

***BCASAA MANUAL***

# *Hosting BCSLC*



# *Table of Contents*

* *Board of Directors*
* *History/Philosophy*
* *Why Host a Conference?*
* *Basic Guiding Principles*
* *Submit a Bid to Host*
* *Hosting Application*
* *Duties and benefits to host school(s) and BCASAA*
* *Suggested timeline*
* *Conference committees and assigned tasks*
* *Application to host BCSLC contract*
* *Sponsorship Package*
* *BCASAA student conference policy*



# *Board of Directors*

Doug Primrose, President

[doug.primrose@abbyschools.ca](mailto:doug.primrose@abbyschools.ca)

Erin Wilkins, Vice President

[bcasaaleader@gmail.com](mailto:bcasaaleader@gmail.com)

Kathy Chmelyk, Secretary

[kchmelyk@sd91.bc.ca](mailto:kchmelyk@sd91.bc.ca)

Alana Gronkjaer, Treasurer

[alana.gronkjaer@abbyschools.ca](mailto:alana.gronkjaer@abbyschools.ca)

# *Members at Large*

Al Hopgood Lenora Poulin

[al.hopgood@sd23.bc.ca](http://bcasaa.squarespace.com/display/admin/mail%20to:%20al.hopwood@sd23.bc.ca) [lenora.poulin@sd78.bc.ca](mailto:lenora.poulin@sd78.bc.ca)

Lenny Yun Ryan Wakefield

[LYun@sd35.bc.ca](http://bcasaa.squarespace.com/bcasaa-board/LYun@sd35.bc.ca) [ryan.wakefileld@sd23.bc.ca](mailto:ryan.wakefileld@sd23.bc.ca)

|  |
| --- |
| BCASAA/Full%20Text%20Logo%20-%20print.png  **HISTORY/PHILOSOPHY** |

**Mission Statement**

***To facilitate the growth of student leadership in British Columbia***

Since 1991, British Columbia has held an annual Student Leadership Conference. These conferences have been hosted at various sites in the province.

## “***Working together to empower youth***” is the motto for the BC Association of Student Activity Advisors. The annual student leadership conference provides students with the opportunity to develop their leadership skills. It also promotes the concept of student leadership by encouraging the sharing and exchange of ideas around student activities. It is the Association’s belief that this conference should be accessible to the maximum number of students at minimum cost.

This BC Student Leadership Conference has three functions:

1.) To allow the host to highlight and/or develop leadership in their community.

2.) To support BCASAA in their initiatives in support of our mission statement.

3.) To provide a surplus to further support leadership in your school/district and Provincially through BCASAA.

*Student leadership—making a positive difference*



**Hosting BCSLC**

**Why Host?**

Schools and districts that have decided to host a student leadership conference have benefited greatly from their experience with BCSLC. These benefits include:

* As hosts and discussion leaders, your students will have a once in a lifetime opportunity to participate in the organization of a student leadership conference.
* Advisors who are members of the Conference Organizing Committee will have excellent professional development opportunities in areas of event management, sponsorship, project management, communication and networking.
* For many of the students attending the conference, it is their first opportunity to connect with student leaders across the province, and many previous attendees have indicated that the conference is a life-changing experience, so hosting is a chance to know that you can make a difference in people’s lives.
* It is a chance to show trustees and members of the adult community how amazing and innovative the youth of today can be.
* It is a positive way to promote, and ensure the continued success of, leadership classes in your district.
* It is a chance to join a network of teachers and students invested in student leadership, and who will continue leadership initiatives in their communities even after the conference is done.
* It is a great way to be involved in an event that is incredibly positive.
* This is an opportunity to showcase your school/district, community and province.
* It is an opportunity to showcase your school/district, community, and  province to other schools across the country.
* It is an opportunity to partake in some of the most patriotic and enthusiastic behaviour you will ever have the chance to experience.
* It is an opportunity to leave a leadership legacy in your school and community.

### BCASAA/Full%20Text%20Logo%20-%20print.png

### **BASIC GUIDING PRINCIPLES / DESCRIPTION**

# Size of Conference:

The ideal size for this conference ranges from 300 to 500 delegates. It generally takes place on the provincial pro-d weekend (in October of the school year), and runs Thursday night to Sunday morning. Thursday evening begins with the opening ceremonies, while closing ceremonies generally occur on Sunday morning. Both Friday and Saturday are reserved for speakers and workshops.

# Theme:

The conference generally is given a theme that runs through the entire weekend. Sample themes have included: **Don’t Stop Believing (In Your Leadership Journey)**, **Spirit of the Rivers,** **Start (Students together actively reaching for tomorrow),** **Y2K (Youth to Kindness), Architects of Leadership.**

# Number of students per school:

Conference spaces are allocated in a ratio of ***ten students & one advisor*** from each school. Schools who wish to register additional delegates must be placed on a waiting list until all schools have had an opportunity to register. The reason is to ensure that all schools have an opportunity to attend.

# Accommodation:

Accommodation for all conference delegates has historically been held in a commercial space. If the host district would like to billet-out students, a conversation must be had with the BCASAA Board of Directors and another package must be completed.

# Politically Neutral:

All conference activities are required to be politically neutral.

# Surplus:

Any surplus revenues from this conference are apportioned 50% to the BCASAA and 50% to the hosting committee. The 50% goes towards the further development of student leadership in the province of BC, and the remaining 50% is expected to be used to support student leadership initiatives for the hosting district.

# Description of conference

Generally, students arrive Thursday and register. At registration, they receive their packages, including conference T-shirt and information about their accommodations for the weekend. Generally, four students share a room. Advisors are paired up in a room unless specific requests and ***extra fees are received*** (***if an advisor requests a single-room, they are expected to cover those costs*)**. At registration, student and advisors get their picture identifications taken, which allow students access to activities and food. Thursday evening is the opening ceremonies, often followed by a social activity.

Friday’s and Saturday’s activities involve workshops, motivational speakers and recreational activities. Both evenings have a social activity of some type. Traditionally, Saturday has a semi-formal banquet, followed by a dance. Sunday’s closing ceremonies include appreciation to the planning committee and sponsors. It is also where the next hosting committee is introduced. Traditionally, a visual presentation of the entire weekend is then shown. The closing ceremonies are a celebration of the successes of this conference, but most of all, a celebration of the power of youth.

A sample schedule of a conference is included for your information.

**BCSLC 2017**

**Conference Schedule at a Glance**

**Thursday October 19, 2017**

|  |  |
| --- | --- |
| **Time** | **Activity** |
| **4:30- 6:00pm** | **Conference Registration / Welcome BBQ / Games** |
| **6:00– 7:00pm** | **Opening Ceremonies (FPSS)** |
| **7:00– 7:15pm** | **Break (Grab n Go snack; Students go to Council Rooms)** |
| **7:15– 8:30pm** | **Council Time (Ice Breakers, Expectations, IKIGAI) \*Note: Mandatory Advisor Mtg: 7:30 -8:15 in Library.** |
| **8:45– 9:30pm** | **Short Keynote** |
| **9:30– 9:45pm** | **Story Time** |
| **9:45 - 10pm** | **Advisor Check in with Students** |
| **10:00 - 10:15pm** | **Busses to Hotels, Students with Advisors to Hotels.** |
| **10:15 – 11 pm** | **Room checks by Advisors** |
| **11:00 pm** | **LIGHTS OUT (Official Quiet Time at Hotel)** |

**Friday October 20, 2017**

|  |  |
| --- | --- |
| **Time** | **Activity** |
| **7:30 - 8:30 am** | **Breakfast at hotels** |
| **8:30 - 8:45 am** | **Busses to Fleetwood Park Secondary / Drop off at FPSS** |
| **9:00am** | **A.M. Activate Activity** |
| **9:30 - 10:30 am** | **Keynote Speaker: Molly Burke** |
| **10:30 - 10:45 am** | **Nutrition Break (Grab and go to Workshop 1)** |
| **10:45 - 11:45 am** | **Workshop ONE and Advisor Sessions** |
| **12:00 - 12:45 pm** | **Lunch** |
| **12:45 - 1:45 pm** | **Workshop TWO and Advisor Sessions** |
| **1:45 - 2:15 pm** | **Nutrition break (Grab on floor where your w/shop session was.)** |
| **2:15 - 3:15 pm** | **Council Session: SWAP Time** |
| **3:30 - 5:00 pm** | **Organized Chaos** |
| **5:00 - 6:00 pm** | **Dinner** |
| **6:15 - 7:00 pm** | **Keynote Speaker: Brad Baker** |
| **7:30 - 8:30 pm** | **Student Leadership Panel** |
| **9:00 - 10:15 pm** | **Recreation at Fleetwood Rec. Center** |
| **10:15 pm** | **Busses to Hotels** |
| **10:30 - 11:00 pm** | **Room checks by Advisors** |
| **11:00 pm** | **LIGHTS OUT (Official Quiet Time at Hotel)** |

**Saturday October 21, 2017**

|  |  |
| --- | --- |
| **Time** | **Activity** |
| **7:30 - 8:30 am** | **Breakfast at Hotels** |
| **8:30 - 8:45 am** | **Busses to Fleetwood Park Secondary** |
| **9:00 - 9:30 am** | **A.M. Activate Activity** |
| **9:30 - 10:30 am** | **Keynote Speaker: Ian Tyson** |
| **10:30 - 10:45 am** | **Nutrition Break** |
| **10:45 - 11:45 am** | **Workshop THREE and Advisor Sessions** |
| **12:00 - 12:45 pm** | **Lunch** |
| **12:45 pm** | **Busses for those delegates TRAVELLING to Service Projects** |
| **1:00 - 3:45 pm** | **Community Service Projects throughout Surrey.** |
| **3:45 pm** | **Busses to hotel for those staying at conference hotels. (From Service Projects and Fleetwood Park Secondary.)** |
| **4:00 - 5:15: pm** | **Free time at hotels and FPSS to clean up for Saturday evening.** |
| **5:15 pm** | **Busses to Fleetwood Park Secondary** |
| **5:45 0 6:45 pm** | **Dinner en Blanc (Et Rouge)** |
| **7:00 - 8:30pm** | **Talent Show** |
| **8:30 - 10:00pm** | **MuchMusic Video Dance** |
| **10:00 - 10:45pm** | **Reflections and Students meet with Advisor** |
| **10:45 pm** | **Busses to Conference Hotel** |
| **11:00 pm** | **Room Check by Advisors and LIGHTS OUT.** |

**Sunday October 22nd, 2017**

|  |  |
| --- | --- |
| **Time** | **Activity** |
| **8:30 am** | **Busses to Fleetwood Park Secondary** |
| **9:00 - 9:45 am** | **Breakfast at FPSS: Prepared by Chef Crema** |
| **10:00 - 11:00 am** | **Closing Keynote: Stu Saunders** |
| **11:00 - 11:45 am** | **Closing Ceremonies and Closing Remarks** |
| **11:45 am** | **Delegates Depart Fleetwood Park – See you at BCSLC 2018!** |

When setting up the workshop schedule, we recommend the workshop size be 25 to 50 participants with one workshop being large and set in a venue to handle a large audience. This cuts down on the number of workshops topics you have to create. If you had 300 participants then one workshop of 100 to 150 participants and 3 to 4 workshops of 50 participants, works nicely.



**Hosting BCSLC**

**Why Host?**

Schools and districts that have decided to host a student leadership conference have benefited greatly from their experience with BCSLC. These benefits include:

* As hosts and discussion leaders, your students will have a once in a lifetime opportunity to participate in the organization of a student leadership conference.
* Advisors who are members of the Conference Organizing Committee will have excellent professional development opportunities in areas of event management, sponsorship, project management, communication and networking.
* For many of the students attending the conference, it is their first opportunity to connect with student leaders across the province, and many previous attendees have indicated that the conference is a life-changing experience, so hosting is a chance to know that you can make a difference in people’s lives.
* It is a chance to show trustees and members of the adult community how amazing and innovative the youth of today can be.
* It is a positive way to promote, and ensure the continued success of, leadership classes in your district.
* It is a chance to join a network of teachers and students invested in student leadership, and who will continue leadership initiatives in their communities even after the conference is done.
* It is a great way to be involved in an event that is incredibly positive.
* This is an opportunity to showcase your school/district, community and province.
* It is an opportunity to showcase your school/district, community, and  province to other schools across the country.
* It is an opportunity to partake in some of the most patriotic and enthusiastic behaviour you will ever have the chance to experience.
* It is an opportunity to leave a leadership legacy in your school and community.



**Hosting BCSLC**

**Submitting a Bid to Host**

**Step One: Administration Team Approval**

Your administration team should be your biggest ally and supporter throughout this incredibly rewarding, yet exhausting process. In order to facilitate this support, talk to your Administration Team, and talk to them a lot. Make sure they understand the value of this Conference and let them hear it from multiple sources. Previous Conference delegates are an excellent source of information.

The information your Administration Team will probably be looking for will include:

* Why do you want to host a BCSLC?
* How will the conference impact our day-to-day operations?
* What are the benefits of hosting?
* How much will this cost us?
* How many students and staff from our school will this involve?
* What will you need from us?

These questions are just the beginning, but if you can answer them, you are well on your way. Once you have your Administration Team’s support, prepare a presentation for your staff.

**Step Two: Staff Involvement**

Preparing your colleagues for a conference may not an easy task. Most of your colleagues will never have attended a leadership conference, so they will have no idea what to expect. You must carefully balance showing what an incredible opportunity this conference is with how much work it is. A visual representation can make this task much easier.

Your introduction to staff should touch on the following:

* A brief introduction to what BCSLC is (a video of your school and students at a previous conference will have an incredible impact as opposed to you standing in front of your staff talking – or take pictures from the website).
* An outline of what you will need from the staff. Be as specific as you can based on your past experience and your knowledge from this handbook (hotel space, their time, committee members, donation solicitation, chaperones during the conference, their classrooms, their recommendations about student leaders, etc.).
* A timeline of when you will need the staff to assist you. Many, many people will be as excited as you are and will want to help right away. In order to keep your committee to a manageable size, know when you need the extra bodies on board and be firm about those timelines.  Do not go into too much detail here as it can be overwhelming; spark some interest and some excitement and let it settle for a day or two before coming back with your next step.

**Step Three: Presentation to Your School Board**

When preparing for this presentation it will be easiest if one person (proposed conference chair) compiles all information and actually makes the presentation to the Board.

i. **Presentation to Your School’s Superintendent:**

Start with an informal but informative presentation to your Superintendent. The Superintendent is a valuable resource - be sure not to skip this step. He / she can provide you with information on how to best present your idea to the Board, what type of financial commitment you should ask for, as well as identifying who you should be approaching. Finally, the Superintendent can introduce the conference to the Board on your behalf.

ii. **Presentation to Your School Board / District:**

For this meeting, it is best to utilize your Conference bid, as prepared for BCASAA (see below). The bid proposal includes most of the information that is relevant to your presentation. In addition to the information contained in the bid proposal, your School Board will be interested in knowing:

●  How the conference will impact your school’s regular program;

* ●  Budgetary concerns (i.e. the Board’s financial expectations and  / or contributions);
* ●  A timeline of events;
* ●  Staff and student involvement in planning and attending the   conference as well as conference goals.
* ●  A clear, concise summary of your plans, which identify what  CSLC is, conference goals, proposed dates, location, and  theme, as well as any additional details not previously covered.
* ●  A timeline of events dating from your first presentation to your  principal. This particular document will demonstrate your organization and commitment. It is also a great tool to keep you on task.
* ●  A draft budget based on previous CSLC budgets.
* ●  When you finally get to your Board presentation, you should already know what you want (i.e. financially, release time for staff, letter of support, program flexibility for your school if regular classes are to be suspended, facilities). With all of these things in place your presentation should be as complete as possible at this point. Your Superintendent can be very beneficial here by looking at your package before you present so that he / she can point out any issues that might come up later.

**Step Four: Application to BCASAA**

To compile your submission of a Bid to Host BCSLC, the BCASAA Board requires all of the following information to accept a bid and award BCSLC to a district and school(s):

* Letter of Intent, which should include:
* Proposed conference dates (pre-conference and conference)
* Total number of delegates (students and advisors)
* Rationale for hosting
* Letters of endorsement from school principal(s), and school district officials
* Letters of approval from local and provincial decision makers if normal school operations are to be suspended during the conference.
* Host Application (see next page)

The submission must be in writing and should be mailed directly to the President of BCASAA **14-months prior to your proposed hosting dates.**

The BCASAA Board will make a decision, and the hosting school will be contacted with the appropriate information to begin preparations.

NOTE: All of these elements must be present in order for a Bid to be considered complete. Please ensure your bid is complete prior to submission to CSLA.



**Hosting Application**

Complete the application portion of this contract and mail, or scan and email, to the BCASAA President:

[doug.primrose@abbyschools.ca](mailto:doug.primrose@abbyschools.ca)

***BCASAA President   
 36224 Shadbolt Ave Abbotsford, BC V3G 3C4***

1. Name of School District and Host School(s)

2. Name of the Conference Chair(s)

3. Student Leadership Experience:

A description of your school or district’s experience developing Student Leadership either through events, programs, curriculum or other opportunities, as well as a description of your school or district’s involvement with BCASAA or BCSLC.

4. Venue: A description of the main conference venues, with consideration to the following venue requirements:

The capacity to host at least 300 conference delegates (either entirely at the host school, or proposed nearby venue).

The ability to host two workshop streams–one for advisors and one for students – ensuring that delegates attend a minimum of four workshops.

5. Transportation: Describe your transportation plan to move delegates between  venues, or to and from special events.

6. Accommodations: What is the conference hotel?

What is the preferred hotel room rates and capacity?

What is the distance between the preferred hotel and the main venues?

Do you plan to provide transportation for the advisors from the hotel to the main venue?



**Hosting Application**

School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Phone: ( )\_\_\_\_\_\_-\_\_\_\_\_\_\_\_

School Fax: ( )\_\_\_\_\_\_-\_\_\_\_\_\_\_\_

Conference Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Conference Chair signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host school Principal’s signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District Superintendent’s signature Date

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BCASAA designates signature Date



**Duties & Benefits for Host Committee**

**Host Committee Duties**

The host of BCSLC will:

* Carefully read BCASAA Policy handbook, especially sections regarding Finances, Sponsorship and BCSLC
* Select theme and logo
* Arrange site for conference
  + Hotel
  + Conference center or school
  + Meals
* Arrange itinerary for conference, including the BCASAA Annual General Meeting
* Arrange speakers in conjunction with BCASSA
* Supply regular budget updates to the BCASAA liaison –Provided that the host committee provides regular updates, BCASAA will cover the cost of any unforeseen situations beyond the control of the host (eg: Union Action) that result in financial loss to the conference.
* Seek local sponsors/donations
* Select and train all Spirit Leaders ***(Spirit Leaders are expected to pay ½ the conference fee)***
* Supply staff for on site delegate registration during the conference ***(workers are not expected to pay the conference fee)***
* Ensure the event has the appropriate insurance (consult with School District Business Manager)
* Establish a **separate BCSLC account** at the school. At the end of the conference, supply BCASAA with a detailed account report.
* Provide the BCASAA Vice-President with advertising in order to promote BCSLC in the newsletter
* Create a BCSLC website in order to promote the conference
* Work in conjunction with CSLA for online registration
* Ensure that all relevant contract forms are completed and forwarded immediately to the BCASAA treasurer (such as hotel and tech contracts)
* Follow protocol for opening and closing ceremonies

**Host Committee Benefits**

The host of BCSLC will:

* Receive 50% of any surplus from final conference budget reconciliation
* All GST rebate will go to the Host school
* Benefit from any BCASAA sponsorship in the area of service/product (i.e. dance, speakers, discounts, support)
* Have access to the executive expertise for workshop sessions
* Onsite support from BCASAA’s Board of Directors, including possible workshop presentations, prior to and during BC Student Leadership Conference
* Ongoing support and assistance from the BCASAA Board of Directors

**Duties & Benefits for BCASAA**

**BCASAA Duties**

BCASAA will:

* Oversee the planning of the Host Committee
* Provide a liaison officer to work with the host committee, and attend Conference Committee meetings when requested
* Provide a conference-planning procedure manual on how to host a BCSLC
* Provide and run on-line registration system, and supply regular updates to the host committee (delegate demographics and total numbers of delegates)
* Provide access to CSLA registration
* Provide advertising of BCSLC to our regular members through BCASAA website and newsletters
* Offer tax receipts to donors and/or sponsors as appropriate
* Help to arrange major sponsorships when available
* Upon receiving regular financial updates from the host committee, BCASAA will cover the cost of unforeseen situations beyond the control of the host committee (eg: union action)
* Provide seed money to the organizing committee for initial expenses and costs, which will be paid back once the conference is finished
* Supply a budget format that meets the requirements of BCASAA’s status as a federally registered charitable organization
* Sponsor the cost of one keynote speaker to the maximum of $1500
* Coordinate meeting times for conference at, but not limited to, the following:
  + The preceding BCSLC
  + The preceding Advisor’s Conference (if one is held that year)
  + The preceding spring BCASAA strategic retreat
  + The following February, for final event evaluation

**BCASAA**

BCASAA will:

* + - Be able to promote student leadership throughout the province of British Columbia and beyond
    - Provide an opportunity for Advisors to participate in valuable professional development activities
    - Receive 50% of the surplus, which will be reinvested in student leadership and contribute to the annual operating budget for BCASAA



**TIMELINE**

**WHAT IS INVOLVED IN THIS PLANNING?**

Here is a suggested timeline to follow when planning the annual student leadership conference. This timeline assumes an October conference.

**PRELIMINARY CONFERENCE ACTIVITIES** ***(ideally 2-years in advance)***

* Complete and submit forms, investigation of major facilities, collecting letters of support from your district and host school principal
* Send completed package to the president of BCASAA
* Upon approval of your application, BCASAA will assign a conference year

**SPRING** ***(approximately 1.5 years in advance)***

* Review proposed budget with assigned BCASAA board member   
   \*\*N**OTE\*\*** when creating your budget, base it on the minimum delegates coming and add 10% to the total. Example: if you are hoping for 300 delegates base your budget on 250 coming and add 10% to the overall costs. This will ensure that you do not go over budget. Ideally you want the registration fees to cover your whole budget and any sponsorship(s) can then be a buffer if something goes wrong.
* Set up meeting with president to discuss financial obligations
* Create your **C**onference **O**rganizing **C**ommittee
* Begin COC meetings (Conference Organizing Committee)
* Delegate sub-committee heads for speaker/workshops (2), accommodation /meals (2), finance (1), publicity/recognition (1)registration (2), spirit leaders (2)
* Decide conference theme
* Book keynote speakers (they book well in advance)
* Book hotel

**FALL** ***(1-year in advance)***

* Plan to send as many members of your COC to this year’s BCSLC
* Distribute advertising flyers for your conference at this conference.
* Seek local donations
* Invite dignitaries for opening ceremonies (MLA, trustee, mayor…)
* Organize T-shirt design contest for students
* Continue to communicate with BCASAA

**JANUARY** ***(year of the conference)***

* Begin spirit leader selection and training process
* Distribute advertising at advisor's conference

**FEBRUARY**

* Send information to possible corporate / sponsor display participants
* Order T-shirts (one colour for delegates, one for COC and one spirit leaders)
* BCASAA logo and platinum sponsors displayed on t-shirt

**MARCH**

* Confirm decorative and instructional sign needs for your facility and begin preparation
* Begin to confirm workshop presenters

**JUNE**

* Finalize schools attending and payments ***(remind schools that they cannot attend until payment is received)***
* Due date for individual delegate information (name / gender)
* Finalize corporate displays and payments
* Set fall meeting schedule for COC and spirit leaders
* Select student co-hosts, plan opening and closing ceremonies and confirm special guests

**SEPTEMBER (*1.5 months away)***

* Confirm available corporate display space, arrangements with hotel
* Meet with hotel management to review and confirm all accommodation arrangements, which was booked in advance
* Confirm special guest speakers for opening ceremonies
* Email out school information packages (includes student delegate information forms, general conference information, etc.)

**MINUS 3-WEEKS**

* Confirm workshop presenters and speakers’ arrangements (AV, meals, hotel)
* Prepare payment for presenters
* Touch base with dignitaries (reminder)

**MINUS 2-WEEKS**

* Complete purchases of all presenter gifts and wrapping paper
* Contact schools for missing delegate information
* Email a conference “update” to attending schools (give last minute changes, schedule, reminder re: what to pack)
* Schedule should be finalized

**MINUS 1-WEEK**

* Send delegate rooming list to hotel
* Send A/V /accommodation list for presenters to conference site
* Complete all signs and decorations
* Prepare delegate registration packages by school
* Put together “swag-bags” and name-tags
* Run-through of opening ceremony

**MINUS 1-DAY**

* Decorate facility with set-up crew of spirit leaders
* Meet with spirit leaders – confirm responsibilities – answer questions – troubleshoot
* Check sound equipment / technology
* Is registration ready to go?

**CONFERENCE WEEKEND**

* Each morning meet with spirit leaders to update and troubleshoot

**1-WEEK FOLLOWING**

* Send thank you letters or emails to all presenters, other assistants & schools who attended
* Send a reference letter to all students who played major roles
* Remember to celebrate your spirit leaders

**POST CONFERENCE**

* Host committee pays all outstanding bills
* Send final report of what worked, what did not and provide a copy of BCSLC account to BCASAA



SUGGESTED CONFERENCE COMMITTEES

AND ASSOCIATED TASKS

##### **A. Conference Organizing Committee (COC)**

# Expectations/Traditionally…

* This committee is made up of chairs from each of the sub-committees.
* Ensure that you have adequate student representation on this committee
* Registration fee is set jointly with BCASAA board and covers costs of hotel food, and all fixed expenses. Any request to change the fee must be approved a year in advance at the BCASAA General Meeting. Any sponsorship revenue should be used to enhance the conference and contribute toward future initiatives in student leadership
* While the COC may wish to add local flavour or unique entertainment at the opening and closing ceremonies, it is the expectation of BCASAA that these ceremonies follow the outline below as closely as possible:

**Opening ceremonies:**

* Singing of O Canada
* Student Co-hosts welcoming remarks
* Formal Welcome by BCASAA President or designate
* Formal welcome of local dignitaries
* Co-hosts recognition of major sponsors/and COC Chairperson(s) and committee chairs
* Co-hosts go over basic expectations for delegates
* Entertainment
* Introduction of Spirit leaders
* Co-hosts closing remarks, followed by spirit group meetings and an advisor’s session to go over advisor duties and expectations.

**Closing ceremonies:** The closing ceremony on the final day should be brief as most delegates will be tired and most advisors will be anxious to be heading home. The following schedule has proven effective in the past.

* Formal thank you by BCASAA president or designate
* Co-hosts final remarks and thank yous
* Video highlights of conference
* Brief presentation by next year’s hosts

# Hints/Advice…

* Consider including a school trustee, district staff member, school administrator, as well as students and advisors.
* Set a supervision schedule for hotel hallways each night (sign up at meet and greet).
* Organize supervision for main events
* Aim to have the banquet/dance Saturday night as a high point of the conference
* Be cautious about allowing “open mics”, unplanned performances at microphones, spirit cheers during meals

**B. Speakers and Workshops**

# Duties…

* Create a master timetable outlining the activities and timing for each day
* Select, contact, and co-ordinate the keynote speakers, liaise with them as to the focus of their presentations, and schedule to best fit the organization and theme of the conference
* Organize a series of “break-out” workshops that follow keynote presentation and tie into the theme of the conference
* Schedule the room allocations at the conference site to best fit the needs of the speakers and workshop presenters, while being as cost effective as possible.
* Co-ordinate and schedule dances and special presentations
* Develop a program of workshops and activities for the advisors.
* Determine speaker’s accommodation/meals, etc. needs. Inform accommodation committee.

# Expectations/Traditionally…

* Scaffold the workshops in order to build on the previous set of workshops
* Keep in mind that there are many first-time leadership students with minimal knowledge and skills. As well, there are many students with highly developed skills Try to have workshops that include beginner topics and advanced topics.
* We encourage the use of student presenters in workshops

# Hints/Advice…

* Have one chair in charge of the main speakers, and another in charge of the workshops
* Build into the schedule times when advisors and students can touch base with each other to debrief knowledge as well as touch base to ensure everything is okay.
* Curriculum sharing sessions, evaluations, local tours are all well received by advisors
* Presenters should have a single room. Reimbursed expenses should include only necessary meals and accommodation
* Use teacher presenter on Saturday (therefore no TOC costs!)
* Try to carry your conference themes through the workshops.

# C. Accommodation/Meals

# Duties…

* Arrange and organize hotel accommodation for delegates, advisors, and speakers
* Arrange and organize hotel accommodation for Spirit Leaders and Organizing Committee (if needed)
* Organize hospitality suite for advisors (check with workshops committee on when you need this)
* Arrange all meals and snacks
* Get permission from conference site to distribute donated food and drink for nutrition break (see finance committee for information re: donations)

# Expectations/Traditionally…

* Delegates are 3 or 4 to a room
* ***Organize delegates in rooms based on age & gender***
* Advisors are 2 per room (if advisor requests own room, they are to cover costs)
* Presenters are accommodated in single rooms
* The final dinner on Saturday is semi-formal

# Hints/Advice…

* Get a quote in writing form the hotel(s) how many of each size of room they have (ex. 46 quads, 32 triples, etc.). This will help with budget planning since you are charged differently for each size of room.
* ***Charge extra for advisors who wish a single room***
* Advisors appreciate having a quiet hospitality area throughout the conference (ex. School staff room)
* Remember to confirm space requirement for the dance on Saturday with workshop/presenter committee to ensure enough available space for dinner seating.
* Try to get the hotel to do the rooms lists for you

**D. Finance**

# Duties…

* Liaise with the treasurer of BCASAA and school board
* Make corporate contacts re: sponsorship
* Monetary policy for BCSLC

**REVENUE STREAMS**

Hosting school opens BCSLC account. All revenue and expenses must be done through this account. A copy is given to BCASAA at the end of the conference.

**REGISTRATION**

Registration is administered through the CSLA website

**SPONSORSHIP**

Committee chair should liaise with president of BCASAA when soliciting sponsorship. It is imperative that all sponsors come within the realm of being a positive corporate leader in the community. (Alcohol/tobacco outlets are not appropriate).

All monetary donations submitted through BCASAA are eligible for an income tax receipt

**EXPENSES**

**Trust account**

The host school will open a BSCLC account within the school accounts that is segregated from all other school funds. This account will be for the sole use of the BCSLC. Fund transfers from BCASAA will be forwarded upon approval by the BCASAA executive to cover the incurred BCSLC expenses. All expenses relating to BCSLC will be recorded and paid through this account. At any given time, BCASAA will have access to a print out of this account. A finalized account copy must be provided to BCASAA by November 30th of the same year.

**GST**

BCASAA is not registered to collect GST on any of its revenue streams and is therefore ineligible to receive a GST refund for GST paid on expenses. The benefit of the GST refund is thus, transferred to the host school by means of expenses being paid through the host school’s trust account.

# Expectations/Traditionally…

* The COC maximizes sponsorship to increase the possibility of surplus revenues, which are divided 50% to BCASSA and 50% to host committee
* Let all sponsors have an opportunity to offer their support for your conference. You in liaison with BCASAA have the final decision on which offers to accept, but it is expected that you entertain all appropriate proposals.

# Hints/Advice…

* Ensure all sponsors adhere to the BCASAA Code of Ethics governing expected behaviors
* Some parts of the conference which have been sponsored in the past include:
* Dances, speakers, nutrition breaks, lunches, registration area group photos, photo id cards
* Approach local service clubs early for donation. They set their budgets early in the year.
* Re: digital slide show-- We recommend that you seek the volunteer services of several student photographers under the guidance of an adult who has digital/video experience to produce this awesome ending for the conference.

**E. Publicity/Recognition**

# Duties…

* Liaise with the media regarding press releases
* Arrange promotions to provincial secondary schools
* Contact local radio, newspapers, TV, and cable companies
* Create information packages to local councils, school boards, etc.,
* Arrange for local supply of raffle/door prizes, etc.
* Arrange for the purchase of thank you gifts for presenters

# Expectations/ Traditionally…

* Please send all print copies of press coverage to BCASAA liaison

# Hints/Advice…

* The energy spent on publicizing this positive student event gives long term benefits to all student leadership programs

**F. Registration**

# Duties…

* Advertise in the BCASAA newsletter and web page (Contact Vice-President)
* Distribute information at prior BCSLC and advisor conference
* Arrange a T-shirt design
* Plan set up and decoration of registration area
* Liaise with accommodations committee regarding the assignment of attendees to accommodation
* Develop and assemble the delegate registration packages to give out at conference
* Decorate and set up registration area (including directional signage)
* Staff the registration table(s) and distribute delegate registration packages

**Expectations/Traditionally…**

* Have all delegate registration forms on file at the conference site in case of emergency.
* Organize delegate registration packages alphabetically by school to facilitate smoother registration process
* It is a good idea to have the conference emergency contact number on the back of all student ID cards.

# Hints/Advice…

* Something to think about—first impression of the entire conference is made at the registration desk. It is worth the time to plan it well.
* Get 4-6 students (and a teacher in charge) who are well prepared to run the registration table. Any more just creates chaos.
* Choose a bright colour for your group leaders’ T-shirts to make them easily identified.
* The registration chair needs to be accessible at all times.
* The more information you get out early, the better schools can choose students who are best suited to your conference
* The tone of your registration area should say, “Welcome to our community and our conference”, not a venue for commercial advertising.
* Get a computer “whiz” to work on this committee
* When asking students to bring items to the conference, be aware of suitcase limits
* Spirit leaders should be familiar with the conference venue

**G. Spirit Leaders**

**Duties…**

* Develop an application and selection process
* Co-ordinate the theme and associated activities for the spirit groups
* Co-hosts will need some additional training and preparation. These two students also help to plan the opening and closing ceremonies.

# Hints/Advice…

* The **quality of your spirit leaders** will determine the success of your spirit groups.
* Constantly reinforce in your group leaders a vision of a professional performance, a “class act”.
* Have several adults watching the selection process, this will ensure that we get the highest quality of spirit leaders
* Resist the temptation to train “too many” spirit leaders. Keep the spirit leaders group to about 30-50 for 300 delegates.



**Sponsorship Package**

We would like to provide a diverse platform to accommodate the different qualities of our Sponsors. Sponsorship is accepted monetarily or in kind. Please see the attached Sponsorship Opportunities to determine what best suits your company in your efforts to support our organization. The value of these opportunities combined will determine the level of sponsorship you are entitled to as detailed below.

Five levels of sponsorship are available:

**PLATINIUM ($5,000 & over)**

* Logo on BCASAA website homepage (Large)
* A link to your homepage from the BCASAA website on sponsor page
* Logo on BCASAA conference page of our website
* Logo inclusion on BC Student Leadership Conference website with link to your homepage
* Logo on conference t-shirt
* Inclusion of large color logo on conference display board if supplied by sponsor
* Inclusion of promotional material in conference delegate packages if supplied by sponsor
* Honourable mention during opening & closing ceremonies at conferences
* Complimentary table at provincial conference
* Logo incorporated into external BCASAA correspondence
* Identification as a Platinum sponsor at all fundraising events
* Access to BCASAA calendar on our website
* Opportunity to contribute articles to our quarterly BCASAA newsletters
* Access, on a situation by situation basis, to the BCASAA membership list

**GOLD ($2,500 & over)**

* Logo on BCASAA website homepage (Medium)
* Logo on BCASAA conference page of our website
* Logo inclusion on BC Student Leadership Conference website with link to your homepage
* Inclusion of medium color logo on conference display board if supplied by sponsor
* Inclusion of promotional material in conference delegate packages if supplied by sponsor
* Honourable mention during opening & closing ceremonies at conferences
* Logo incorporated into external BCASAA correspondence
* Complimentary table at conference
* Logo incorporated into external BCASAA correspondence
* Identification as a Gold sponsor at all fundraising events

**SILVER ($1,000 & over)**

* Logo incorporated into external BCASAA correspondence
* Logo on BCASAA website homepage (small)
* Name listed on BCASAA conference page of our website
* Inclusion of name on conference display board as a sponsor
* Inclusion of promotional material in conference delegate packages if supplied by sponsor
* Complimentary table at conference

**BRONZE ($500 & over)**

* Name listed on BCASAA conference page of our website
* Inclusion of name on conference display board as a sponsor
* Inclusion of promotional material in conference delegate packages if supplied by sponsor

**SUPPORTER (other gifts & contributions)**

* Name listed on BCASAA conference page of our website
* Inclusion of name on conference display board as a sponsor



BCSLC ADVISOR / STUDENT POLICY

ADVISORS:

As an advisor at a Student Leadership Conference you will have several responsibilities that must be taken seriously. In an effort to be proactive and give conference participants the opportunity to be fully informed about their responsibilities while attending the BC Student Leadership Conference, we have come up with a list of these expectations. Most of these, we would like to think, are common sense.

* You are responsible for the safety & well-being of their students
* Ensure that you check-in with your students at the beginning & end of each day
* Stress the importance of arriving on-time to their assigned workshops and keynote sessions.
* Students should not be switching rooms, even if all parties agree. Rooms have been assigned & are maintained on a master list with the hotel/accommodation venue.
* You are expected to remain on the conference site for the duration of the conference.
* You are required to do supervision duties throughout the conference, attend all excursions and on at least one night they will be responsible for "hall duty" after lights out.
* Visually check that each of your students is settled into his or her room at lights out.
* Communicate hotel rules and expectations
* Explain to students that no smoking or vaping is permitted at any time during the conference (breech of this rule will result in the student being sent home immediately at their parents' expense).

**STUDENTS:**

* Participate in spirit group activities and attend all conference activities.
* Be on time for meals and workshops.
* Conduct yourself at all conference locations and hotels in such a manner that discipline is unnecessary.
* Remember that quiet time is 11pm to 7am, including in hallways and hotel rooms.
* Be in your assigned room by curfew time each night.
* Pay any extra charges arising from using telephones in hotel rooms.
* Do **not** consume alcohol or use illegal drugs; no smoking or vaping at any time.  All school/district codes of conduct are in effect.
* Stay in your assigned hotel room, and do not switch rooms.
* Do **not** ride in any vehicle except as provided by the Conference Committee.
* Check out the scene around the conference site but only with permission from your advisor and during free time.
* Pay any costs resulting from being returned home prior to the end of the conference if conference rules are broken.
* If a serious problem arises, let your advisor or one of the Conference Committee know immediately.