



TASC District III Conference Host 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 District III Conferences attended by advisor: _____
10. Would you like to host the Fall or Spring Conference in 2020-2021? _____
11. What are your tentative dates (2 dates) for the Fall/Spring District III Conference?

- i. Please check the testing schedule (ACT, SAT, etc.) to try to avoid hosting Conference on those dates.
- ii. The Executive Board will make sure your dates do not conflict with any TASC, NASC or SASC events.

A. Duties of the Host School

1. To work closely with the president school and executive committee in planning the conference program.
2. To decide on the date of the conference and amount of the registration fee, subject to the approval of the executive committee.
3. To decide the number of voting delegates permitted from each school, not exceeding five (5); a district officer will not be considered a delegate.
4. To send to the advisor of each member school information concerning the district conference no less than four weeks prior to the meeting date, such date having been set by the district executive committee.
5. To attend the executive board meetings prior to the conference they are hosting.
6. To 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.

B. Requirements for host schools are:

1. The host school selection shall be made by the district executive committee up to two years in advance.

2. Schools shall have registered and answered roll at the afternoon session of the last two (2) conferences immediately preceding the election conference.
3. Host school applicants must have paid current district and state dues.
4. All host school applicants shall complete and e-mail the application to the Vice-President School by January 20.
5. Submit tentative dates and facilities to be used as well as tentative conference plans for the schedule. Dates for spring conferences must be no later than one (1) week prior to TASC deadlines for state reports. In the event that no school has filed a letter to host the fall or spring conventions for the upcoming year by January 20, the District Executive Board will either establish a new filing deadline or select a host school from among the board.
6. All schools applying for host school shall be prepared to assume the duties of the appointed position, if selected, and carry out duties as outlined in the Constitution of District III in a responsible, efficient manner.
7. Host schools will file a formal, detailed financial statement with the District Treasurer and District Advisor before the next district conference. Expenses should be reasonable and relate directly to the conference activities. If expenses are reasonable, the district may reimburse any losses, at the discretion of the executive board. Hosting a conference is not considered a fundraiser for the school, and all profits from the conference must be submitted to the District Treasurer within a reasonable amount of time.
8. The Spring host school may not run for office at the conference at which it is host.
9. The host schools shall serve on the executive committee, consisting of all officer schools, district coordinator, district executive secretary, district assistant executive secretary, district treasurer, and past president school advisor. All decisions regarding elections and policies shall be made by this committee.
10. Campaign plans are set by schools running for office but as always subject to the rules of the spring conference host school as the number of posters size and place where they may be displayed.

C. Letter of Intent: Using no more than one side of an 8 ½ x 11 typewritten page, please explain your intent to host a TASC District III Conference: The letter should be signed by the student representative, the student council advisor, and the School Principal. Submit the letter with this application.

D. Advisor, Principal and student must initial each item below.

Advisor _____	We understand, if elected, both advisor and student representative will be
Principal _____	expected to attend the District 3 Spring 2020 Transition Executive Board Meeting
Student _____	

Advisor _____	We understand, if elected, both advisor and student representative will be
Principal _____	expected to attend the District 3 Executive Board Meeting and Training Retreat
Student _____	

- Advisor _____
 Principal _____
 Student _____
- We understand, if elected, both advisor and student representative will be expected to attend the District 3 Advisor Training.
- Advisor _____
 Principal _____
 Student _____
- We understand, if elected, both advisor and student representative will be expected to attend the District 3 Pre-Fall Conference Meeting.
- Advisor _____
 Principal _____
 Student _____
- We understand, if elected, both advisor and student representative will be expected to attend the District 3 Fall Conference.
- Advisor _____
 Principal _____
 Student _____
- We understand, if elected, both advisor and student representative will be expected to attend the District 3 Luncheon Forum.
- Advisor _____
 Principal _____
 Student _____
- We understand, if elected, both advisor and student representative will be expected to attend the District 3 Overnighter
- Advisor _____
 Principal _____
 Student _____
- We understand, if elected, both advisor and student representative will be expected to attend the District 3 Pre-Spring Conference Meeting
- Advisor _____
 Principal _____
 Student _____
- We understand, if elected, both advisor and student representative will be expected to attend the District 3 Spring Conference
- Advisor _____
 Principal _____
 Student _____
- We understand, if elected, both advisor and student representative will be expected to attend the District 3 Spring 2020 Transition Executive Board Meeting
- Advisor _____
 Principal _____
 Student _____
- We understand, if elected, both advisor and student representative will be expected to attend any other District 3 Meeting as assigned by the Executive Board President
- Advisor _____
 Principal _____
 Student _____
- We understand, if elected, both advisor and student representative will be responsible for all expenses related to all travel. (i.e. travel to District 3 Overnighter)
- Advisor _____
 Principal _____
 Student _____
- We understand, if chosen, our school will be responsible for presenting information at the Advisors Workshop, the Middle Level Annual Conference, District 3 Overnighter, District 3 Fall and Spring Conferences

Advisor _____
Principal _____
Student _____

We have read and understand the specific responsibilities and requirements of hosting a conference.

Advisor _____
Principal _____
Student _____

If chosen to host, we agree to serve on the Executive Board for the full year.

We, the undersigned, have read and accept the attached duties and responsibilities of the District III Fall/Spring Conference Host school and understand the school and personal commitments in hosting a TASC District III Conference.

Principal:

Please Type Name

Signature

Date

Student Council Advisor

Please Type Name

Signature

Date

Student Representative:

Please Type Name

Signature

Date

*Please note that the school is the host. One student representative and one advisor are named by the school per office to sit on the Executive Board. At the written request of the school, those representatives may be changed at any time.

District III is encouraging electronic submission of forms. You are encouraged to access all required forms, print them out, get the required signatures, scan them and email the form as one document. When you submit a form, please indicate in the **E-mail subject line** and save the title of the document with the following information:

D3_CONFERENCE HOST_2020-2021_School Name_ School City

And then **E-mail** to the District III Vice-President School Advisor Helmuth Kroog at helmuth.kroog@pisd.edu

When E-mailing, please request a read receipt. Thanks for your cooperation!

*******All required forms must be submitted by JANUARY 20, 2020*******

PLANNING CHECKLIST FOR DISTRICT CONVENTION

Each TASC district has its own guidelines, constitutional requirements, etc. for meetings. This checklist is intended only to supplement your district policies and point out areas that should be considered.

FACILITIES

- _____ 1. Decide on date, time and location for the convention.
- _____ 2. Contact location site for confirmation of date, time, rates, etc.
- _____ 3. Assign rooms as needed according to developed program.
- _____ 4. Maintain communication with individuals in charge of facilities, and confirm one week prior to the convention.

PROGRAM

- _____ 1. Decide on goals and objectives for the convention.
- _____ 2. Develop theme for convention.
- _____ 3. Plan agenda for convention.
- _____ 4. Develop workshops and group presentations around goals/theme.
- _____ 5. Select presenters, consultants, panelists, etc.
- _____ 6. Plan for audio-visual needs as determined by program and speaker.
- _____ 7. Contract/invite speakers - Receive a written confirmation.
- _____ 8. Plan meal functions for breakfast and lunch, be sure to consider dietary needs of all students.
- _____ 9. Plan for beverages to be provided.
- _____ 10. Consider inviting a TASC Officer School student to speak.
- _____ 11. Prepare printed program.

REGISTRATION

- _____ 1. Prepare printed registration materials.
- _____ 2. Assign a committee to handle registration on day of convention.
- _____ 3. Have name tags and all materials ready to distribute at registration.

PUBLICITY

- _____ 1. Send announcement of date, time and location to schools at least 4 weeks in advance.
- _____ 2. Notify TASC office of date, time and location.
- _____ 3. Include details of registration fees, location map, schedule, etc in letter of invitation to schools.
- _____ 4. Determine any signs needed and have prepared well in advance.

updated November 2019