



# PASC REGION H CONFERENCE PLANNING

## SO YOUR SCHOOL WANTS TO HOST A REGION CONFERENCE:

### #1: RECEIVE COUNCIL, ADVISOR AND ADMINISTRATIVE APPROVAL

Letters of intent and approval to host must be mailed or scanned to the Region H Director. One letter may be sent, but must be signed by the following individuals:

- Council Officer
- Council Advisor(s)
- School Principal
- District Superintendent

### #2: BEGIN PLANNING

Once your school has been selected as the host of the region conference, several things need to happen:

1. Select a date
2. Select Conference & Committee Chairs
3. Select a Theme
4. Build a Conference Budget
5. Work with the council and Region H Board to determine your conference schedule and needs to include: advisor area, workshop rooms, delegate lunches...

### #3: TIMELINE

Regardless of the date of your conference, some things need to be started well in advance:

- Workshop Application Process Materials
- Registration Packet Preparation
- Vendor Fair Registration (If applicable)
- Fundraising (Particularly if you want a guest speaker)
- Decorations / Theme Incorporation / Designs Timeline

### #4: REGION BOARD MEETINGS AND WALK THROUGH

Traditionally, there are 3-4 PASC Region H Executive Board meetings a year: One in September/October; One in the winter prior to the Region H Conference - usually at the host school to provide a walk through of the building; and One in late spring after the region Conference.

## A Unique Experience

Individuality!

While there are some things expected of a PASC Region H Conference, each host school brings their own unique element to the day. Is there something your council does that is unique? Is there something you want to share with Region H? This may be that opportunity!

## Region Board & Conference Chairs

The PASC Region H Exec Board President and Treasurer come from the host school. Once a school is selected as host, the council should have an internal election to determine who will chair the required committees. They can be but are not limited to the following:

- Conference Chairs (sit on Region Exec Board as Co-Presidents)
- Registration Chair
- Finance and Fundraising Chair (Exec Board Treasurer)
- Delegate Services Chair
- Advisors Chair
- Decorations Chair
- Transportation Chair
- Workshops Chair
- General Sessions Chair
- Entertainment / Icebreakers Chair

## HAVE QUESTIONS?

Don't hesitate to contact me:

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