



2020 WASC State Conference Hosting Responsibilities

Pre-Application Checklist

1. **Do you have /will you have interested students in 2 years. (apply/shadow/host)**
2. **Do you have /will you have in 2 years the**
 - a. Student Support
 - b. Administrative Support
 - c. Community Support
 - d. Parent Support
3. **Application Process**
 - a. Governing Board Presentation ~ Stevens Point
 - i. Be prepared to distribute copies of your application to each Governing Board member (35 copies)
 - ii. Give an oral presentation (maximum time: 10 minutes)
 - iii. Question & answer person (maximum time: 5 minutes)
 - b. Presentation includes themes, support, ideas
 - c. Forms online under State Conference
4. **What does the WASC pay for?**
 - a. The WASC will give the State Conference school a stipend to use at their discretion for fees/hotel costs.
 - b. The Keynote speaker
 - c. Lunch for host schools on Sunday of Conference
 - d. Sound System & DJ
 - e. The hotel/registration fees for District Administrator, Principal, and parents of co-chairs
5. **What does the host school pay for?**
 - a. Entertainment if you choose to have it
 - b. Food for Saturday night and Sunday morning
 - c. Gift Baskets/thank-yous for presenters
 - d. Thank you notes
 - e. Letters of support
 - f. Decorations
 - g. Programs – folders for programs are typically donated by the school
 - h. Any other things the host school decides on

Where to Start!!!

6. **Fundraising – begin immediately**
 - a. Letters
 - b. Who to contact

- c. Donations
 - d. Parental help
 - e. Volunteers
- 7. Committees**
- a. Timelines
 - b. To do list
 - c. Monthly Planner
 - d. Choose Co-Chairs
- 8. Breakout Presenters**
- a. Who to contact
 - i. Local Experts
 - ii. Service Organizations
 - iii. Other Advisors
 - iv. State Officers
 - b. Leadership Standards – online
- 9. Glow Ceremony- If still included**
- a. Find a facilitator - plan
 - b. Glow sticks or other lighting devise. School is financially responsible for this.
- 10. Marketing**
- a. Timelines – October 15 – State Office needs logo, theme, and agenda
 - b. Flyers for each individual conference are to be to State Office by February – includes t-shirt order form, Calling for Sectionals, State service project, and informational page
 - c. News Notes – articles encouraging attendance
 - d. Mass emails – sent out through State Office
- 11. Program/Folders**
- a. What needs to be in the program/other than basic program
 - i. WASC Sponsors
 - ii. Welcome letters
 - iii. Map of location
 - iv. Anything else Host wants to include; past hosts, State Officers etc.
 - b. Host school runs a registrations desk handing out these materials – WASC State Office assists
- 12. Script of event**
- a. Who is doing what when –State Office will assist in the coordination of this
 - b. What will they need?
- 13. Other details for host school**
- a. Bussing to and from conference
 - b. Transporting decorations etc.
 - c. Supervision
 - d. Saturday night activities/Food
 - e. Shadow school – finding ways to get the shadow school involved with helping
- 14. T-Shirt**
- a. Design
 - b. Sales go to offset costs for host school

WASC State Conference Policy

e. IX. State Conferences

a. JAM State Conference.

The preferred date for this two day conference is the last Sunday and Monday in April.

b. **SHS State Conference**

The preferred date for this two day conference is the first Sunday and Monday in May.

c. **Host Schools**

- i. **Selection of Host Schools** - A host school for each State Conference shall be selected approximately one and one half years prior to the State Conference. Schools wishing to host the State Conferences shall provide a completed application and make an oral presentation to the Governing Board at its December meeting. The Governing Board shall decide on who will host each State Conference.
- ii. **Selected host schools** shall work with the Executive Director to develop the entire program for their conference. The final plans (content, speakers, etc.) must be approved by the Executive Director and/or the Governing Board.
- iii. **Board members from presentation schools** are permitted to witness the presentations and cast votes providing they do not converse with their delegation after the Board meeting begins and thus prior to their presentation.

d. **Number of Delegates** - There is no set number of delegates for the host school, the following year (shadow school) host school, or member schools. Each school delegation must include at least one advisor or one school specified supervisor.

i. **Host Schools**

Conference host school: No set number

Following year conference host (Shadow School): 15 delegates with additional subject to Governing Board review.

ii. **Schools Delegation adult to student ratio**

Each school should have at least one adult for every 14 students, each with commitment forms completed.

- iii. **Each school may submit a list of additional delegates.** If conference space permits after the registration deadline, additional delegates may be accepted from these lists.

e. **Registration Process** - Conference information and registration material will be sent out from the State Office. Registration forms and fees for the conference are to be returned to the State Office.

f. **Housing Process** – Schools will be required to make their schools room reservations for State Conferences. They will be sent a form provided by the host hotel to utilize for their housing.

g. **Student Delegates Expectation Form** – Every student that attends a state conference must sign along with his or her parents/guardians and advisor the conference expectation form.

h. **Delegate and School Fees**

i. The Governing Board sets the fees each year based upon conference costs and budget expectations.

ii. The current year's state ***conference host** school will receive a stipend to use at their discretion.

* **Does not include competition host.**

i. **Saturday Night Lodging** will be provided (paid) for the following schools at each state conference:

- i. The shadow conference host school (15 delegates with more subject to Governing Board review).

i. **WASC Exhibit Booth** - WASC sales items will be available in the registration area at each conference.

k. **State Conference Awards**

i. The conference student chairperson(s) shall receive a plaque.

ii. Host School will be offered a suitable plaque or banner indicating event and date.

b. **Guests of the Association**

The following will receive housing and meals at their respective State Conference.

- i. The parents of the State President and Vice-President.*
- ii. The parents of up to two State Conference student chairperson(s).*
- iii. Key administrative personalities from the host school and their spouses.*

2020 State Conference Host School Application

2020	April 19/20	JAM- UW- Madison Union South
	April 5/6	SHS – UW-Madison Union South

We are happy that you are interested in hosting a *WASC State Conference Program!!!* We are confident that you will find this opportunity to be extremely rewarding for your student council. Enclosed please find an application form. If you have any questions please feel free to contact the WASC State Office at (608) 886-9272; or via e-mail contact: Michelle McGrath: michelle@wasc.org

APPLICATION DEADLINE

February 1, 2019

EMAIL COMPLETED FORM TO:

Michelle@WASC.org

PRESENTATION

WHO: Governing Board Members

WHERE: WIAA Headquarters, Stevens Point, WI

WHEN: February 11~ Governing Board Meeting – 12:30 p.m.

HOW: a) **Be prepared to distribute copies of your application to each Governing Board member (35 copies)**

b) Give an oral presentation (maximum time: 10 minutes)

c) Question & Answer period (maximum time: 5 minutes)

2020 WASC STATE CONFERENCE HOST APPLICATION FORM

JAM

Senior High

SCHOOL NAME: _____ SCHOOL PHONE: _____

COMPLETE SCHOOL ADDRESS: _____

ADVISOR'S NAME: _____ PHONE: _____

CHAIRPERSON'S NAME: _____ PHONE: _____

CHAIRPERSON'S NAME: _____ PHONE: _____

COUNCIL MEMBERS: (attach list)

PLEASE WRITE A BRIEF STATEMENT ON THE FOLLOWING TOPICS:

Feel free to attach additional supportive information, which would enhance your application!

1. Reasons for desiring to be the host school:
2. Advisor and council support:
3. School support and council recognition within school:
4. Past and present activities with WASC:
5. Administrative support:
6. Community Support:
7. Financial support:
8. Ideas for the State Conference:
 - A. Theme:
 - B. Sectional Topics:
 - C. Opening Session:
 - D. Service Project:
9. Letters of support (ATTACH)