

TASC District 3 Hosting a Conference Procedure

Host schools shall:

- Decide on the date of the conference, subject to the approval of the executive committee.
- Information concerning the district conference must be distributed no less than four weeks prior to the conference date, such date having been set by the Board.
- Work closely with the District III Treasurer to set a proposed budget, obtain financing, and submit final expense report within one month after the conference.

Any school that plans to host a District 3 Conference should take into account the following when planning for the conference:

1. Budget/expenses – what can/can't be reimbursed
2. Selection of dates – avoid testing dates (ACT/SAT) and conflicts with state and/or national events (SASC, etc.)
3. Timeline/activities
 - a. Fall Conference should include leadership training
 - b. Spring Conference must include officer elections
4. Facilities needed
 - a. General session room should accommodate at least 600 people (auditorium or gym)
 - b. Cafeteria (you should not split the students into more than 2 groups)
 - c. Library or other meeting room for the advisors
 - d. Scholarship interview room (spring conference only)
 - e. Place to display scrapbooks (spring conference only)
 - f. Classrooms for discussion group sessions
 - g. JC interview facilities (fall conference only)
5. Food
 - a. Breakfast (donuts, juice, milk, etc.)
 - b. Lunch (gluten-free/vegetarian options; will students and advisors eat the same meal?)
 - c. Advisor hospitality
6. Communication with the President school and D3 Executive Board

PLANNING Checklist for District Conventions

FACILITIES

- ___ 1. Determine date, time, and location for conference. (Double check TASC, SASC, ACT/SAT dates to avoid conflict.)
- ___ 2. Determine available facilities (# of rooms, size, AV options, etc.).
- ___ 3. Assign rooms as needed according to developed program.
- ___ 4. Maintain contact with location personnel and reconfirm all plans one week prior to meeting.

PROGRAM

- ___ 1. Decide on goals and objectives for conference.
- ___ 2. Develop theme or meeting.
- ___ 3. Work with Executive Board to ensure that all program needs are met.
- ___ 4. Develop workshops and group presentations around goals/theme.
- ___ 6. Select presenters, consultants, panelists, etc.
- ___ 7. Plan for AV needs as determined by program and speaker.
- ___ 8. Contract/invite speakers and ask for written confirmation. Get emergency contact information. Contracts cannot be signed without approval from Executive Board.
- ___ 9. Plan meal function and advisor hospitality if needed.
- ___ 11. Consider inviting TASC Officer School student to speak.
- ___ 21. Prepare printed program.

REGISTRATION

- ___ 1. Prepare printed registration materials.
- ___ 2. Have nametags and materials ready.
- ___ 3. Ensure you have receipts to distribute.
- ___ 4. Ensure you have a method to efficiently collect payments.
- ___ 5. Work with the District Treasurer following the conference to ensure a record of payments has been made.

PUBLICITY

- ___ 1. Send announcement of date, time, and location to schools as soon as information is available.
- ___ 2. Include details of registration fees, dress code, expectations of advisor, location map, schedule, etc. in letter of invitation to schools.
- ___ 3. Determine any signs needed and prepare well in advance.
- ___ 4. Provide contact information for questions (especially for new advisors).
- ___ 5. Send a press release to newspapers and television stations before and after the program (not required).
- ___ 7. Confirm that district web page has been updated with conference information.

District III Host Conference Planning Guide

Administrative

- Obtain administrative approval for the activity
- Put the activity date on the school calendar
- Make arrangements to reserve needed facilities (gym, cafeteria, etc.)
- Submit request for custodial assistance
 - Chairs
 - Risers
 - Trash cans
 - Tables
 - Podium
 - Other: _____

Audio/Visual Needs

- Microphone
- Sound system
- Lights (spotlight, stage lights, etc.)
- Projector
- MP3/CD player
- Other: _____

Decorations

- Select a theme
- Order decorations
- Organize people to decorate
- Gather supplies for decorating: tape, scissors, air pumps, staplers, trash cans, etc.
- Have “where to park” signs made

- Have receipts available
- Establish a method for collecting payment
- Establish a method for tracking payment
- Establish a method for checking schools in and distributing registration information.
- Have a welcome committee help direct parking and for greeting.
- Have name tags available

Publicity

- Send date/time/location to member schools no less than 4 weeks in advance.
- Ensure district website is updated with information.
- Other: _____

Program

- Create schedule of events
- Contract with entertainment, speakers, consultants (band/DJ, speaker, games equipment, etc.)
- Work with the District Treasurer to ensure payment of contracts.
- Schedule rehearsal
- Design printed program
- Arrange for program to be printed
- Work with Executive Board to provide advisor program.

Refreshments

- Order refreshments or contract with caterer
 - Student Breakfast
 - Advisor Breakfast
 - Student Lunch
 - Advisor Lunch
 - Advisor Hospitality
- Arrange for ice, tables, etc. for refreshments
- Obtain necessary supplies: sups, plates, napkins, eating utensils, serving utensils, etc.
- Organize servers for refreshment distribution
- Other: _____

Additional Staff (as needed)

- Security
- Adult helpers
- Custodial staff
- Administrative speakers (principal, superintendent, etc.)
- Entertainment (for general sessions)

Additional Space Requirements

- Provide space for JC applicant process (fall)
- Provide space for scholarship interviews (spring)
- Provide space for scrapbook display (spring)
- Provide space for JC applicant process

Miscellaneous

- Create a schedule of work duties to be done by host students
- Create chart for layout of event and traffic flow
- Determine token to be distributed (drawstring backpack, fanny pack, pens, etc)

Follow Up

- Organize clean-up effort
- Conduct evaluation
- Write and send thank-you notes
- Complete reports for the files
- Send final expense report to District Treasurer within 1 month of the conference
- Forward necessary files/documents to next host school.
- Upload all appropriate files to the electronic repository.
- Other: _____

Event Budget Worksheet - Expenses

Estimate the expenses you will incur in the following areas for the event you are planning. After the event, fill in the actual amounts and file this form in the project file for future reference.

Site Fees (may include facility rental, security, etc.)

Item	Estimated	Actual	Notes
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Subtotals:	_____	_____	

Refreshments	Estimated	Actual	Notes
Student Breakfast	_____	_____	
Student Lunch	_____	_____	
Advisor Breakfast	_____	_____	
Advisor Lunch	_____	_____	
Advisor Hospitality	_____	_____	
Subtotals:	_____	_____	

Entertainment	Estimated	Actual	Notes
DJ/Band	_____	_____	
Speaker	_____	_____	
Consultant	_____	_____	
Other	_____	_____	
Subtotals:	_____	_____	

Decorations	Estimated	Actual	Notes
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Subtotals:	_____	_____	

Gifts	Estimated	Actual	Notes
Token Item	_____	_____	
Door Prizes	_____	_____	
Other	_____	_____	
Subtotals:	_____	_____	

Miscellaneous	Estimated	Actual	Notes
Programs	_____	_____	
Registration Items	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Subtotals:	_____	_____	

Summary of Profit/Loss

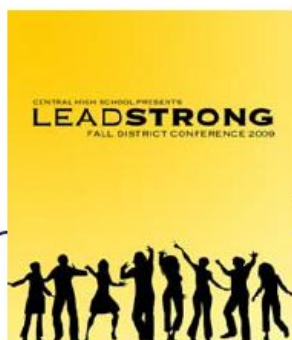
Using the information from your expense and revenue worksheets, summarize your event's profit or loss.

	Estimated	Actual
Total Income:	_____	_____
Total Expenses:	_____	_____
Total profit (or loss):	_____	_____

Central High School

Student Council

9450 Ray White Rd., Keller, TX 76244



Convention Finance Report

Central High School
Convention Finance Report
As of March

LEAD STRONG

3/2/2010

Qty	Description	Unit Price	TOTAL
1	Consultant - Michelle Williams	2043.00	2043.00
1	Student Breakfast- Donuts	400.00	400.00
643	Student Lunch- Jason's Deli	4.00	2574.57
1	Sponsor Breakfast- Items from Wal-mart	112.84	110.27
1	Sponsor Lunch- Items From Sam's Club	440.55	440.55
650	Backpacks for Students	1.90	1233.00
650	Wristbands for Students	0.56	362.50
15	Door Prizes	10.00	150.00
1	Keller Warehouse (paper for décor, programs, etc)	176.53	173.96

SubTotal \$7,487.85

Amount Received For Registration Fees **\$9,855.00**

Total Reimbursement Due to TASC District 3 \$2,367.15

Example Program Agenda

This is a sample. It is not required that you follow this format. Adjustments will be made based on what you offer at your conference.

8:00am to 9:00am	Breakfast and Registration
9:00am to 10:00am	General Session (welcome, entertainment, possible speaker, elections, etc.)
10:00am to 11:30am	Activity/Service Sessions
11:30am to 12:30pm	Lunch/Activities
12:30pm to 2:50pm	Breakout sessions
3:00pm to 3:30pm	Business Meeting

Speaker & Consultants

SPEAKERS

Scott Backovich (ALW '13)		www.scottbakovich.com
Grant Baldwin (AC '11)		www.GrantBaldwin.com
John Beede (ML '07)	1-800-254-6266	www.climbonsuccess.com
Phil Boyte (AW '13)	1-800-874-1100	www.philboyte.com
Rolfe Carawan (AC' 06)	1-800-258-3966	www.rolfecarawan.com
Aaron Davis (AC '09)	1-800-474-8755	www.aarondavisspeaks.com
Karen Dawson (AW '10, ALW '10)	1-636-399-1426	glitterqueen@sbcgobal.net

Tyson Dever (AC '13)	1-512-554-3436	www.tuttdaggs.com
Matt Emerzian (AW '11)		http://everymondymatters.com/
Lyn Fiscus (AW '10)		http://www.leadershiplogistics.us/
Dr. Michael "Mykee" Fowlin (AC '13)		www.michaelfowlin.com
LaDonna Gatlin (AW '09)	1-903-259-8924	www.ladonnagatlin.com
Ed Gerety (AC '08)	1-800-207-2580	www.geretypresentations.com
Scott Greenberg (ADV '14, Adv. '14)	1-800-450-0432	www.scottgreenberg.com
Keith Hawkins (AC '10)	1-888-604-4295	www.keithhawkins.com
A'ric Jackson (ML '15)		www.aricspeaks.com
Jason Hewlett (AC '13)	1-888-604-4295	www.jasonhewlett.com
Pat Hurley (ML '11)	1-888-792-5050	http://www.angelfire.com/ca5/hurley
Micah Jacobson (ML '11)	1-800-688-7578	info@boomerangproject.com
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Judson Laipply (AC '12)		www.mightaswelldance.com/
Alvin Law (AC '11)	1-403-873-8149	http://alvinlaw.com/
David Major (AW '09)	1-905-237-4060	www.motivateyourself.net
Patrick Maurer (ML '09, ALW '11)	1-623-298-5077	www.pmaurer.com

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Monte Selby (ML '12)		www.monteselby.com/
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Josh Shipp (AC '12)		http://joshshipp.com/
Eddie Slowikowski (AC ' 15)		eddiespeak.com
Mike Smith Live (AC '14)		http://mikesmithlive.com
Bob Tryanski (AW '07)	1-800-207-9313	http://www.bobtryanski.com/
Harriet Turk (Adv '12)		http://www.harrietturk.com/
Mark Scharenbroich (AC '11)	1-952-939-9080	www.nicebike.com
Bob Upgren (AC '07, ML '08)		www.bobupgren.com
Kevin Wanzer (AC '06)	1-800-4 KEVIN W	www.kevinwanzer.com
Ted Wiese (AC '14)		http://www.heartedtalk.com

CONSULTANTS

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JJ Stroud	Wester MS	JenniferStroud@misdmail.org
Mary Whittenberg		Mary.whittenberg@sbcglobal.net
Laura Price		

Former Host Schools

School	Advisor	Contact
Hebron High School (Fall 2014)	Benjamin Stroud	
Wakeland High School (Spring 2015)	Julie Greene/Amy Stanwick	GreeneJ@friscoisd.org/ Stanwicka@friscoisd.org
Mansfield High School (Fall 2015)	Ryan Golden	RyanGolden@misdmail.org
Azle High School (Spring 2016)	Chad Cooke	kcooke@azleisd.net
Anna High School (Fall 2016)	Rebekah Maynard	Rebekah.Maynard@annaisd.org
Carroll High School (Spring 2017)	Sarah Milhorn	Sarah.Milhorn@southlakecarroll.edu
Central High School (Fall 2017)	Lianna Gantz	Lianna.Gantz@kellerisd.net
Lake Dallas High School (Spring 2018)	Katie Burke	kchalkley@ldisd.net