



## Application to Host a Conference

Date submitted \_\_\_\_\_

School District \_\_\_\_\_

Name of School \_\_\_\_\_ Name of Principal \_\_\_\_\_

Advisor name \_\_\_\_\_ Email \_\_\_\_\_

Advisor school phone \_\_\_\_\_ cell phone \_\_\_\_\_

Student Registrar \_\_\_\_\_ cell phone \_\_\_\_\_

Email \_\_\_\_\_

Conference bid to host Fall/Spring (circle one) year \_\_\_\_\_

Proposed dates \_\_\_\_\_

Are there any potential conflicts that would interfere with participation? \_\_\_ NO \_\_\_ YES: describe:

By checking the following, you show you agree to AASG Hosting Policies and Procedures:

\_\_\_ Yes, I have considered past dates of the AASG conference when planning our bid, to support AASG conference continuity.

\_\_\_ Yes, I have checked for potential conflicts in the ASAA events calendar, school scheduling and religious events and holiday conflicts which would impede participation by significant numbers of students.

\_\_\_ Yes, I have read and checked off each of the procedures below and agree to them.

\_\_\_ Yes, I have submitted this request to my principal and superintendent and they agree to support our hosting.

*AASG thanks you and your students for taking on the exciting and challenging learning experience of hosting a conference. Below are the policies regarding hosting a conference:*

\_\_\_ 1. The application will be approved by the AASG Executive Board including dates of the conference. A school bidding on a conference will make a presentation to the E-board at the conference one year before the proposed conference. If more than one school bids on a conference, the Executive Board will select the host school using criteria including but not limited to location and accessibility, organization, school and administration support, proposed activities, student council involvement.

\_\_\_ 2. The conference dates will be set with consideration for factors including but not limited to the ASAA calendar of statewide events as well as potential conflicts because of host school events, holidays and religious observances

\_\_\_ 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 on the budget, expenses, conference schedule, speakers and workshops.

\_\_\_ 4. The host school may send two delegates (or one delegate and an advisor) to the National Association of Student Councils (NASC) Conference or a regional conference in the summer before the conference is hosted. AASG will pay registration fee, and hotel, and reimburse travel costs. These costs will be repaid from conference proceeds. The students/school are responsible for preconference expenses including food and miscellaneous purchases

\_\_\_ 5. 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.

\_\_\_ 6. Appropriate housing must be available to delegates. If hotel lodging is necessary, participating schools will 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.

\_\_\_ 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. All students and advisors must pay the registration fees, except that host students who work on the conference and the advisor do not pay registration.

\_\_\_ 9. Conference accounting is expected to be completed one month from end of the conference.

\_\_\_ 10. 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.

\_\_\_ 11. If changes in administration and staffing change after this contract is accepted, the school is expected to follow thru on the contract unless the school in coordination with AASG finds an appropriate replacement. If the school/district defaults on this contract, a \$10,000 penalty will be paid to AASG to make up for lost revenue.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_