

SCASC State and District Officers (Guidelines and Expectations)

- Lead, serve and represent the state of South Carolina student councils with dignity, honor and class.
- Carry yourself in a manner that demonstrates respect for yourself, your school, your family and SCASC.
- Consider your actions so that what you do reflects a positive representation of the state and students you represent. This includes at school, at home, in the community, at conferences and on social media.

SCASC District Chairman

1. Elected by their district representatives at the state convention in March.
2. Must plan and host a fall workshop (District Rally) for the schools in your district. (See District Rally Guide)
3. Attend the turnover meeting. (Take notes and become familiar with the duties of a District Chairman)
4. Preside at all meetings for your district.
5. Promote state membership in his/her district.
6. Handle all district correspondence and preside over district elections.
7. Attend and play a leadership role at the summer Leadership Camp.
8. If possible attend the NASC conference in June.
9. Attend and play a leadership role at the State Convention in March.

District Rally Guide

Here are some tips and suggestions to help make your District Rally successful. You now have the awesome responsibility to have a rally that makes SCASC and your school proud. We hope you will do it right, make it big and give it class. Also, remember that the district rallies and state convention are the major fund raisers for SCASC. Keep your cost down to help with the bottom line return.

You will get: A startup check for \$200 (This must be returned with your final return check), a list of member schools and mailing labels for these schools.

1. Begin early – Make a plan and get as much done now as possible. Waiting until the last minute is not a good idea.
2. Delegate responsibilities, develop committees.
3. **Use your Vice Chairman and 2nd vice chairman** for planning workshops and helping with any other activities.
4. Decide on a date.
5. As soon as you have decided on a date, have your principal send a letter or an email to Mrs. Bonita Guram confirming that date. The address is scascguram@gmail.com or 1 Hillstone Ct. Columbia, SC 29212. Do not proceed with any mailings until you have this done.
6. Decide on a theme.
7. Assign a committee to decorate and help carry your theme throughout the rally.
8. Assign someone from your school to **take pictures at your rally**. Send at least 5 of those pictures to Mrs. Bonita or Ms. Wendi within a week after your rally.
9. Find a speaker(s) – Try to plan to use a speaker in your area for the General Session. We suggest someone that you only have to give a token gift, not pay a high stipend. However, have someone who will speak on your theme and on issues relevant to Student Council/Student Government. Get someone who will speak with age appropriateness and interest.

10. **T-Shirts** –

- *If you plan to have t-shirts, try to get them donated for your staff. The cost of the staff shirts should not come out of the registration funds.*
- *Be careful if you want to sell t-shirts. Make sure they are preordered and paid for before you order them. T-shirts can become a losing expense.*
- ***DO NOT** require that schools order t-shirts and do not include the cost of the t-shirts in the registration fee.*

11. **Registration**

- *Assign a committee to welcome the delegates, give directions and offer to help the delegates as they arrive at your school.*
- *Think through and organize the registration procedures so each school can easily get their materials.*
- *Try to have some type of activity/activities for the students during registration.*
- *If funds allow, juice and donuts for the students would be nice.*
- *It would be nice to have coffee and donuts for the advisors when they arrive.*

12. **Goody Bags** - These are not required, but nice. Get donations for this. Do not spend registration money for goody bags. The different military branches and grocery stores are great about giving out bags to use for this purpose.

13. **General Sessions**

- Use professionalism: You may want to have speakers seated on the stage and each speaker/guest should be introduced. The guest speaker should have more introduction than just the platform guests, unless he/she requests not to do that. People seated on stage should be moved down stage when the main speaker speaks
- If you have any state officers who attend your rally, give them the courtesy of introducing them as well. Be sure to include their office in the introduction. It would be nice if you could have them sit on stage as well.
- The general session is also a time to showcase your school's talents: use your JROTC for the Presentation of Colors, a talented singer for the National Anthem. You could have others perform as entertainment: your chorus, your drill team, your dance team, etc. You do not want the majority of the general session to be energizers.

Please: When the Colors are presented, it is proper etiquette for people to stand and remain standing until the Colors are posted or retired. You should announce that when you say, "Everyone please stand for the Presentation of Colors and remaining standing until the Colors are Posted/Retired."

14. **Suggested Stage Attire**: Dress shoes appropriate for comfortably walking on stage, no flip flops, no denim, no shorts. Women: Pantsuits or Dress pants with nice top, dresses or skirts (at least knee length), (avoid sleeveless). Men: Suit or blazer, dress pants, dress shirt with collar, tie. **NO GUM!**

15. **Workshops - (Vice Chairman and 2nd Vice Chairman)**

- Have your main workshops before lunch as many leave after to get back to their schools
- Contact student leaders from schools within your district, teachers, local adults, and state officers as workshops presenters.
- Plan workshops that are student council oriented and meaningful. Stick to topics that develop leadership skills and help participants get energized about going back to their schools all fired up.
- *2nd vice chairman* – Help plan middle level workshops. (These may be different from the high school workshops)

- Stress to workshop presenters that you expect a full workshop – if 30 minutes is allotted for workshops, then the workshop should be 30 minutes – not 10 minutes and then a jam session.
 - Thirty to Forty-five minutes is long enough for a district rally workshop.
 - Develop a form for students who want to do workshops to fill out with a title and description of their workshop. Make sure to ask what equipment, if any, will be needed for the workshop. Have them sign the form and send it to you. **Make sure** to have their advisor sign the form indicating they support and approve that student(s)' workshop.
 - Make a list of the workshops (with brief descriptions), the presenters and their schools. Send this list to Mrs. Bonita as soon as possible.
 - Plan more workshops than necessary, as there will be cancellations at the last minute.
 - Decide how the delegates will be assigned to the workshops.
 - Work with the District Chairman for workshop room assignments.
 - It may be best to let the presenters move not the students.
16. **Swap Shops**: The session after lunch can be more of a swap shop type (giving schools an opportunity to share ideas of what they do in their schools – different projects, etc) or it can be an individualized sessions for presidents, vice presidents, secretaries, treasurers, committee chairmen, etc. led by members of your student council.
17. **Advisors' meeting** - While students are in workshops, Mrs. Bonita or Ms. Wendi will do an information session with the advisors, so have a place for them to meet with us. At times, there may be rallies that we cannot attend. If that happens, we will have someone to handle the Advisors' Meeting.
18. **Lunch**: ***Students*** – should be a pick-up ready prepared meal (pizza, chick-fil-a, etc.) This cuts down on time. ***Advisors*** – you may wish to give them the same meal as the students, but it would be nice for them to eat together in a separate place. If funds allow and you wish to do a nicer meal for them, that is fine.
19. **Programs** : Do not spend a lot of money on programs. An agenda in a folder is fine. That way, the students get a folder as well.
20. **Mailings** –
- Suggested mailings: Information (invitation) flyer with theme, dates, deadlines, etc., Composite form with school name, address, name of advisor(s), names of delegates, number of delegates, advisors, and state officers, food allergies and vegetarian options, price per delegate, total money being sent. (See Sample letter and composite forms below)
 - Mrs. Guram will give you a set of labels for the schools in your district and a start-up check. The \$200 start up money is to be returned after your rally. It is upfront money to get you started before registration money comes in.
 - It is important to **send a copy of all mailings to Mrs. Wendi and Mrs. Bonita for proofing before sending them out to the schools.**
 - Be sure to get information about your rally and registration out EARLY. Schools need time to get their participants together and get the district to cut a check.
 - Registration is \$15 per person and \$20 if late. If the school is not a 2017 member, the registration fee is \$20 per person and \$25 if late. Make sure that advisors know they must pay the registration fee as well. *Current State and District officers who attend are not required to pay.*
 - Set two weeks before the rally as the registration deadline, after that it is late. Suggestion – make a week before the rally as the final date for receiving registration.
 - After the first mailing, it would not hurt to make phone calls to follow up on some of the schools.

21. Money

Get as many donations as possible. They may not give money, but may give services and items. Keep a record of monies and as soon as all bills are paid, send the financial report to Mrs. Guram, along with all unspent money. Remember, money from the District Rallies is used to pay for the District and State Officers to attend the NASC, camp, etc.) **\$3.00 back from each registration is the minimum expected.**

22. After your Rally

- * Send a detailed financial report to Mrs. Guram before December 15. (See sample below)
 - * Send a check with your rally return funds to Mrs. Guram before December 15
 - * Send Mrs. Bonita a short (3-4 sentence) write up about your rally that will be placed in the newsletter.
 - * Send Mrs. Bonita at least 5 pictures from your rally. Pictures will be placed in the newsletter and on the website.
- *Attend the turnover meeting. Give the new District Officer your notes, your notebook, some tips and advice for what works and what does not work and any road blocks you met along the way.

If Mrs. Guram or Ms. Wimmer can be of any help, please do not hesitate to call. Here's hoping that you have a great turn out and a most successful Rally.

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Columbia, SC 29212
(803) 479-5002

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Ridge View High School

Sample District Rally Financial Report

School Name: District Rally High School

District Chair: Linda Leadership

Advisor: Shelia Great

District Vice Chair: Orville Organizer

District 2nd Vice Chair: Molly Middle

Fees Collected

Name of School	Number of Student Delegates	Number of Advisors	Total Payment
One High School	20	2	\$330
Two High School	25	2	\$405
Three High School	20	2	\$330
Alpha Middle School	11	1	\$180
Beta Middle School	10	2	\$180

Total Registration Fees Collected	\$1425.00
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Expenses Paid

Student lunch	KFC	135 Lunches	\$300
Advisor Lunch	Moe's	30 Lunches	\$40
T-shirts	Craft Printers	55 Shirts	Donated
Programs	School Printer	175 Copies	\$0
Goody Bags	Army ROTC	175 bags	Donated
Speakers	Leadership Teacher	Token Gift Bag	\$20
Decorations	Paper, Markers	Supplies	\$46.98
Mailings	Envelopes/Stamps	78 mailings	\$40
Other	Walmart	Miscellaneous	\$38.67

Total Expenses Paid	\$175.65
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Total Return to SCASC \$1249.35

Sample School Composite Form

School Composite Form for District 8 Rally

Date: October 17 Time: 9:00 am- 2:30 pm

Theme: Out of this World Leadership

Registration is \$15 per person if mailed before Oct. 2, and \$20 if mailed after Oct. 2. All registration must be received before Oct. 10.

School Name: _____

School Address: _____

Number of Advisors attending: _____ X \$15 = _____

Number of Student Delegates attending: _____ X \$15 = _____

Number of State/District Officers attending: _____ (No charge)

Total Payment: _____

Make check payable to District Rally High School

Name of advisors attending:

Attach typed list of names of students attending:

Names of State/District officers attending:

List delegates with food allergies: _____

List delegates needing vegetarian options: _____

Sample Invitation Letter

Out of this World Leadership

District 8 Rally



Dear Advisors:

I would first like to say how extremely blessed I am to have this opportunity to be your District 8 Chair for SCASC and I thank you for allowing me to represent you. District Rally High School Student Government is very excited and ready to host your 2014 rally. This will be held at District Rally High School on October 17, 2014 with registration starting at **8:30 am** and the General Session beginning around **9:00 am**.

There is no limit on the number of delegates a school can bring to the rally. The fee per attendee (students & advisors) is \$15 for all SCASC member schools and \$20 for non-member schools who **postmark registration forms and fees on or before the 2ndnd of October**. The cost will increase by \$5 per person for those who register after this date. All registration must be received by October 10. **Make all checks payable to District Rally High School. Please make sure to list the names of all delegates attending as well as any food allergies/vegetarians.** The registration/invoice form can be copied for additional space to list delegates.

Once all of your materials and fees are received, you will be sent an email confirmation with further instructions, driving directions, and full agenda for the day. If you have any questions, please feel free to contact me, 803-333-2211/ lleadership@gmail.com, or my advisor, Mrs Sheila Great, 803-444-5566, or sgreat@gmail.org. We look forward to you joining us for our 2014 District 8 Rally.

Sincerely,

Linda Leadership
District 8 Chair
District Rally High School