conference program
- ❖ Students may be issued tickets or other identification for pre-selected workshops, Stress that your students must go to these assigned workshop
- ❖ Stress the time and energy involved in preparing a workshop, and remind students to behave appropriately

Finally, your attendance, enthusiasm and supervision of your delegates is expected and appreciated. With your help, we look forward to making the PASC State Conference the best ever!

James Finnemeyer
PASC Executive Director

PASC ANNOUNCEMENTS TO BE INCLUDED IN YOUR PROGRAM AND MAILINGS

- 1. Attendance Is Mandatory:** Delegates are required to attend all scheduled sessions (This is a courtesy to workshop presenters, speakers & host school). If you have any questions regarding your schedule, please come to the information center.
- 2. Name Tags:** Your name tag is your admission to ALL conference events! It must be worn at all times. There is a \$10.00 replacement fee for lost tags. The back of the name tag will contain host family information.
- 3. Luggage:** On Saturday morning, the day of departure, delegates can place luggage directly in bus or car, or if necessary, in designated area.
- 4. Nurse:** A nurse will be on duty in the health suite for all activities.
- 5. Information and Lost & Found:** The information center should be clearly designated.
- 6. Cafeteria:** Delegates shall eat during designated lunch periods. At the end of your meal, please deposit your tray and utensils in the dishwashing area and deposit all litter in waste containers. Move promptly to next activity.
- 7. Conference Store:** Conference shirts, boxer shorts etc. can be purchased here throughout the conference. This will be determined by host school.
- 8. Smoking:** Smoking is prohibited on school property and at any conference activity
- 9. Alcohol and Drugs:** Alcohol and drugs are prohibited during the conference. Any delegate in violation of this rule will be sent home immediately with his/her entire delegation.
- 10. Dress:** Regular school dress will be suitable
- 11. Conference Staff:** Should be easily distinguishable by name tag ribbons, shirts, hats, etc.

Constitution of the Pennsylvania Association of Student Councils

Article I. Name

Section 1. The name of this organization shall be the Pennsylvania Association of Student Councils.

Article II. Purpose

Section 1. The purpose of this organization shall be to promote leadership, improve student participation in school government, and other school related activities.

Article III. Membership

Section 1. Membership shall include any school in the state of Pennsylvania which has paid annual dues.

Article IV. Executive Board

Section 1. The control of the organization shall be vested in the Executive Director.

Section 2. The Executive Board shall consist of one adult from each PASC district, a student from each PASC region, the state president, the state president-elect, two representatives from the Pennsylvania Association of Secondary School Principals, and the Executive Director and the Assistant Executive Director. During the month of January only, the board will include two representatives from those PASC regions that are changing student representatives (incoming and outgoing), the incoming state president and the outgoing state president. The following shall be non-voting administrative coordinators of the Executive Board: summer leadership workshop directors, registrar, publications coordinator, middle level coordinator, NASC Trip coordinator, state conference host advisors, NASC region 2 representative when from Pennsylvania, NASC conference student

chairmen and host advisor when the conference is in Pennsylvania, other positions as determined by the Executive Board.

Article V. Elections to the Executive Board

Section 1. There shall be 13 district associations in the state with each electing one adult to serve according to the Executive Board approved District Directors' job description. The Executive Board will determine the length of the term for the District Director.

Section 2. A student will be elected from each of the following regions.

Region A consisting of Districts 1 and 2

Region B consisting of Districts 3 and 4

Region C consisting of District 6

Region D consisting of Districts 7 and 9

Region E consisting of Districts 8

Region F consisting of Districts 11 and 12

Region G consisting of Districts 10 and 13

These regions will caucus at the state conference and select a school to name their regional representative.

Section 3. All regional representatives will serve for two years beginning January 1 and ending January 31 two years later.

Section 4. Any school represented on the Executive Board by a student regional representative shall not be eligible again for six years.

Section 5. Two middle level representatives will be selected by interview at the state conference. Interviews will be conducted by members of the Middle Level committee. The term will run from January 1 until January 31 of the following year.

Article VI. Student Conference Chairman

Section 1. The only student officer will be the chairman of the annual conference who shall come from the host school and hold the title of President.

Section 2. Duties of the President/Conference Chairperson

- a. To consult with the Executive Director or members of the Executive Board in spring to arrange for the Spring Planning Meeting.
- b. To arrange within his school for the necessary committees to take care of housing, meals, registration, transportation, entertainment, etc., for the conference.
- c. To preside at all sessions of the conference.
- d. To assist the Executive Director in appointing members to standing committees of the Executive Board.

Article VII. Executive Director

Section 1. The Executive Director shall be selected by the Executive Board for a term of three years.

Section 2. A written job description for the position of Executive Director shall be adopted by the Executive Board prior to the beginning of each year term.

Article VIII. Annual Conference

Section 1. The Annual Conference of the association shall be held during the months of October or November. The actual dates of the conference are to be set by the host school with the approval of the Executive Board.

Section 2. Delegates: the number of delegates from each school shall be determined by the Executive Board. The total number of delegates permitted to attend will be set by the Executive Board after consultation with the host school.

Article IX. Dues

Section 1. Dues are set annually by the Executive Board and are payable to the Executive Director. The date for payment shall be set by the Executive Board.

Article X. Headquarters

Section 1. The State Headquarters shall be at the school of the Executive Director.

Article XI. Committees

Section 1. The following shall be standing committees of the Executive Board:

Constitution and Policy Committee
Membership and Resource Development Committee
Middle Level Committee
NASC Relations Committee
Publications and Marketing Committee
Special Projects Committee
State Conference Committee
Summer Workshops Committee

Section 2. Membership of standing committees shall consist of voting members and non-voting administrative coordinators of the Executive Board. The chairmanship of all standing committees must be held by a voting member of the Executive Board.

Section 3. Additional ad hoc committees may be created by the Executive Director in consultation with the state president. Membership of ad hoc committees shall be determined by the Executive Director in consultation with the state board.

Article XII. Amendments

Section 1. All proposed amendments to the Constitution must be submitted to the Executive Board. After favorable action by a majority of those members present at a meeting of the Executive Board, the proposed amendment will be submitted to the proper group at the state convention. If it concerns the students, it will be submitted to the students delegates; if it concerns the advisor group, each council present will have only one vote. A two-thirds vote of those councils present will be necessary to ratify the proposed amendment. All member councils shall be sent a copy of the proposed amendment at least 30 days prior to the convention.

By-Laws

Article 1. The state president and regional representatives shall be delegates to the National Association of Student Councils Conference. The registration fee and all or part of the students' travel expenses shall be paid by the Association at the discretion of the Executive Board.

Article 2. The Executive Director shall be paid an honorarium, the amount of which shall be determined by the Executive Board.

Article 3. The Executive Director will be bonded.

Article 4. A copy of the current job description of the Executive Director shall be available from the state office or any district director upon request from any member school.

Article 5. The policies adopted by the Executive Board will govern the operating procedures of the organization.

Where you can find the answers to your questions:

Are Your Ready to Host the PASC State Conference?	Page 1
Policy on Selection of a State Conference Site	Page 2
State Conference Operating Policies	Pages 3, 4, 5
State Conference Financial Guidelines	Pages 6, 7
Now That You Have Been Selected	Pages 9, 10
Preliminary Guidelines For Host School	Page 11
Things To Keep You In Good Shape	Page 12
Final Report and Follow Up	Page 13
Election and Expectations of Stat President	Page 14
President-Elect Job Description (Sample)	Page 15
State President Job Description (Sample)	Page 16
State Conference Chairperson(s) Job Description (Sample)	Pages 17, 18
Priority Items	Page 20
Preparation For Spring Meeting	Pages 21, 22
Possible Committees	Page 23, 24
Workshops	Page 25
Communication To Schools, Delegates And Advisors	Page 26
Registration Procedures	Page 27
Additional Suggestions For Registration	Page 28, 29
Packets For Delegates	Page 30
Regional Caucus	Page 31
Important Information for Advisors Attending The PASC State Conference	Page 32
PASC Announcements To Be Included In Your Program And Mailings	Page 33
PASC Constitution	Pages 34 ~36