



Application to Host a Conference

Date submitted _____ School District _____
Our school _____ bids to host the _____ (year)
Fall / Spring (circle one) AASG conference on dates: _____.

Advisor _____ School Mailing Address _____
School Phone _____ Fax _____ Home phone _____ Email _____

AASG thanks you and your students for taking on the exciting and challenging job of hosting a conference. We have the following policies regarding hosting a conference:

1. The application will be approved by the AASG Executive Board including dates of the conference.
2. The conference dates will be set in coordination with the ASAA Executive Board, the AASG Executive Board, and the host school advisor and administration. If the school is not committed in the school year before the conference, the date will be set by the AASG Board in cooperation with the ASAA Board.
3. The school and district administrations must support the advisor and students as they prepare for the conference. This collaboration is essential, and may include planning time; use of equipment and consumables; assistance with negotiations with school district services such as nutrition, transportation, custodial, and administrative support for the conference; participation in the conference activities, and other help as appropriate. The Executive Director will work with the host school to make the conference successful.
4. The school district and host school need accept no financial liability for the conference. AASG is responsible for all expenses, as set in the budget and approved by the Executive Board and Executive Director. However, all expenses over \$1000 must be approved by the Executive Director prior to being incurred. This approval will be in writing (email documentation is acceptable.)
5. The host school may send two delegates (or one delegate and an advisor) to the National Association of Student Councils (NASC) Conference in the summer before the conference is hosted. AASG will forward pay registration fee, hotel, and travel costs. The costs will be repaid from conference proceeds.
6. The student registrar and advisor from the host school will be liaisons to the Executive Board for two business meetings before their hosted conference. Travel costs to one of the business meetings will be paid for by AASG. That cost will be repaid from the conference proceeds.
7. The host school will submit a proposed budget to the Executive Board as follows: Spring Conference host submits budget at prior Fall business meeting; Fall Conference host submits budget at prior Spring business meeting.
8. Appropriate housing must be available to delegates. If hotel lodging is necessary, delegates must reserve space and pay for the rooms. Under no circumstances will AASG pay those costs. However, the host school/AASG may negotiate rates with hotels.
9. All students and advisors must pay the registration fee. Host students (if working) and the advisor do not pay registration.
10. The advisor is responsible for submitting check requests to the Executive Director. Expense requests must have receipt.
11. Conference accounting is expected to be completed one month from end of the conference.
12. The host school will earn 10% incentive from the proceeds of the conference, after all expenses, including payback of NASC and travel costs for the business meeting, are covered. Host schools are encouraged to solicit donations to help with costs.
13. All nonconsumables paid for by AASG belong to the organization unless prior arrangement with the Executive Director has been made.

Advisor's Signature _____ Date _____
Principal's Signature _____ Date _____
Superintendent's Signature _____ Date _____