

Hosting the CHSAA Student Leadership Summer Conference

Location and Dates: The CHSAA office will work directly with the Student Leadership Advisory Committee (SLAC) and the Advisory Committee Chairperson (SLCC) prior to scheduling the Summer Conference, in order to obtain dates, a location, and local support for this event. Once the location and dates have been confirmed information will be sent to all schools.

SLCC Responsibilities:

1. Recommends a local school to serve as the host school. Upon approval any school, regardless of location may serve as the host school. If for any reason the SLCC does not provide the name of the host school, it may be named by the SLAC.
2. Provides recommendations for workshop presenters for both adviser and student workshops.
3. Promotes and encourages attendance throughout the state/region.
4. Attends the conference.

Where do activities take place? All preparations and activities take place at the host hotel.

Required Number of Host School Participants: 10-15 student leaders and one (1) adviser.

What are the Financial Responsibilities? Host schools are responsible for the following costs:

- Registration Fees- Attendees from the host school receive a 50% discount on the registration fee. Maximum of fifteen (15) students and one (1) adviser at the reduced rate, for a maximum of 16 attendees.
- Hotel Costs- Payment for and reserving hotel rooms are the responsibility of the host school adviser(s).
- Travel Costs- All costs associated with travel to and from the conference is the responsibility of the host school.
- Meals- All meals, other than lunch and dinner on the day before the conference is the responsibility of the host school.

Complimentary Registration Fees:

- Two (2)- host school student MC's (these are in addition to the 16 that may attend at the discounted rate)
- One (1)- additional adviser/administrator from the host school
- *The CHSAA State Student Leadership President* (who may/may not be a member of the host school)

Duties and Responsibilities of Hosting the State Leadership Conference

Host school students will be trained for their respective duties by the SLAC. If desired, certificates for service hours can be provided. The conference host school should be certain they are able to provide the required items (listed below) and how many of the optional items, if any. This in no way limits the school from participating in the conference in other ways and areas, as long as such participation is approved in advance from the CHSAA office.

Example: the host school might provide attendees gifts, i.e., paper, t-shirts from the host school, candy, etc. Your students could provide energetic fun welcomes for the attendees. The host school could also request support from your school district or local businesses to fund attendee gifts.

The following items are required:

- A. Two student leaders to serve as MC's**
The host school adviser and the SLCC will select two students to serve as Masters of Ceremonies. The General Sessions will be scripted by the SLAC and scripts will be emailed to the students prior to the conference. In addition, a rehearsal for the MC's will take place the afternoon prior to the conference (4:00pm).
- B. Registration Collation**
10-15 students and one adviser to assist with registration material collation on the morning of the conference, from 10:00am-12:00pm. Collation will take place in the lobby of the host hotel and training/instructions for the collation and the registration duties will come from a member of the SLAC.
- C. Registration Assistance**
10-15 students and one adviser to assist with registration, at a time to be designated by a member of the SLAC. The assisting adviser can rotate the students during the registration time in order to allow students time to eat. These can be the same students who assist with registration collation and MC duties.
- D. Leadership Activities**
10-15 students and one adviser to assist with structured leadership activities on the first evening of the conference. Prior to this activity, a member of the SLAC will meet with students to provide them with training, topics of discussion, materials needed, and procedures. Directions will be provided to overview the process; to make sure students understand their duties; to assure students know when/where to pick up their supplies (provided by CHSAA); and their room assignments. These can be the same students who assist with registration assistance, collation, and MC duties.
- E. Student Small Group Workshop Monitors**
10-15 students to serve as student workshop monitors. Each small group workshop will have a maximum number of students that will be allowed to attend a session. Student monitors will be positioned at each workshop door and be responsible to make sure no more than the allotted number of students are in the room. Prior to this activity the SLCC will meet with students to overview the process; to make sure students understand their duties, know the maximum allowance, and locate their assigned room. Students serving as monitors will also attend the workshops. These can be the same students who assist with registration assistance, collation, leadership activities, and MC duties.

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The following items are desired to enhance the Student Leadership Conference but are strictly optional:

Entertainment

Entertainment for the opening general session on Friday, for no more than 15 minutes- singing group, jazz band, dance troupe, choir, etc. Adding local student entertainment to the conference enhances the experience and is an opportunity for the local group to perform before a statewide audience. **(While it is not required, we do want to have entertainment, and this may be handled by the CHSAA office.)**

Color Guard and National Anthem Singer

For the Friday opening general session a Color Guard or an exceptional, outstanding singer is another way to make the opening of the conference special.

Decorations

Decorations for the stage during the general sessions could be an opportunity for your art classes/club to showcase their talents. Stage props, backdrop, curtains, etc., add elegance and festivity to the ballroom. This must be coordinated between the host school, SLAC, the CHSAA on-site representative, and the hotel property.

State President

It is always nice to have our State President (or all State Representatives) extend greetings at the opening general session on Friday night, 2-3 minutes, but is not required.

Attendee “Gifts”

A welcome gift from the host school is always appreciated by the attendees- no matter where they are from- and adds local flavor to the conference. The host school or SLAC might contact local businesses and request donations. The host school may even have a fundraiser to pay for this. Remember, this should be something simple and easy.

Greetings and Welcomes

Having students available during the afternoon, prior to the start of the general session, to greet and welcome conference attendees. There are many ways to showcase the spirit of the host school. However, some activities may be curtailed, depending on other groups in the hotel and the noise factor. Think of the many ways that you, as the host, can welcome and greet attendees!

The items above are examples and the SLAC is always open to suggestions and ideas to enhance the State Student Leadership Conference.

Final Confirmation:

Once all information is confirmed, please email the name and address of your school; the name, cell phone number, and email address of your adviser; and the names of the 10-15 student hosts to:

Rashaan Davis
Assistant Commissioner
rdavis@chsaa.org

A “Notice of Intent” to host must be received no later than:

May 18, 2022

The 2022 Summer Conference Host School will be named on:

May 26, 2022