



National Student Council Conference Host School Application

Please select the year(s) you are interested in hosting.

- 2020 Conference
- 2021 Conference

This application must be received by January 18, 2019. Please provide all requested information.

A. General Information

1. School: _____
2. School address: _____
City, State, Zip: _____
3. School phone number: _____
4. School fax number: _____
5. Number of years school has been a member of NatStuCo: _____
6. Student council adviser's name: _____
7. Adviser's email: School: _____
Personal: _____
8. Number of years as student council adviser: _____
9. Number of NatStuCo Conferences attended by adviser: _____

Adviser's experience in hosting conferences and the size of each (please list):

Conference Name/Type	# Attendees	Conference Dates

10. Is the principal currently an NASSP member? Yes No

B. Location

1. Name of closest major airport(s): _____
2. Major airline(s) servicing airport: _____
3. Distance from the airport to the school by bus: _____
Time: _____ Mileage: _____

4. Name of closest hotel(s) and their distance from school/airport:

C. School Facilities

Please attach a floor plan of your school facility showing the rooms by name or number.

1. **Is the entire school air-conditioned?** Yes No

If not, what major rooms and areas are air-conditioned?

2. General Sessions

a. Do you have an auditorium capable of seating 2,000 people? Yes No

b. If not, what is the seating capacity? _____

c. Is the auditorium air-conditioned? Yes No

d. Is the gym capable of seating 2,000–2,100 people? Yes No

(When responding, please factor in the additional area that will be needed for building a large stage.)

e. Is the gym air-conditioned? Yes No

(If not, it will need to be added at the expense of the school/district in order to be considered.)

f. What size is your stadium's seating capacity on one side? _____

3. Small Group Workshop Session Rooms

Number of classrooms available for small group workshops (for approximately 30–40 students in movable seating arrangements): _____

Please attach a list showing room name or number for each room.

If possible, do not use state rooms for small group workshops or at least limit the number for double usage.

4. State Meeting Rooms (count rooms only once using highest capacity)

Please attach a list showing room name/number and capacity.

Number of rooms with 30–40 seating capacity _____

Number of rooms with 40–50 seating capacity _____

Number of rooms with 50–60 seating capacity _____

Number of rooms with 60–70 seating capacity _____

Number of rooms with over 70–80 seating capacity _____

5. Large Group Session Rooms

Please list the names and seating capacity of rooms that could hold larger group sessions (min. 125 people) to accommodate the speakers showcase and other large breakout sessions: 5–8 rooms for 125–150 people each; 1–2 rooms for 200 people or; 1 room for adviser roundtables (200+ advisers). If possible, do not duplicate rooms planned for use as state rooms. Because of their size, these rooms need sound systems.

Room Name/Capacity

Sound system in room or available

1. _____ Yes No

2. _____ Yes No

3. _____ Yes No

4. _____ Yes No

5. _____ Yes No

6. _____ Yes No

7. _____ Yes No

8. _____ Yes No

6. Cafeteria

- a. Is your school serving at least 1,600 meals in a two-hour lunch period? Yes No
How many students does your school feed for lunch daily in the school cafeteria? Please list breakdown per period (i.e., three periods serve 540 each and length of each period):

- b. How are school cafeteria lunches handled (i.e., made on school property, outsourced, etc.)?

- c. Does the school and/or district require cafeteria staff to be on duty during summer meal functions that utilize the cafeteria? Yes No

7. Exhibits

Do you have a large area (for 30 8'x10' booths, 3,000 sq. ft.) excluding areas being used for general sessions and meal service? Yes No

If yes, give the area/room name, its location, and size: _____

Is the area air-conditioned? Yes No

8. Audiovisual Resources

Within the school

Within the district

- | | | |
|------------------------------------|--|-------|
| a. Smart Boards | _____ | _____ |
| b. Fixed & portable LCD projector | _____ | _____ |
| c. Portable sound system | _____ | _____ |
| d. Flip charts with paper | _____ | _____ |
| e. Are there screens in all areas? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

9. Buses

- j. Number of students transported by your school/district each day by school bus _____
- k. Number of buses used by your school _____
- l. Number of buses owned by district _____
- m. Number of buses leased by district _____
- n. Number of bus drivers available for summer duty _____
- o. Number of buses air-conditioned _____
- p. Number of buses with luggage compartments _____
- q. Number of buses with two-way radios/cellphones _____
- r. Is there a district/school coordinator for busing? Yes No
- s. What is the speed limit for school buses? _____
List speed or speed governors on buses _____
- t. Are there other restrictions for buses (i.e., union, etc.)? Yes No
If yes, please specify: _____
- u. Approximate current bus driver hourly wage \$ _____
- v. Will there be a mileage/fuel fee for use of buses during the event? Yes No
If so, what is the current fee? _____

10. Technology

- k. What is the wireless connectivity bandwidth at your school?

- l. Identify areas at the school that have Wi-Fi:

- m. Can filters be lifted for the event? Yes No
- n. Will there need to be a password to connect during the event? Yes No

D. School and District Demographics

1. Number of students in your school _____
2. In your school: Number of administrators _____
Number of faculty _____
Number of classified workers _____
3. Number of schools in district
Elementary _____
Middle level _____
Senior high level _____
4. Area of school district (approximate in sq. miles) _____
5. Name of neighboring school district(s) _____

E. Letters of Interest

Using no more than one side of an 8.5" x 11" page for each letter, please tell us why and what made you want to host an National Student Council Conference. Please provide one letter from your student council and one from the student council adviser. **Please submit the two letters with this application.**

F. Letters of Support

Please attach a letter of support from each person/group listed below. Please ask them to indicate how they would be able to assist with the conference.

1. School Board (or a motion by the board shown in minutes)
2. Principal
3. State Student Council Association Executive Director
4. State Principals Association Executive Director (if your state student council association is affiliated with the principals association)
5. Three faculty members in different departments (optional)
6. PTA/PTSA/Booster Club President (optional)

G. Signatures

We, the undersigned, have read and commit to the National Student Council Conference Host School Overview and Responsibility as outlined in this packet and hereby submit this application.

Superintendent or School Board Representative:

Name Signature Date

School Principal:

Name Signature Date

Student Council Adviser:

Name Signature Date

Student Representative of Student Council:

Name Signature Date

Return completed form to Ann Postlewaite, NASSP, 1904 Association Drive, Reston, VA 20191 or postlewaitea@nassp.org.

CHECKLIST OF ITEMS TO SUBMIT WITH NATIONAL STUDENT COUNCIL CONFERENCE HOST SCHOOL APPLICATION

Applications without these items will be returned for completion.

- Completed application with all signatures
- Floor plan/layout of school with room names/numbers
- Interest letter from student council student
- Interest letter from student council adviser
- A video showcasing key areas of the school

Letters of support from:

- School Board President or Representative Principal
- State Student Council Association Executive Director
- State Principals Association Executive Director (if your state student council association is affiliated with the principals association)
- Three faculty members in different departments (optional)



NatStuCo is a program of NASSP.

HOST SCHOOL OVERVIEW AND RESPONSIBILITIES

1. SCHOOL FACILITIES AND ANCILLARY COSTS

As part of the host school commitment, it agrees to accommodate the physical space/needs of the conference determined by NASSP/NatStuCo and any associated ancillary costs/fees mandated by the school/district for before, during, and after the conference. Currently, these in-kind costs are estimated between \$50,000–\$65,000, depending on local area costs. **An outline of costs/fees are listed below, but are not limited to:**

- b. Associated costs with running a building during the designated event dates: electricity/power, air conditioning throughout building (including gym, cafeteria, classrooms, etc.), water, school ground costs, trash disposal, etc.
- c. A portion of (or all) staff costs (i.e., office...).
- d. Meals, T-shirts, and other related costs for all volunteers that the school deems necessary (school can determine if volunteers will be charged a fee to assist in offsetting these costs).
- e. Classroom and large room audiovisual needs, excluding general sessions (i.e., LCD projectors, screens, computers, in-house sound systems, etc.).

In the event a host school cannot commit to all of the aforementioned in-kind donations, NASSP/NatStuCo will collaborate with the school as to what can/cannot be covered.

2. CURRICULUM: ADVISER AND STUDENT

The curriculum for the national conference is developed by the NASSP/NatStuCo national office, but input may be sought by the host school. NASSP/NatStuCo may also seek input from state executive directors and advisers in the field. NASSP/NatStuCo determines the program contents and makes all final programming decisions. Curriculum includes any general session, inspirational session, student seminars, small group workshops, and adviser seminars.

3. PRINTED MATERIALS

Any conference-related materials (i.e., marketing...program) are the responsibilities of the national office. The contents of each will be coordinated between the host school and NASSP/NatStuCo (see attached notes for conference program).

4. CONTRACTS

NASSP/NatStuCo will be responsible for obtaining and signing contracts related to conference services that are the responsibility of NASSP/NatStuCo. The host school is responsible for contracts regarding conference services that are the sole responsibility of the host school. Such areas of responsibility include, but are not limited to, school security, transportation, school audiovisual equipment, physical facilities, non-attendee meals, healthcare, and administrative support (optional).

5. SPEAKERS

The host school may make recommendations for speakers and NASSP/NatStuCo makes the final decision on speakers and presenters. The NASSP/NatStuCo office is responsible for all invitations, arrangements, and contracts.

6. CONFERENCE TRAVEL

All conference travel to and from the conference is advertised by NASSP/NatStuCo. Host schools may not contract or advertise with any travel agency.

7. MULTIMEDIA: GENERAL SESSIONS

The general session content and production are the responsibility of NASSP/NatStuCo. NASSP/NatStuCo will select the multimedia company and the local host may make recommendations for staging decorations.

8. HOTEL

Hotel negotiations are handled by NASSP/NatStuCo. Its responsibilities are to make the following negotiations with the hotel for the conference: rate, size of block of rooms, overflow, housing, preconference rates, early arrivals, billing, master account, staff accommodations, complimentary rooms, food and beverage, and scheduling the hotel for special events, if needed.

9. BUDGET/DONATIONS

The conference budget is set by NASSP/NatStuCo. NASSP/NatStuCo will not be responsible for unapproved expenditures. The host school has the option to add or solicit donations over and above what NASSP/NatStuCo has budgeted, with approval from NASSP/NatStuCo. All activities must be approved and coordinated with NASSP/NatStuCo. The basic conference may not cost more than what is produced through registration fees.

NASSP/NatStuCo supports the host seeking local donations, which is optional and not a requirement. Local hosts should not contact the national offices of Balfour, Jostens, or Herff Jones, since NASSP/NatStuCo already holds these contacts. Hosts should consult the national office before contacting other national or international companies. The host school may contact local businesses for support, funding, product donations, complimentary materials, etc. Contracts with national companies may be made for product donations. All monies donated on behalf of the conference must be applied to the NatStuCo Conference-related expenses.

10. DIVERSITY

NASSP/NatStuCo and the host school will be cognizant of diversity sensitivities in the planning process and fulfillment of the conference.

11. EXHIBITS

NASSP/NatStuCo coordinates the entire exhibitor process. The NASSP/NatStuCo exhibit manager will coordinate facility requirements with the host school as well as staffing and decoration needs. No free booths are permitted by the host school.

12. PLANNING

The following is a list of suggested or recommended committees to assist in the planning of the conference.

Host Steering Committee

- Plans the overall conference host's logistic work and deadline schedule
- Oversees and coordinates the activities of all conference committees
- Organizes and calls periodic meetings of committee chairs to report on individual committee progress and problems
- Coordinates planning and work with the NASSP/NatStuCo staff

Hosting a national conference can be a most rewarding learning experience for all participants. Students involved in hosting such a conference gain valuable experience in delegating responsibility and planning a long-range project. Moreover, the participants have the benefit of witnessing the results of their efforts firsthand.

However, the amount of time and effort the host school must invest to present a smooth-running, productive conference should never be underestimated. The deeper the host school gets into planning the conference, the more unanticipated details will crop up needing attention. Being well-organized and well-staffed can keep the unexpected to a minimum.

The single most important factor in organizing a conference is garnering the support from the host school's district, student body, parents, faculty, administration, and the state student council association. Without a broad base of support and definite commitments to actively participate, the bulk of the work will fall on the shoulders of a few. And the few, regardless of how hardworking and dedicated, will not be able to attend to all the details and last-minute arrangements necessary to make the conference a complete success.

The host school has quite a sizable task, in partnering with NASSP/NatStuCo on the logistics planning, (i.e....) the feeding, transporting, and entertaining of 800–1,000 students and advisers). A two-and-a-half day conference is no simple job. Please keep in mind that the program of the conference itself is not a primary concern of the host school. While certainly the hosts may have input into the nature of the conference program, final program decisions rest with NASSP/NatStuCo.

Public Relations Committee

The Public Relations Office of NASSP stresses the importance of public relations for the national conference. It is a rare opportunity for a school to receive high-quality media coverage.

The goals of public relations at the national conference are:

- To provide quality local community press coverage, when needed.
- To provide NASSP/NatStuCo quality national coverage.

Registration Committee

The conference registration process is detailed in the registration instructions sent every year to the state executive directors. The following are some highlights:

- NASSP/NatStuCo is responsible for setting all fees (including registration) and receives all monies and registration information.
- The host school registration committee will receive registration information from NASSP/NatStuCo starting at the end of May through the start of the conference.
- All registrations (state and individual) are handled and processed by the NASSP/NatStuCo office. Registrations are processed starting mid-to-late April through early June. Registration lists and information are sent electronically to the registration committee at the host school.
- Substitutes are unavoidable and sometimes come in after registrations have been entered and sent to the host school. All substitute registration information will be sent to the host school as soon as possible. These substitutes must be entered into the host school computer program, so adjustments can be made for the nametags.
- The registration committee will print delegate lists for use on registration day, daily state room check-ins, and various reports for use by other committees (food, transportation, security, etc.).
- The registration committee coordinates the on-site registration processes for each state room on the first day (including forms, lists, name badges, etc.) and provides volunteers to collect forms. No one can have a nametag without the proper forms completed.
- The registration committee provides state guide training on the registration processes.
- The registration committee coordinates with transportation to use delegate computer information, if applicable.

Special Events/Decorations Committee

This committee is responsible for assisting the NASSP/NatStuCo office with first-day activities (optional, pending budget and schedule) as well as any non-leadership training sessions and decorations. The committee may:

- Plan non-dance-related welcome activities for the first day of the conference subject to NASSP/NatStuCo approval.
- Coordinate with the NASSP/NatStuCo office for evening activities, pending NASSP/NatStuCo approval.
- Make all physical and decoration arrangements for conference.

The host school is required to submit music playlists that will be performed by DJs, bands, etc. to NASSP/NatStuCo for approval one month prior to the start of the conference, if applicable.

Community Service Committee

Using the national conference to assist in the planning of a service project is encouraged. The community service committee should:

- Plan and coordinate a community service project to occur at the school and present to NASSP/NatStuCo for approval.
- Make all physical arrangements.
- Coordinate with local community service agencies.

Security Committee

Supervision is an important factor of the conference. Security should be a factor in all facets of logistical movement. An assertive chair is needed for the security committee and the team should be made up of adults and students, typically about half of each. The security team needs to anticipate the unexpected in all areas (buses, general sessions, etc.).

The police or a security team may need to be hired for certain events. Consider a minimum of law enforcement personnel on-site at all student sessions/events. Security is required at all conference events. NASSP/NatStuCo will work with the security committee to provide input.

NASSP/NatStuCo will coordinate with the host school/district to provide a safe environment. Both the host and NASSP/NatStuCo will be knowledgeable and use NASSP's "Critical Incident" manual.

Anticipation of problems and enough visible assistants will alleviate most supervision/security problems.

Delegates come from all types of schools in all kinds of communities and what your students are used to may be unfamiliar to these delegates. Conference rules may also be different than the host school rules.

Committee duties include:

- Meet with NASSP/NatStuCo staff and travel to all hotel conference sites, if needed, to review supervision plan (prior to conference).
- Obtain enough volunteers to be able to strategically place people to provide effective supervision. Depending on the activity, this can range anywhere from a few people to up to 15–25 volunteers. You may wish to schedule them in shifts so that they aren't working all day. Conference activities usually run from 7:00 a.m. to approximately 10:00 p.m.
- Supervise all meal functions to ensure that students eat during the proper period. This is quite critical during lunch periods in order to stay on schedule. Please have an appropriate number of supervisors to check name badges.

Only official delegates wearing nametags should be admitted to general sessions and conference activities. Please have enough supervisors to check all entrances.

Be aware of adults/students who should not be in school during the conference. Advisers must be with students at all conference activities on the school grounds and conference hotels.

NASSP/NatStuCo will provide security at the official conference hotel between the hours of 11:30 p.m. and 5:00 a.m. for each conference night.

Transportation Committee

The transportation committee coordinates an essential part of a smooth conference. The committee should communicate with NASSP/NatStuCo throughout the planning and coordinate during the conference. Transportation time should not exceed 30 minutes at any one time, unless approved by NASSP/NatStuCo.

The host provides and coordinates transportation for conference delegates throughout the conference, including:

- To/from the host school and conference hotel(s) each day of the conference.
- From the host school to departure points on the day the conference ends within the travel times designated by NASSP/NatStuCo.
- To medical facilities in the event medical care is needed for an adviser and/or a student.

In addition, the host school:

- Informs delegates of their conference transportation arrangements.
- Must investigate existing policies on bus riding liability.
- Should have a system of backup or emergency transportation in case of transportation oversights, breakdowns, emergencies, etc.
- Plans primary and alternate transportation routes.
- Must ensure there are adequate parking facilities for all transportation vehicles at the host school and conference hotels.
- Will provide a backup vehicle in the event there are missing students/advisers. Conference advisers are responsible for knowing where their students are at all times.
- Provides transportation for host school workers to attend functions at the school that they are volunteering for, if needed. Host school students should not be on delegate buses except as bus guides (optional).
- Will label all buses based on NASSP/NatStuCo guidelines.

Audiovisual/School Committee

- Provides all audiovisual equipment needed during the conference workshops, seminars, speakers showcase, and all other meetings (excluding general sessions)
- Supplies manpower to operate school/district audiovisual equipment
- Schedules the use of such equipment (microphones, speakers, LCD projectors, screens, in-house sound systems, etc.)
- Provides for the physical arrangement of classrooms, general session sites, etc. on campus

Health Services Committee

A conference nurse, who is a certified health professional, must be available to delegates throughout the conference. This includes all hours of conference activities at the host school. It is recommended that the health professional have experience working with students and/or schools. Delegate medical forms are kept by the conference adviser for delegates. NASSP/NatStuCo recommends having a minimum of two nurses available on-site throughout the entire conference.

The Health Services Committee:

- Arranges for daily health services available to all delegates.
- Provides emergency services.
- Checks doctor and nurse availability throughout the conference.
- Coordinates with transportation committee a procedure for transporting sick delegates to their hotel or to a hospital (accompanied by his or her adviser) in the event of illness or injury.

Meals/Hospitality Committee

Snacks should be provided for advisers and students in separate rooms. Meals designated by NASSP/NatStuCo must be provided within the budget parameters set.

The Meals/Hospitality Committee:

- Plans all meals for all delegates.
- Plans all snacks, deciding when and what will be available, providing the personnel to help distribute the snacks.
- Estimates per meal costs.
- Locates and arranges for additional cafeteria staff, if needed, and extra provisions for cleanup operations and room decorations, if desired.
- Works with donation committee to get snack foods for hospitality, if needed, (NASSP/NatStuCo has a small budget allowance for snack items.)
- Provides vegetarian and other special needs diets.
- Prepares or orders food for 5% over actual attendance number, plus volunteers.

Student Services Committee

State guides are assigned to each state room. State guides acquaint delegates with conference information, hand out registration materials, collect all materials needed to be turned in by delegates, and go over each day's activities. State guides must be from the host school or local area, outgoing, good communicators, and responsible.

The Student Services Committee:

- Greets and meets delegates at school arrival points.
- Maintains a lost and found throughout the conference.
- Staffs an information booth throughout the conference, in particular during the opening day (optional).
- Coordinates a host school-run student store to provide items such as toiletries, postcards, T-shirts, stamps, etc.

Secretary/Coordinator Committee (optional)

This committee works with all other conference committees in fulfilling conference logistics.

NatStuCo National Conference SAMPLE EXPENSES

Note: The following is a list of projected expenses based on an estimated 1,000 attendees and 2015 costs. All volunteer costs are covered by the host school.	NASSP/NatStuCo Reimbursable Items	Costs Covered by School/District (includes host school staff and volunteers) Non-reimbursable
Supplies and Materials		
Name Badges (basic plastic) host reimbursed (1,200 @ \$1.75 each) 1,200 ppl is based on 1,000 attendees, replacement badges, volunteers	\$2,100.00	\$0.00
Signs/Banners/Basic decorations	\$2,000.00	\$0.00
Badge paper stock	\$1,000.00	\$0.00
Ribbons (NatStuCo orders)	\$700.00	\$0.00
Pens (host school gets donated)	\$0.00	\$0.00
Volunteer/Host T-shirts (150 @ \$6.00/shirt x 3 days)	\$0.00	\$2,700.00
Attendee Bags (based on 1,000 attendees + 75 extras (staff and lost) x \$5.00/bag) For volunteer bags, school can solicit funds to cover expense.	\$5,375.00	\$750.00
Supplies and Materials Projected Total	\$11,175.00	\$3,450.00
General Functions		
Drinks/Snacks Day 1/2/3-\$4/day x 1,000 delegates + 14 staff (NatStuCo staff & production team) + 150 volunteers/host	\$12,168.00	\$1,800.00
Breakfast Day 1/2/3-\$7/day x 1000 delegates + 14 staff (see above) + 150 volunteers/hosts	\$21,294.00	\$3,150.00
Breakfast Day 1-\$7/day x 40 exhibitors	\$280.00	\$0.00
Lunch Day 1/2/3-\$8/day x 1000 delegates + 14 staff + 150 volunteers/host	\$24,336.00	\$3,600.00
Lunch Day 1-\$8/day x 40 exhibitors	\$320.00	\$0.00
Dinner Day 1/2 -\$11/day x 1000 delegates + 14 staff + 150 volunteers/host	\$22,308.00	\$3,300.00
Bus Transportation (to and from the hotel/school and airport on 3rd day) for all delegates during the event for three days	\$25,000.00	\$0.00
Chair/Table rental for gym, if needed (500 chairs @ 2.20 each)	\$1,100.00	\$0.00
Community service supplies, if needed	\$800.00	\$0.00
Miscellaneous expenses/supplies for general sessions, breakout sessions, etc., if needed, and must be approved by NatStuCo National Office	\$1,000.00	\$0.00
General Functions Projected Total	\$108,606.00	\$11,850.00
Facilities & Resources		
Provide physical space for conference and all costs associated with the facility, air conditioning, electricity, etc.	\$0.00	\$40,000.00
Classroom and large room audiovisual needs, excluding general sessions. (i.e., LCD projectors, screens, computers, etc.)	\$0.00	\$5,000.00
Provide and cover cafeteria and custodial staff, security, IT, and other mandated school/district staff.	\$0.00	\$8,000.00
Facilities & Resources Projected Total	\$0.00	\$53,000.00
TOTAL PROJECTED COSTS	\$119,781.00	\$68,300.00
Attendance numbers will be confirmed two weeks prior to event in June.		