

TASC CONFERENCE COORDINATOR SCHOOL TIMELINE/CHECKLIST

YEAR ONE:

- Shadow current host
- Consider taking some video at conference to help with your fundraising efforts (to show what you will be doing and to use in your promo video)
- Fundraising plan
- Fundraising
- Secure key leaders
- Inform school board
- Collaborate with State Officers between April and Leadership Retreat on theme ideas and logo
- Present at Leadership Retreat
- Present at summer board meeting

YEAR TWO:

SUMMER (AFTER BOARD MEETING)

- Begin to secure talent for show
- Design artwork for program cover
- Design artwork for t-shirt
- Collaborate with TASC Director on speakers for conference..(Directors wants your vision/input so speakers are appropriate)
- Have your support team in place
- Have concept for stage set, decorations, etc.
- Meet with representative from Production Company to generate set ideas
- Meet with Arlington Convention and Visitors Bureau to understand location/space, etc.

SEPTEMBER

- Present at Advisors Workshop

OCTOBER

- Meet in Arlington with TASC Director and production company
- Tour of convention center
- Meet with hotel representative
- Meet with convention visitors bureau representative
- Send artwork to TASC graphic artist for t-shirts
- Commitments from the following to create your team:

- Students to attend
- Parents to attend
- Teacher volunteers

NOVEMBER

- Present art design and update to TASC board
- Order student/advisor bags
- Reserve rooms at Sheraton
- Begin social media campaign to build interest

DECEMBER

- Create decorations plan

JANUARY

- Have promotional video ready for TASC website
- Order hospitality items from convention center
- Create food plan for your school
- Order staff t-shirts that are distinctive and recognizable
- Arrange transportation
- Send the following to TASC:
 - Superintendent's photo for program
 - Superintendent's welcome letter for program
 - Photo of advisor
 - Photo of principal
 - Photo of student representative

FEBRUARY

- Register 5 delegates and 1 advisor with TASC
- Order additional conference t-shirts for additional attendees
- 30 songs for music before and after sessions (include lyrics) to production company
- 5 video clips to be used for conference inspiration to production company
- 30 inspirational quotes to be used in script to production company
- Anecdotes to production company
- DVD of opening number to production company for critique
- Pictures of group, etc. to TASC for program

MARCH

- Superintendent's speech to production company
- Principal's speech to production company

- Student representative's opening and closing speech to TASC Director
- Custom made videos to production company
- Send "Thank You" page list of sponsors for the program to TASC
- Finalize hotel reservation (cancel extra rooms)
- Send TASC numbers for Six Flags Tickets, etc.
- Create job list for students and adults
- Create transportation plan
- Create committee packets (for example: registration, production, sessions, general, etc.). Go over with students.
- Coordinate TASC and production company schedules. ("meeting" spreadsheet)
- Create awards and display for award winning schools
- Complete decorations/props for stage, etc.
- Receive programs and name tags from TASC
- Stuff student bags and box for transport (depending on location, may stuff bags in Arlington)
- Create packing list
- Organize materials to be taken

ONE DAY BEFORE CONVENTION

ORGANIZE 3 TEAMS: REGISTRATION, PRODUCTION, AND DECORATION

- Registration: Count t-shirts, fill advisor bags
- Production: Load in, set up
- Decoration: Set up convention center (foyer, hall way, hospitality room, etc.)
- Afternoon/evening: practice opening number

DURING CONVENTION

- Check duties of host school

FOLLOWING CONVENTION

- Pack
- Clean convention area
- Thank you notes
- Update revise check list and notes for next host school
- Provide follow up video for TASC website



TASC HS Annual Conference Coordinator Application

Please type in all information.

A. General Information

1. School Name: _____
2. School Address: _____
3. School Phone Number: _____
4. School Fax Number: _____
5. Advisor Name: _____
6. Advisor's Email: _____
7. Advisor's Cell Phone: _____
8. Number of years as a student council advisor: _____
9. Number of TASC Annual Conferences attended by advisor: _____

List the top 5 advisor experiences that would qualify you and your school as conference coordinator.

Event/Positions Held	#Attendees	Conference Dates
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

B. Letters of Interest: Using no more than one side of an 8 ½ x 11 typewritten page for each letter, please have each of the following individuals explain why you want to host a TASC Annual Conference: your student representative and the student council advisor. Submit these two letters with this application.

C. Letters of Support: Must be attached, with an indication of how each would be able to assist/support you as your school hosts the conference:

1. Superintendent
2. Principal
3. Two current TASC member schools

We, the undersigned, have read and accept the attached duties and responsibilities of the conference coordinator school and understand the school and personal commitments in hosting a TASC Conference.

Superintendent or Superintendent Representative:

Please Type Name	Signature	Date
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Principal:

Please Type Name	Signature	Date
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Student Council Advisor

Please Type Name	Signature	Date
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Student Representative:

Please Type Name	Signature	Date
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TASC MIDDLE LEVEL ANNUAL CONFERENCE 2015

Thank you for your interest in serving as the Host School for the 2015 TASC ML Annual Conference. This is both a great responsibility and opportunity for your school and student council. We are grateful that you care enough about the success of TASC to volunteer your time and resources to be considered. The 2014 Conference will be held at the –TBD. Board policy allows for reimbursement of up to \$300 for conference related supplies (banner, signs, etc.) In July of 2012, the TASC Board voted to invite the ML Host advisor and student representative to the annual TASC State Steering Committee Retreat in June.

Please submit a letter of interest to the TASC office no later than March 18 , 2015. The letter should contain the following information:

- 1) Statement of interest
- 2) Council and advisor experience
- 3) Resources and support
- 4) Acknowledgement that both the advisor and the principal have read and understand the duties of the conference coordinator.
- 5) Principal signature
- 6) Advisor signature

If you have any questions, please contact Terry Hamm at TASC (512/443-2100 ext. 233). You may also talk with the 2013 Conference Host School, Kountze MS and the 2014 Conference St. Mary Catholic School for more information.

Copied below are the duties for the 2015 ML Conference Host School.

Duties of Conference Coordinator School
TASC Middle Level State Annual Conference

2015-2016 Conference Theme: TBD
State Project: TBD

Plan for advisor and student representative to attend the TASC State Steering Committee Retreat generally held in June.

Plan on attendance at the conference to include arriving early enough to provide one full day of preparation prior to the conference. (For example, if conference registration begins at noon on a Friday, your group would need to arrive Thursday in order to have prep time Thursday evening.)

Please submit 2 t-shirt designs for consideration no later than September 1 of the year of the conference.

Design and produce a stage backdrop (approx. 15' long by 5' high) for the general session to illustrate the conference theme. Hotel staff will hang the backdrop in the hotel ballroom. Make sure you include eyelets on the backdrop from which to hang cord or rope. Talk with the hotel. There is often a charge to hang banners.

TASC does have a smaller banner with our logo. It is approximately 8' long and 6' high. If you want to use it, please notify the TASC office.

Design and produce a display with some type of "certificate" for each award winning school. The "certificates" must be something that can be taken with the individual school following the conference. They can be in different formats depending on the conference theme.

Develop/assemble registration bags or packets for student and adult delegates.

TASC will provide: conference program, name badge and name badge holders
CCS: determine/provide bag, pen/pencil, any other "goodies" (which may include food coupons, amusement park discounts, rulers, note pads, etc.)

CCS will work with TASC to sort and distribute t-shirts. (In 2014 TASC will use a t-shirt company that will sort the shirts.)

Provide volunteers to staff the pre-registration check-in table and distribute conference materials to advisors. At least two adults and two students are necessary for this task. Registration officially begins at 3:30 p.m. on Friday, but we will open early, if we are ready!

Provide markers and man the table for delegates to make name badges during registration.

Provide a DVD of appropriate music/music videos, countdown, etc. to be played as students come into and leave the general assemblies and during registration. For registration, you will want at least 30 minutes of music which can be repeated during the

afternoon. Students in general assembly often like music they can dance to, line or Conga dance to, etc. Be very certain the lyrics are appropriate, If you need help, one of the TASC consultants or a high school officer school may be able to assist. Music videos as well as a countdown video would be desired as well. You will need to provide a speaker system for music during registration.

3 student representatives to participate in the Opening General Session:

1. Provide opening/welcome remarks
2. Lead invocation
3. Lead in pledges to flags

Provide DVD, computer, and projector for the movie room on Friday night during the dance (as an option for students not wanting to attend the dance).

Provide at least one chaperone and coordinate enlisting and organizing volunteer chaperones for the dance. It is very important that chaperones cover all areas. Please have an adult who will rotate through areas to be sure all are supervised.

Provide guides to help direct students to meeting rooms during breakout sessions (on Saturday) and to move students into general sessions on time. (Advisors and parents are most helpful.)

(When necessary) Provide 8 students to assist multi-media production company set up and tear down audio/visual equipment for Concurrent Session presentation. The set up usually takes place during the lunch hour on Saturday so have an alternative lunch plan for these students. We will have a multimedia showing at the 2014 conference.)

Provide students to help with the Closing Session awards presentation -- directing students to their assigned seats in the ballroom if awards are presented.

Registration note: CCS must register at least one adult advisor with delegation. Additional adults may attend with the CCS without registering for the event, but will not receive a conference t-shirt unless otherwise arranged. There will be a charge for additional shirts.

Ensure that all CCS materials have been picked up and removed from the event site as well as general clean up (so that we leave the hotel in good shape).

TASC will reimburse up to \$300 to the CCS for materials related to the event. The school must provide copies of receipts in order to be reimbursed after the conference.

Middle Level State Annual Conference
November 21-22, 2014
Embassy Suites & Conference Center, San Marcos

DATE	TASK	PERSON	DONE	NOTES
1 year	Contract future sites	Terry	x	
	Ensure storage space		x	
	Ask for internet		x	Two lines for TASC include info on no internet unless paid for presenters
	Parking spaces needed or reduced parking rates for staff?		N/A	
DATE	TASK	PERSON	DONE	NOTES
May	Article in TASSP and TASC Newsletters (NHS)	Terry		
DATE	DATE	DATE	DATE	DATE
July	Invite opening keynote general session speaker & Camfel or Motivational Media	Terry	x	
July	Invite closing general session multi-media group	Terry	x	
July	Confirm space at hotel (s)	Lori	x	
July	Check/set-up hotel reservation process	Lori	x	
July	Mailer goes out for membership and conference info	Lori	x	
July	Communicate theme with host school	Terry	x	
DATE	TASK	PERSON	DONE	NOTES
August	Invite concurrent session presenters	Terry	x	
August	Article in TASSP and TASC newsletters	Terry	x	
August	Talk with TASSP about email blast	Terry	x	
August	Contract with DJ	Terry		
August	Put conference info on website	Lori	x	
August	Make sure we have name badge inserts (different color for advisors) and badge holders	Alice		
August	Wrist bands? Do we need two colors?	Alice		Yes 700 & 700
August	Hold rooms Thurs. and rooms Fri. for TASC use - guest speakers	Lori		
August	Make sure we have service pins	Lori/BK		
August	Create ML session proposal form	Lori	x	
August	Create registration form	Terry/YP	x	

**Middle Level State Annual Conference
November 21-22, 2014**

Embassy Suites & Conference Center, San Marcos

August	Invite people for special sessions	Terry	x	
August	Logo/T-shirt design from CCS	Terry	x	
DATE	TASK	PERSON	DONE	NOTES
September	Request Letter from Hotel	Terry		
September	Contact CVB for updated info: restaurants, medical, etc.	Terry		
September	Send room requirements to hotel including specifics for bd. mtg., comp. rooms, etc. (hold 15 rooms for TASC use)	Terry/Lori		
September	Contact student officers- get commitment	Terry		Requested
September	Arrange for security/traffic guard if needed for dance	Terry		
September	Send letter to Bull award nominees	Terry		
September	Invite endorsed programs to have tables/present	Ofra		
September	Be sure we have access at 1:00 and get areas we need	Terry		
September	Confirm Discussion groups	Terry		
September	Program: get names of CCS students providing welcome, pledge, invocation	Terry		requested
September	Contract with someone for AV	Terry		
September	Verify attendance and rooms for board	BK/TH	x	Except R. Morrison
September	Ask David Cordts to send honor society email	Terry		requested
September	Host school plan special events (videos, photo booth, pictures in gen session, etc.)	Terry		
September	Ask TASSP to send email blast to principals	Terry/Ofra		requested
September	Article in newsletter	Terry	x	
September	Link for exhibits and invitation to exhibitors	Ofra	x	
September	Merchandise inventory and order what is needed	Terry	x	
September	Ask for link on TASSP website	Terry/Ofra		
September	Precon meeting	Terry	x	
DATE	TASK	PERSON	DONE	NOTES
October	Check on overflow hotel	Terry		
October	Check signs to be sure all are here	Terry		
October	Recruit discussion group schools	Terry		
October	Recruit advisors for advisor sessions	Terry		
October	Get Adv conf eval for Board Mtg	Terry		
October	Create schedule for officers	Terry		
October	Order Host School Plaque for St. Mary, Adv. Of the Year Plaques, Retiring Board Plaque for JJ Stroud, and any needed award plaques	BK		
October	Send officers info on their sessions and their group session	Terry		

**Middle Level State Annual Conference
November 21-22, 2014**

Embassy Suites & Conference Center, San Marcos

October	Plan officer Christmas pic	Terry		
October	Get pics of CCS and adult presenters	TH		
October	Recruit beginning advisors session facilitator	Terry		
October	Create script for Advisor Meeting	Terry		
October	Consider other advisor programming	Terry		
October	Create schedule for Terry and Lori, advisor pins, etc.	Terry		
October	Finalize t-shirt design/program cover	Terry		
October	Schedule sessions	Terry/Lori		
October	Info sheet to t-shirt company with times, place, etc.	Terry		
October	Send school presenter session details	Lori		
October	Send special presenter session details	Terry		
October	Finalize BOD agenda	Terry/BK		
October	Program: write blurbs for speakers	Terry		
October	Staff assignments	Terry		
October	Forms for store	Terry		
October	CPE forms	Terry		
October	Collect service pin/retiring data	Lori		
October	AV needs from speakers	Terry		
October	Order food and beverage for conference and board meeting	Terry		
October	Order AV	Terry		
October	Plan Board work session	Terry		
October	Create session assignment sheet	YP		
October	Email registration confirmation packets (see list below for attachments)	Lori		
October	Send CCs reminder of duties/schedule	Terry		
October	Create award winning schools flyer	Lori /BK/YP		Can this go in program?
October	Create notes for advisors	Terry		
October	Prepare registration packet inserts (see below for inserts)	Lori		
October	Order plaques for retiring advisor plaques	Lori /BK		
October	Prepare HS presenter packets (see below for inserts)	Lori		

**Middle Level State Annual Conference
November 21-22, 2014**

Embassy Suites & Conference Center, San Marcos

October	Prepare Special presenter packets (see below for inserts)	Lori		
October	Post program sessions, assignment sheet on website and include in packet	Lori		
October	Finalize scripts	Terry		
October	Prepare advisor meeting agendas	Terry		
October	Reserve hotel rooms and send conf numbers	Terry		
October	Plan content of chaperone meeting and business meeting. Have chaperone forms	Terry		
October	Send student officers script, etc.	Terry		
October	Create list of upcoming dates for board: SWS, AC, Teacher Leadership, Leadership Retreat, NASC	Terry		
October	Distribute BOD agenda (2 weeks before meeting) October 31...sent draft October 24	Terry/BK		
October	Prepare online evaluation	Lori		
October	Review/update/print Registration Procedures for CCS (two colors of wrist bands for 2014)	Terry/KG		
October	Review/prepare packing list items	ALL		
October	Staff Meeting	Terry	x	
October	Revise store list...limited # of books for store	Terry		
October	Create Door Prizes card (exhibits) put cell phone for text for advisors..names for students	YP		
October	Pack door prizes	Terry		
October	Remind host about music, videos, help with screen set up	TH		
October	Arrange for Board dinner	Terry		
October	Payment info to Kay	Terry		
October	Plans for better lighting, etc.	Terry		
October	Make arrangements to take pic for Christmas card if time allows	Terry		
October	Signs for photo booth, special items, etc.	Terry		
October	White envelopes for advisor packets	Alice		
October	Get lists of booths, tables, etc. that coordinator school needs	Terry		
October	Email reminder to attendees with program, info on bookstore, exhibits, shirts for sale	Terry		
October	Any promo items for prizes, etc. from CVB	Terry		
October	CPE forms, bookstore forms, drawings, etc. to print	Terry		

**Middle Level State Annual Conference
November 21-22, 2014**

Embassy Suites & Conference Center, San Marcos

October	Special signs for store	Terry		
October	Containers for CPE forms, drawings, etc.	Terry		
October	Door prizes	Terry		
October	Water for halls, anything for exhibitors, staff? (Have coffee in Advisors Session room)	Terry		
October	Signs for doors, etc.	Yancy		
DATE	TASK	PERSON	DONE	NOTES
November	Membership oops	Lori		
November	Write thank you letters and put in packets	Terry/ Lori		
November	Summarize evaluations	Terry/ Lori		
November	Order service pins, as needed	Lori		
November	Send honorarium, travel reimbursements, etc.	Terry/KG		
November	Send letters to advisors, principals re: service pins	Lori		
November	Send service pins/retiring plaques to advisors not present	Lori /BK		
November	Create 2015 vol1 folder for ML conference	Lori		
November	Staff de-brief meeting	ALL		

SEE BELOW FOR PACKET INSERTS

Note to Terry: write letter for Lori to go out with program week prior to conference

Note to Terry: Advice for successful conference info

(Pre-mailing)

REGISTRATION CONFIRMATION PACKETS (Email) include:

- _____ TASC Letter-thanks for attending/payment/hotel
- _____ Program on website
- _____ hotel oc tax form
- _____ hotel letter
- _____ receipt with t-shirt sizes
- _____ store flyer with reminder about bargain shirts and national shirts, cards, and patches..things
students can purchase
- _____ dress code
- _____ reminder of store, photo booth, shirts, press release

**Middle Level State Annual Conference
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Pre-reg and on-site

School Advisor packets include:

- _____ Label with school/advisor
- _____ Advisor notes (curfew, dress code, etc.)
- _____ Evaluation info
- _____ Session assignment sheet
- _____ Restaurant map from CVB with delivery info also
- _____ List of award winning schools (maybe in program)
- _____ Spurs/Rockets/Mavericks Flyers (general info in program)
- _____ BOD election info
- _____ Store flyer/shopping list, etc.
- _____ Exhibit cards (one for each person registered? Have advisors pick up with shirts?)
- _____ Medical Emergency Information (maybe in program)
- _____ Now What Sheet (Put in program maybe)
- _____ 2015 SWS information

Chaperone Meeting..required

- _____ Info on dress code, curfew, wrist bands, who is allowed in area
- _____ Reminder of CPE forms
- _____ Chaperone sign up
- _____ Door prizes, photos, etc.

If presenting: add presenter ribbons (four per school), label with session details, thank you letter, info sheet

Other things to add to packets: advisor of the year ribbons (all nominees) with notes, BOD ribbons (board meeting)

HS presenter packets: info label, Thank you letter, info sheet, program, presenter ribbons

Delegate Bags include: Program, Name badge/holder, Goodies provided by CCS

Special presenter packets: info label, Thank you letter, printed name badge, program, presenter ribbons

Terry: Take name badge holders night prior

Exhibitor packets: name badge, thank you, receipt,

Ribbons: Advisor of Year, BOD, Director, Ex. Director, presenters

Notes to Terry

- **2nd gen session can be 9 - 9:30**
- **End dance at 11:30 and allow time for DJ to clear room**
- **Be sure I have Board election info if needed**
- **Update list for Lori on which plaques to have when**
- **Recog host at last session & presenters**

**Middle Level State Annual Conference
November 21-22, 2014**

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- **Addition info on late check out and tell them to check out on time**
- **Post names of prize winners or have number to text**
- **Pick up prizes at noon**
- **Leave refreshments/drinks in advisor room all am**
- **Concern about other events in the hall and security. May we block hallway and have them enter and exit on the north side of the building?**
- **Hotel check in...concerns about rooms not ready. What can we send in advance that would help. Can someone work the line to find out if rooms are ready. It takes a long time to check in. There is no need for someone to stand in line a long time only to learn the rooms are not ready. What is the situation with names on all the rooms? Can they go in the advisors' name? Can someone find out if rooms are not ready and have an area roped off to store luggage while they check in and see exhibits? Can you take a name and call/text when rooms are ready? Can any of that be done in advance and have keys already ready?**
- **Talk with DJ. Absolutely no questionable music.**
- **Continue photo booth but have it close to check in.**
- **Meet with entire host school. Talk about their being the face of the conference and go over times when reg needs to be open, etc...kids can come on before they have wrist bands, etc.**
- **Be sure dress code is prominent as is no cancellation policy**
- **Create assignments sheet for host school to cover halls, etc. and chaperone dance.**
- **Assign board members to some duties**
- **Be sure host school info on reg includes info on two colors of wrist bands and to have enough goodie bags and save them for pre-reg.**
- **Have place to post winners of door prizes**



Texas Association of Student Councils 2014 Summer Leadership Workshops

SUMMER LEADERSHIP WORKSHOP GOALS & PURPOSES

Mission Statement: TASC summer leadership workshops will provide students with experiences and training which will develop leadership skills designed to improve the effectiveness of local level student councils and prepare students for lifelong leadership roles.

Workshop curriculum is based on the belief that leadership skills can be acquired through instruction, experiential learning activities and practice. Participants in a TASC Summer Leadership Workshop will be provided with experiences that teach concepts needed to operate an effective student council and develop leadership skills. Participants should expect to gain an understanding of the four major areas of competency outlined below:

I. Student Council Operation

- Purpose and functions of a student council (based on *TASC Minimum Standards*)
- Concept of being governed by a local constitution
- Budgets and financial structure
- Relationship to school administration
- Officer & member job descriptions
- Basic meeting skills (parliamentary procedure, agendas, minutes)
- Voting and election procedures

II. Project Planning

- Steps to design, implement and complete projects
- Brainstorming
- Project proposals
- Evaluation tools
- Organization and function of committees
- Idea sharing
- Public relations and marketing of events

III. Team Building/ Group Dynamics

- Purpose of groups and teams
- Respect for others and diversity in groups
- Group processes and decision making
- Group and business etiquette
- Conflict management
- Listening and communication skills

IV. Personal Leadership

- Goal setting
- Time and resource management
- Ethics and decision making
- Self evaluation and awareness
- Public speaking and presentation skills
- Civic responsibility
- Personality styles
- Leadership styles