



AASCA Conference Handbook

**Alberta
Association of
Student Councils and Advisors**
Conference Organizer's Handbook

AASCA EXECUTIVE

The Alberta Association of Student's Councils and Advisors (AASCA) is a volunteer, non-profit provincial organization with an interest in facilitating the development of effective student leaders for the future. Established in 1988, we are a dynamic group of Alberta's finest senior high & junior high school student's council advisors.

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Past Conferences

JHLC

- 2018 – “LIT Leadership: Leaders in Training” – Dan Knott Junior High
- 2017 – “Wild About Leadership” – Ponoka Secondary Campus
- 2016 – “Spark: Ignite. Kindle. Catch Fire” – Samuel W. Shaw School
- 2015 – “What's Your Superpower” – Innisfail Middle School & Spruce View School
- 2014 – “Play it Forward” – W.P. Wagner High School
- 2013 – “Lights Camera Leadership” – Harry Ainlay High School
- 2012 – “Leadership is Sweet” – Nanton School
- 2011 – “Rope Your Dreams” - Hughenden School
- 2010 – “Be a Star” – Roland Michener
- 2009 – “Haunted Happenings” – JT Foster School
- 2008 – “Super Heroes” – Marwayne School
- 2007 – “Eat Sleep and Lead” – Kinuso School
- 2006 – “Detectives” – Ecole G.H. Primeau School
- 2005 – “Lead with Pride” – Three Hills School
- 2004 – “Operation Extreme Leadership” – Guthrie
- 2003 – “All Stars” – Central Middle
- 2002 – “Lead the Stampede” – Sherwood Community School

ASLC

- 2017 – “Agents of Change” – Bert Church High School
- 2016 – “A New Hope” – Centennial High School
- 2015 – “Jacked Up Leadership...Steering the Future” - Olds High School
- 2014 – “The Time is Now” – Drumheller High School
- 2013 – “Expect the Unexpected” – Strathcona High School
- 2012 – “The Art of Leadership” – M.E. Lazerte High School

2011 – “Peace Love Leadership” – Hunting Hills High School
2010 – “Oh... The Places You'll Go!” – Harry Ainlay High School
2009 – “Be the Change” – Centennial High School
2008 – “Be a Hero” – Morinville School
2007 – “Wild Wild West” – Nanton School
2006 – “Experience the Summit” – West Central High School



1 | Submission of a Bid

The AASCA Executive requires all of the following information to accept a bid and award an AASCA conference to a district and school(s):

Host School	<ul style="list-style-type: none">• Name of Host School District, Host School(s), and Conference Chairperson(s).
Chair Person	<ul style="list-style-type: none">• Identification of one individual to serve as the Conference Chairperson.• This person will serve on the AASCA Board of Directors immediately after the conference has been awarded and will remain on the board until the executive meeting following their conference. At that time they will give their final report.
Letters of endorsement	<ul style="list-style-type: none">• Letters of endorsement from:<ul style="list-style-type: none">◦ School Board◦ Host school(s) principal(s)
Outline of Proposed Conference	<ul style="list-style-type: none">• Letter of intent from Conference Chairperson(s), which outlines the essential conference information:<ul style="list-style-type: none">◦ Rationale for hosting◦ Outline of student involvement in conference organization◦ Proposed dates◦ Estimated number of delegates expected◦ Proposed Venue(s) and Specifications◦ Basic itinerary of conference activities including pre-conference tour suggestions, if applicable◦ Suggested conference theme and keynote speakers, if available◦ Proposed list of conference partners◦ Possible student and advisor workshop topics◦ Proposed hotel accommodations, room rates, and availability for advisors

The submission must be in writing and be sent directly to the AASCA President.

It is recommended that the Chairperson of the host school(s), as well as, as many students as possible, attend the AASCA conference, prior to hosting, and receive an orientation from the Past President or Past Conference Chairperson(s) about the responsibilities and expectations of hosting a provincial student leadership conference

NOTE: Any proposed changes to the bid submission for an AASCA conference must be sent in writing to the AASCA President to be considered for approval.

KEY POINTS:

- Name of Host School
- Chairperson
- Letters of Endorsements
- Outline of Proposed Conference

2 | Conference Protocol

A) Sr. High Student Leadership Conference:

- Sr. Conferences will be 3 days in length with an early departure on the third day.
- Ideally, all student delegates will be billeted with host families.
 - The conference organizing committee will review any special requests on an individual basis.
- The Opening Ceremonies must be a formal event. It must include:
 - a welcome from the conference student chairperson(s)
 - a flag procession (Canada, Alberta, Host Community and/or school(s)) followed by the national anthem
 - a **brief** welcome message from federal, provincial, civic, school district(s), and school(s) dignitaries.
 - a welcome by the AASCA President or designate.
 - recognition of the recipient(s) of the CSLA Leader of Distinction Awards from Alberta, if they are in attendance.
- The Opening Ceremonies may also include recognition of major conference partners and/or a cultural presentation. All presentations should be appropriate to the formality of the occasion.
- During the conference, students should have the opportunity to participate in a minimum of three (3) workshops. These are designed to teach, to motivate, and to facilitate networking. It is recommended that these workshops be spread throughout the conference. The program should include the opportunity for idea sharing for activities that can be taken back to delegates' schools.
- A separate Advisor program must be provided which gives professional development to both new and veteran advisors.
 - At the beginning of the first advisor meeting or session, AASCA will be introduced to advisors.
- The organizing committee provides a room for the AASCA Executive during the conference.
- The AGM is to be held during the conference allowing for the transaction of AASCA business.

KEY POINTS:

- ASLC focuses on issues that are pertinent to student leadership (student activities, school climate, student government structure, etc.)
- 3 days in length
- Ideally, student delegates are billeted
- Minimum of 3 student workshops
- Separate Advisor program
- AGM

- The Conference Chair may provide a conference evaluation which will be given to both students and advisors (different coloured forms) to be completed at the end of the conference.
 - The executive will collect these evaluations and feedback will be sent back to the host school.
 - Important information will also be passed on to the next conference host.
- Closing Ceremonies:
 - Recognition of the efforts of the committee and the presentation of an appreciation plaque and trophy to the Conference Chair by the AASCA president or designate.
 - The Closing Ceremonies must include an opportunity for the host committee for the next Sr. Conference to make a promotional presentation.

B) Jr. High Student Leadership Conference:

- Jr. Conferences will be 2 days in length with departures planned for early Saturday afternoon
- Each Jr. Conference focuses on:
 - issues that are pertinent to student leadership (student activities, school climate, student government structure, etc.), and addresses the professional development of advisors and leadership training for student delegates.
- All student delegates will be accommodated in common areas such as gymnasiums with separate areas for males and females. Advisors need to be provided with accommodations within the same complex. The conference organizing committee will review any special requests, on an individual basis.
- The Opening Ceremonies must be a formal event. It must include:
 - a welcome from the conference student chairperson(s)
 - a flag procession (Canada, Alberta, Host Community and/or school(s), followed by the national anthem
 - a brief welcome message from federal, provincial, civic, school district(s), and school(s) dignitaries.
 - a welcome by the AASCA President or designate.
 - recognition of the recipient(s) of the CSLA Leader of Distinction Awards from Alberta, if they are in attendance.
- The Opening Ceremonies may also include recognition of major conference partners and a cultural presentation. All presentations should be appropriate to the formality of the occasion.

KEY POINTS:

- JHLC focuses on issues that are pertinent to student leadership (student activities, school climate, etc.)
- 2 days in length
- Student delegates usually sleep at the host school
- Minimum of 2 student workshops.
- Separate Advisor program

- During the conference, students should have the opportunity to participate in a minimum of two (2) workshops. These are designed to teach, to motivate, and to facilitate networking. It is recommended that these workshops be spread throughout the conference. The program should include the opportunity for idea sharing for activities that can be taken back to delegates' schools.
- A separate Advisor program must be provided which gives professional development to both new and veteran advisors.
 - At the beginning of the first advisor meeting or session, AASCA will be introduced to advisors.
 - The AASCA Executive are available to provide and facilitate professional development at the request of the organizing committee.
- The organizing committee provides a room for the AASCA Executive during the conference.
- The organizing committee provides a room for the AASCA Executive meeting on the first day of the conference.
- Closing Ceremonies:
 - The Closing Ceremonies must include an opportunity for the host committee for the next Jr. Conference to make a promotional presentation.
 - Recognition of the efforts of the committee and the presentation of an appreciation plaque and trophy to the Conference Chair by the AASCA president or designate.



3 | Conference Registration

Sr. High Student Leadership Conference:

- The Sr. Conference is intended for senior high school advisors and senior high school student delegates (currently in grades 10 - 12).
 - Some schools may choose to bring grade 9 students as training for their high school years.
- All student delegates must be registered with a teacher advisor.
- The registration fee for ALSC is **\$145.00 +GST** per delegate. (\$10.00 from each registration is to be allocated to AASCA)
- Each school must also pay a \$60.00 annual AASCA membership fee.
- Registration information is available on the website at www.aasca.org. Conference information is presented at all available opportunities.
- Registration is to be first paid - first served and will continue until conference capacity, as determined by the conference committee, is achieved.
- The standardized AASCA conference registration process must be followed.

KEY POINTS:

- ASLC Registration fee is \$145 + GST
- JHLC Registration fee is \$80 + GST
- AASCA Membership is \$60 per school per year.
- Registration Information is available at www.aasca.org

Jr. High Student Leadership Conference:

- The Jr. Conference is intended for junior high school advisors and junior high school student delegates (currently in grades 7-9).
- All student delegates must be registered with a teacher advisor.
- The registration fee for JHLC is **\$80.00 +GST** per delegate.
- Each school must also pay a \$60.00 annual AASCA membership fee. (\$5.00 from each registration is to be allocated to AASCA)
- Conference Chairperson can request to the AASCA Executive that their Conference Committee members will not pay to attend the conference. This expense should be built into the conference budget.
- There is to be NO registration limit per school. Registration is to be first paid - first served and will continue until conference capacity, as determined by the conference committee, is achieved. If circumstances require this to be altered, permission must be granted by the AASCA executive.
- The standardized AASCA conference registration process must be followed.



4 | Registration Process

Sr. High Student Leadership Conference (ASLC):

- ASLC registration officially opens on or before February 1st in the year of the conference and registrations are received on a first paid - first confirmed basis.
- The Conference Committee must use the provided registration forms.
 - a brochure outlining conference highlights and must include contact information
 - a school registration form
 - a student registration form
 - a tentative conference itinerary
 - advisor hotel information with contact numbers and room rates
- All student delegates must be registered with a teacher advisor.
- Completed school registration forms as well as fees will be sent to the AASCA treasurer.
- ANY school registering for the conference is NOT confirmed until all fees are paid in full and the school's advisor has been contacted by the AASCA treasurer.
- Refunds: A request for a refund must be made in writing (mail or fax) to the treasurer; one month prior receives 75% refund, less than two weeks receives no refund. The \$60.00 AASCA membership fee will not be refunded. Exceptions will be considered for extenuating circumstances.



Jr. High Student Leadership Conference (JHLC):

- JHLC registration officially opens on or before June 1st in the year of the conference and registrations are received on a first paid - first confirmed basis.
- The Conference Committee must use the provided registration forms.
 - a brochure outlining conference highlights and must include contact information
 - a school registration form
 - a student registration form
 - a tentative conference itinerary and advisor hotel information with contact numbers and room rates
- All student delegates must be registered with a teacher advisor.
- Completed school registration forms as well as fees will be sent to the AASCA treasurer.
- ANY school registering for the conference is NOT confirmed until all fees are paid in full and the school's advisor has been contacted by the AASCA treasurer.
- Refunds: A request for a refund must be made in writing (mail or fax) to the treasurer; one month prior receives 75% refund, less than two weeks receives no refund. The \$60.00 AASCA membership fee will not be refunded. Exceptions will be considered for extenuating circumstances.

5 | Sample Conference Itinerary

Note: The following itineraries from previous AASCA conferences are not intended to restrict the organizing committee, but rather to assist them in the daily structure of their conference.



SUNDAY	
STUDENTS	ADVISORS
2:00pm – 4:00pm Registration, Entertainment, Carnival Fun	2:00pm – 4:00pm Registration, Entertainment, Carnival Fun
4:00pm – 5:00pm Spirit Groups	4:00pm – 5:00pm Formal networking – library
5:00pm – 6:00pm Supper	5:00pm – 6:00pm Supper
6:15pm – 8:00pm Opening Ceremonies Keynote Speaker #1	6:15pm – 8:00pm Opening Ceremonies Keynote Speaker #1
8:15pm – 9:15pm Predator and Prey	8:15pm – 9:15pm Advisor Session or CSLA Level 1 Certification
9:15pm to 10:00pm Concert	9:15pm to 10:00pm Concert
10:15pm Billet Pickup	10:15pm Depart for Hotel

MONDAY	
STUDENTS	ADVISORS
9:00am – 9:30am Spirit Groups	9:00am – 9:30am Advisors Meeting
9:30am – 10:30am Keynote Speaker #1	9:30am – 10:30am Keynote Speaker #1
10:30am Nutrition Break	10:30am Nutrition Break
10:45am – 11:45am Breakout Session #1	10:45am – 11:45am Advisor Session or CSLA Level 1 Certification
12:00pm – 1:00pm Breakout Session #2	12:00pm – 1:00pm Meet the Maestros
1:00pm – 1:50pm Lunch	1:00pm – 1:50pm Lunch
2:00pm – 3:00pm Motivational Media Presentation	2:00pm – 6:00pm Free Time
3:15pm – 4:15pm Breakout Session #3	
4:30pm – 6:00pm Keynote Speaker #2	
6:00pm – 7:00pm Supper	6:00pm – 7:00pm Supper & AGM
7:00pm – 10:00pm Dance	7:00pm – 10:00pm Advisor Social
10:15pm Billet Pickup	10:15pm Depart for Hotel

MONDAY	
STUDENTS	ADVISORS
9:30am – 10:00am Spirit Groups	9:30am – 10:00am Advisor Meeting
10:00am – 1:00pm Closing Ceremonies Keynote Speaker #3	10:00am – 1:00pm Closing Ceremonies Keynote Speaker #3
1:00pm Grab and Go	1:00pm Grab and Go

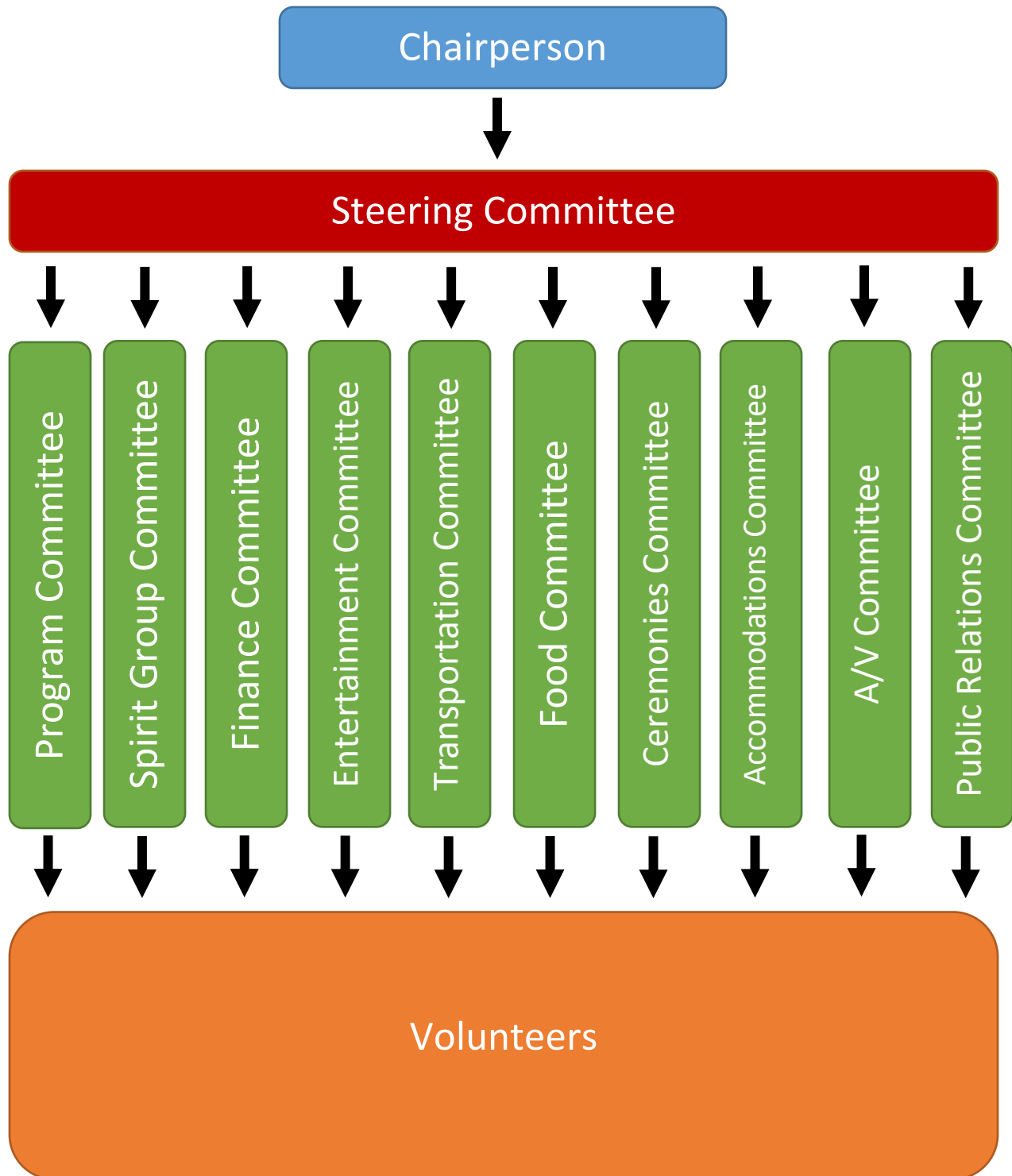
PLAY IT FORWARD

W.P. WAGNER HIGH SCHOOL #JHLC2014

FRIDAY		
TIME	STUDENTS	ADVISORS
12:00PM – 1:00PM	Advisor's Check-In Luggage Drop off – West Gym Welcome Activities – Caf Mall and Cafeteria	
1:00PM – 1:30PM	Find Spirit Groups (Cafeteria)	Advisor Update (Library)
1:30PM – 1:45PM	Move into the East Gym	
1:45PM – 4:00PM	OPENING CEREMONIES Keynote Speaker	
4:00PM – 4:15PM	Move to the Academic Hallway	Move to the Library
4:15PM – 5:00PM	Student Workshops with Spirit Leaders	Advisor Workshop
5:00PM – 6:00PM	Students' Dinner	Advisor's Dinner
6:00PM – 6:15PM	Load buses	
6:15PM – 6:45PM	Travel from Wagner to University of Alberta	
6:45PM – 9:45PM	Hockey Night at the University of Alberta Bears vs. Calgary Dinos Men's Hockey	
9:45PM – 10:00PM	Load buses	
10:00PM – 10:30PM	Travel from UofA to Wagner	
10:30PM – 11:00PM	Prepare for Bed (Boys are on the STAGE) (Girls are in the WEST GYM)	
11:00PM – 7:00AM	Lights OUT	

SATURDAY		
TIME	STUDENTS	ADVISORS
7:30AM – 8:00AM	Wake Up / Change / Pack Up Store all luggage in the West Gym	
8:00AM – 8:45AM	Pancake Breakfast	
8:45AM – 9:00AM	Meet Spirit Groups	Move into the Library
9:00AM – 9:15AM	Load the East Gym	Student Initiatives - YOU AND I
9:15AM – 9:30AM	Student Initiatives - The Word R	TALENT INSIGHTS REPORT with Connie Warner, Executive Coach,
9:30AM – 10:30AM	Motivational Media Presentation	
10:30AM – 10:45AM	Move to the Theater / Cafeteria Nutritional Break	Coffee Break
10:45AM – 11:45AM	60 Questions in 60 Seconds Workshop	Advisors Workshop CSLA resources Top 10 Ideas
11:45AM – 12:00PM	Move into the East Gym Nutritional Break	
12:00PM – 1:45PM	CLOSING CEREMONIES Keynote Speaker	
1:45PM – 2:15PM	Grab and Go!	

6 | Sample Conference Organization Chart



Chairperson Responsibilities

- Submit to AASCA President a proposed itinerary and to Treasurer a budget outline approximately one year prior to conference. These individuals shall act as your conference liaisons and will meet with you regularly.
- Determine the scope, extent and format of the conference.
- Recommend conference theme and logo.
- Recommend last registrations and registration deadlines.
- Recommend policies for the successful operation of the conference.
- Discuss and confirm on-going arrangements of all sub-committees.
- Arrange trade fair location, participants and fee.
- Communicate with the city and other groups which may assist the conference.
- Book facilities for conference - negotiate costs.
- Select a conference organizing committee. These should include:
 - Program Committee (speakers, sessions & entertainment)
 - Food Committee
 - Finances Committee
 - Registration (and Billeting for Sr. Conf.) Committee
 - Social & Decorations Committee
 - Ceremony and Protocol Committee
 - Spirit Group Committee
 - Audio Visual Committee
 - Public Relations Committee: Sub-committees: sponsorships, fundraising, thank you gifts, speaker hospitality, communications (press releases, media contacts, signage)
 - Others as needed
- Establish job descriptions for committee members.
- Arrange and conduct regular meetings with the conference committee.
- Schedule at least 3 meetings with the member of AASCA executive who is responsible for guiding them through the conference development.
- Attempt to secure sponsorship for the event from both local and provincial sources.
- Recommend honoraria for speakers and keynote speakers (with Program Chairperson).
- Arrange for conference t-shirts, book bags, lanyards and/or other conference paraphernalia.
- Provide recognition for committee members (ie. Thank you letters, party).
- Numerous other tasks to be determined throughout the planning and as may not be done by other members (i.e. delegate's kits and stuffing party).
- Ensure that there is support and involvement from the staff and community of the hosting school.
- Prepare sample checklists and timelines.
- Attend meetings of sub-committees as appropriate or desirable to correlate the activities of these sub-committees.
- Approve all communications to outside personnel and agencies (when applicable).

- Send copies of all agendas and correspondence to the immediate future conference chairperson. This will greatly assist future chairpersons to see the "growth" of the planning stages. The preference would be for these documents to be sent electronically for ease of use by future hosts.
- Make decisions on all emergency matters and troubleshoot during the event.
- Prepare and submit a final conference report for AASCA executive.
- AASCA will distribute a post-conference survey to attendees with the intent of receiving feedback for future conferences. The results of this survey will be shared with the AASCA Board and Conference Chairs.
- Ensure that all conference finances have been paid for within 30 days of the event.
- Wrap-up party for the committees.
- For the Sr. High Conference, if billeting, arrangements must be made to provide safe and secure billets for all student delegates. Principal approval and/or police checks may be requested depending on the requirements of host or attending school boards.



Program Committee Responsibilities

The following list of tasks includes a tentative timeline (the sooner these tasks are done, the better).

One Year Prior to the Conference:

- Discuss and establish budget guidelines for:
 - Honoraria for the keynote speakers; transportation, accommodation and meals expenses.
 - Honoraria for session speakers
 - Secretarial costs.
 - Stationery costs
 - Telephone expenses
 - Program printing
 - Facility booking
 - Miscellaneous and personal expenses
 - Brainstorm ideas for sessions and keynotes
 - Devise program format
 - Arrange for printing of conference agenda booklet

KEY POINTS:

- The specific job of the program committee is to plan the professional sessions of the conference.
- Contact with possible presenters and confirmation of those presenters is part of this crucial position on the organizing committee.

Six Months Prior to the Conference:

- Meet with committee on regular basis to keep on track with conference guidelines.
- Establish a program format:
 - the layout of the sessions
 - times required for sessions and breaks
 - balance level of experience, activity, lecture, panels, contract presenters and keynote
 - prepare a map of available rooms for sessions
 - prepare a mock-up of the program with possible speakers and alternatives
- Present and provide a copy of the program information at the ---executive meeting.
- Discuss program needs with printer.
- Request letters of welcome from dignitaries to be included in agenda booklet.

Three Months Prior to the Conference:

- Written correspondence to presenters including program information – A/V needs, autobiography, and honorarium. Finalize all speakers and sessions.
- Confirm all room bookings for sessions.
- Prepare agenda book with session information:
 - Proof the program with at least 3 committee members.
 - Confirm printer deadline for receipt of final copies.
 - Meet with conference chair to proof the printed copy and send to publisher as requested.

- Provide Public Relations Committee with a list of all presenters and speakers so they can purchase gifts.
- Provisions for clean-up and garbage removal.

One Month Prior to the Conference:

- Map of facilities, city and campus, posted at the conference site and sent to all speakers.
- Pass on session room assignments to technical, protocol and conference chairperson.
- Prepare session cards as needed.
- Prepare session chairpersons kits and duties:
 - Speaker vitas
 - Introductions
 - Thank you letters/notes
 - Draws
 - Signs for door
 - Number in session
 - Session evaluation
- Obtain keynote speaker vitae and deliver to the protocol chair.
- Pass on to the technical chairperson the A V requirements for each speaker and allocated rooms.
- Book transportation to the outside facilities. Have one member of your program committee in charge of this.
- Give a list of cheques required for speakers' honoraria to the finance chairperson.
- Reconfirm facility and transportation bookings.
- Establish a process to prepare the conference packages.

During the Conference:

- Ensure registration areas are ready to welcome both delegates and presenters efficiently, with nametags, registration packages, chairperson to meet, etc.
- Ensure that presenter thank you packages are ready and delivered, including thank you cards, gift and honorarium for all speakers, provided at the end of the session.
- Oversee the running of the established program.
- Provide First Aid station with supplies and a supervisor with Basic First Aid training.

After the Conference:

- Contribute to final report.
- Ensure that all payments have been made.

Spirit Leaders Committee Responsibilities

Recommendations:

- Two spirit leaders per group are appropriate.
- Hold a training sessions before the conference and model in detail what they will be doing with their groups.
- AASCA can provide an advisor to train spirit leaders.
- Pre-divide the groups with delegates finding out at registration which group they belong to.
- Attempt to mix up students from all schools to encourage networking amongst delegates.
- Provide an hour near the beginning of the conference for spirit groups to meet and do getting to know you activities. At that time they should come up with a group name and cheer to be presented to the entire group in an assembly.



Finance Committee Responsibilities

- A preliminary budget should be prepared considering previous conferences as well as your specific community situations. Once a budget is tentatively established, their needs to be approval given by the AASCA treasurer prior to any spending.
- It is expected that this committee be in regular contact with the AASCA Treasurer in regards to budgetary requirements. All expenses will be run through AASCA accounts.
- All approved expenditures can be paid for directly via the AASCA Treasurer or will be reimbursed through the AASCA Treasurer.



Entertainment Committee Responsibilities

"Work hard, play hard!" seems to be the best description for the desirable balance between the education and social function of a conference. Experience has shown the social aspects at conference to be very important. The opportunity to meet old friends, to establish new friendships, swap ideas and to have an enjoyable time together helps to build unity. The social chair may also be responsible for conference t-shirts and outfits for the other committees.

- Junior High
 - Friday evening activities for delegates.
 - Advisors' social
- Senior High
 - activities and/or dance
 - Advisors' socials

Six Months Prior to the Conference:

- Confirm DJ time and needs.
- Confirmation of any necessary booked sites, etc.

Three Months Prior to the Conference:

- Decorations
- Arrange supervisors for dances and activities.

During the Conference:

- Oversee social activities, etc.

After the Conference:

- Thank you letters to committee members, sponsors and people making donations.
- Contribute to final report.



Food Committee Responsibilities

This committee is responsible for the meals & nutrition breaks.

One Year Prior to the Conference:

- Prepare a budget.
- Determine meals, nutrition breaks and snacks at the conference.

- Junior High
 - Friday lunch, nutrition break, supper, evening nutrition break
 - Saturday breakfast, nutrition break, bag lunch
 - food for advisors' social

- Senior High
 - nutrition breaks, 2 suppers, 2 lunches (grab & go for last day)
 - food for advisors' socials



Six Months Prior to the Conference:

- Arrange hospitality room for advisors and speakers.
- Arrange donations, sponsorships, delivery and set-up. Confirm menus for meals and nutrition breaks.

Three Months Prior to the Conference:

- Arrange table rentals, other equipment.
- Confirm contract with caterer. Make down payment as needed.
- Arrange for extra garbage pickup and recycling containers.

During the Conference:

- Assign cleanup for nutrition breaks, meals and activities.
- Monitor all aspects of the meal delivery and activities. Make adjustments as necessary. Seek assistance from conference committee members as needed.

After the Conference:

- Thank you letters to caterers, committee members, sponsors and people making donations.

Ceremonies Committee Responsibilities

Opening Ceremony

Both Jr. & Sr. High Student Leadership Conferences require that the Opening Ceremonies are a formal event. They may (change of wording) include:

- A welcome from the conf. student chairpersons.
- A flag procession (Canada & Alberta).
- A very brief welcome from Federal, Provincial, Civic school district and school dignitaries.
- A welcome to the conference by the AASCA President or designate.
- May include recognition of major conference partners and a cultural presentation. All presentations should be appropriate to the formality of the occasion.
- Once the formal portion of the Opening Ceremonies is completed, some sort of a spirit building, high energy, pep-rally event should take place to set the tone for the conference.
- A visual display (Power Point slideshow type) will show all past conference names and locations, including the year. This builds a sense of the tradition of the conference in the current delegates (traditionally they're shown in order up to the current conference, giving delegates the opportunity to cheer for the locations near to them). (Sr. High)
- Deviation from this formula for appropriate reasons must be approved by the AASCA executive.

Closing Ceremony

Both Jr. & Sr. High Student Leadership Conferences require a Closing Ceremonies. They must follow the listed guidelines:

- Will include an opportunity for next year's conference hosts to make a presentation.
- It is also appropriate at this time for the Conference Committee to receive the AASCA trophy, which travels from conference to conference.
- It is appropriate to provide an opportunity to thank all those who made the conference possible and specifically for the students to thank their advisors.
- It is often tradition that the students will provide the conference chairs with a gift.
- It is often tradition for the presentation of a Power Point Slide show containing pictures from the conference.
- The organizing committee will do everything within their power to finish on time out of respect of the travel requirements of schools.



Audio and Visual Committee Responsibilities

One Year Prior to the Conference:

- Contact a multi-media/DJ organization. Please discuss with the AASCA executive in order to consider long standing supporters.
- Contact venue to determine procedures.
- Arrange for the locating, moving and returning of equipment
- Prepare a printed sheet clearly outlining the session, the technical person in charge and the specific equipment

KEY IDEA:

The chairperson should be familiar with the facility that has been rented and all the technical aspects of the facility: multi-media, Internet, A/V trouble shooting.

Six Months Prior to the Conference:

- Re-contact provider
- Assign responsibilities to the committee for the sessions.
- Discuss needs of the program, social and protocol committees

During the Conference:

- Aid the social chair in setting up the PA system for dances, the banquet and business meetings.
- Aid the Protocol chair with keynote sessions.
- Be available to trouble shoot at the conference. Have back up equipment available.
- Contribute to final report.



Public Relations Committee Responsibilities

One Year Prior to the Conference:

- Prepare a budget.
- Contact possible sponsors and submit any grant applications.
- Plan and present ideas to executive on gifts for presenters; purchase gifts.
- Contact AASCA Webmaster to get initial information on the AASCA website.

Three Months Prior to the Conference:

- Purchase all required thank you gifts, etc.
- Arrange for conference banner and welcome banner.
- Issue a press release two weeks prior to the conference.

During the Conference:

- Post signage informing attendees that there will be photographs and videos taken at the conference that may be used on the website, for social and print media, etc...
- Contact the local media regarding sending a reporter to cover some aspect of the conference.
- Arrange to have pictures taken during the sessions.
- Arrange for the display of conference banner and welcome banner.

After the Conference:

- Thank you letters.
- Write a culminating report of the conference for posting on the website and sharing with the media.

KEY IDEA:

Public relations person should be someone who knows how to communicate to all types of the media. It is important for this individual to be computer literate as well. This person should be aware of various grants that are available.



7 | AASCA Conference Application

Host School Name(s): _____

Host School District: _____

Proposed Date: _____

Conference Chairperson: _____

Phone: _____

E-mail: _____

Which conference are you applying to host? ☐ Senior High (ASLC) ☐ Junior High (JHLC)

Which year(s) are you interested in hosting? _____

Conference Theme: _____

Please identify keynote speakers (if information is available) here:

How many students are you able to host at your conference? _____

Will you be billeting students at your conference? ☐ YES ☐ NO

Hotel for advisors/students: _____ Cost/room: _____

Please identify any conference partners/sponsors:

Why would you like to host this conference?

How will students be involved in organizing/running this conference?

Please include a list of possible student/advisor workshops:

***Please attach a tentative itinerary and a letter of support
from the HOST SCHOOL PRINCIPAL and SCHOOL BOARD.***

Submit this application to aasca.leadership@gmail.com

8 | Sample Registration Forms



Dan Knott Junior High Presents "LEADERS IN TRAINING"

Alberta Junior High Leadership Conference

November 25 - 26, 2018

School Name: _____

School Mailing address: _____

City/Town: _____ Province: _____ Postal Code: _____

School Phone #: _____ School Fax: _____

Advisor(s) Name: _____ Cell #: _____

Email: _____

Number of Students Attending: _____ x \$80.00 =		A
Number of Advisors Attending: _____ x \$80.00 =		B
Subtotal (A+B) =		C
5% GST (0.05 x C) =		D
*AASCA Membership =	\$60.00	E
Total Fees (C+D+E) =		F

Send cheque and form to:

**AASCA
8415-42 Avenue NW
Edmonton, AB
T6K 1C9**

Do you and your students intend on sleeping at the school?

Yes _____ No _____ Unsure _____

Have you attended an AASCA Leadership Conference Before?

Yes _____ No _____

*AASCA membership is an annual fee paid once per school year



Alberta Association of Student Councils and Advisors presents
Alberta Student Leadership Conference 2019

Building Bridges

Hosted by Chinook High School, May 26-28, 2019

School Name:		
School Mailing Address:		
City/Town:	Province:	Postal Code:
School Phone #:		
School Fax #:		
Advisor's Name(s):		
Advisor's Home Phone(s) #:		Advisor's Cell Phone(s) #:
Advisor's Email(s):		
(We will be sending forms through Google Drive to this e-mail)		
Fees must be submitted with sheet. Cheques payable to AASCA		

Total # attending (____ advisors & ____ students) = ____ x \$145.00 = ____ A

Send cheque and form to
AASCA
8415-42 Avenue NW
Edmonton, AB, T6K 1C9

5% GST (0.05 x A) = ____ B
AASCA Membership* + \$60.00 C
Total fee submitted (A+B+C) = ____ D

*AASCA membership is paid once per school year

To secure your registration, please send this form with payment by cheque to AASCA as soon as possible. When your registration is confirmed, you will receive a confirmation by fax from AASCA. Additional e-mails with conference information will come from chinookleadershipyql@gmail.com.

Check out our website for more conference information:
<https://aslc2019.weebly.com/>

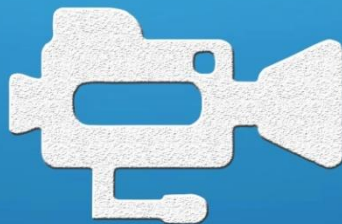
Conference Inquiries:

Ard Biesheuvel
School: (403) 320-7565
ard.biesheuvel@lethsd.ab.ca

Registration Inquiries:

Taryn Rodzinyak
School: (403) 320-7565
chinookleadershipyql@gmail.com

NOTICE OF PHOTOGRAPHIC & VIDEO RECORDING



*Photos and video will be taken
today at this location, which might be
used by media outlets for news reporting
and posted on social media channels.*



10 | Advisor Code of Conduct



Dear Advisor:

The Alberta Teachers' Association wants to ensure that its members are aware of their obligations while attending conferences with students.

AASCA does not want teachers to face employment or professional difficulties as a result of duties undertaken to support AASCA. We would like to remind you that when at conferences with students, you are considered to be working and that your employer policies and the Code of Professional Conduct apply at all times while at the conference.

As such, we need teachers to remain on site at the conference at all times and be accessible to the conference organizers should there be an issue with their students.

We also ask teachers to be aware of their local board's policy on alcohol and drug use as the policy is in effect while attending an off-site event or conference.

Should there be an emergency causing you to leave the conference, please ensure that the conference organizers are aware of your absence along with the approximate time of return and a contact number in case of an emergency. This will ensure appropriate supervision can be assigned and will minimize disruption and confusion to other participants.

Thank you for your cooperation in this matter.

AASCA Executive