

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 Student President

1. Elected at the state convention in March.
2. Must host the next SCASC Convention (See convention guidelines for details)
3. Appoint committee members, with the consent of the assistant and executive director.
4. Attend and play a leadership role at the turnover meeting. (Take notes and become familiar with the president's duties. Learn from the previous president.
5. National Conference -
 - Take attendance and help to keep the group together and organized.
 - Determine what days to wear which t-shirts.
 - Attend the president's meeting at the national convention.
 - Carry the South Carolina flag during the flag ceremony.
 - Organize chants and cheers for the national conference.
 - Learn some new ideas that you can bring back to South Carolina that will make our organization better.
6. Leadership Camp -
 - Set a positive, enthusiastic tone for fellow JC's, advisors, and campers.
 - Coordinate task for JC's for Friday and Saturday before the campers come and throughout the week
 - Make announcements during general sessions
 - Plan **ENERGIZERS** (Energizers need to be planned so that you know what energizers are going to be done and you know who is leading each energizer. (Make a list) The leader should know the words and be able to teach the campers. The energizers bring energy at the beginning of the camp day and fill but not go over the time allotted.
 - Plan **CLOSINGS** (Closings are really important to wrap up the day and to bring down the energy levels at the end of the day. Closings should be quiet and calming. They should reflect on the day and give inspiration. They may include poetry, stories, songs, music, video, etc. Utilize the JC's. Find the singers in the group. Emphasis soft and calming presentation. No clapping. Use spirit fingers.
 - Introduce speakers
 - Be Early for meetings (Check Roll)
 - Read and prepare for camp events
 - Show up and help out where needed
7. District Rallies -
 - Attend as many district rallies as possible. Talk to advisors and students about the state convention and new developments within the SCASC organization.
8. Planning Meeting -
 - Attend the planning meeting in Early December to plan for the State Convention.
 - Bring copies of and be prepared to discuss forms, schedule, budget, plans and convention ideas. We will proof your paperwork and help make suggestions.
9. Advisors Workshop/ Middle Level Workshop/Officer Training -

- Attend the advisors workshop in January (Usually the 4th Monday in January in Columbia)
- Make a short presentation about the state convention for the advisors.
- Discuss the state convention with the middle school students and work with the middle school advisors and students at the middle school workshop.
- Participate in the discussion and activities during the officer training.

10. State Convention

State Convention

Congratulations, your school will be hosting the SCASC convention. You have a large job ahead of you. We recommend that you plan to get a lot of help and to delegate a lot of the work. Get some responsible committee chairs and let them make it happen. Also, BEGIN EARLY. Things that you can get done now, do them now. Remember that this is THE major way that SCASC obtains funds to operate. Get as many donations and as much free stuff as you can. Keep your cost down to help with the bottom line return.

You will get: A startup check for \$1000, a list of member schools and mailing labels for these schools.

You will need:

1. Theme / Logo

2. Date for Convention – Get approval from your school administration and your district office. (Usually 2nd or 3rd weekend in March)
3. Budget – Establish a proposed budget and be prepared to present that budget at the planning meeting in November.
4. Planning meeting – Attend a planning meeting with the state officers, executive directors and executive members. Be prepared to discuss the items addressed in this guide. Also have the information sheet and the forms that you plan to mail out ready for proofing.
5. Housing/Hotels - Delegates/Advisors/Judges/Speakers (Get a group rate for the hotels and be prepared to get this information to the advisors as soon as possible (September) so they can get their rooms booked. Set aside 4-5 rooms for the executive directors and judges.
6. Transportation – Will you need buses to transport from the hotels or to an activity?) (Can you get your school or your district to provide buses?)
7. Speakers – At least 2 – One for Friday night and one for Saturday. You may also be able to get the speakers to help run workshops and activities on Friday night and/or Saturday afternoon.
8. Stage and AV Equipment for General Sessions
9. Tech person for AV equipment and election videos
10. Workshops – (This is the job of the Vice President and 2nd Vice President) (Some middle school workshops should be different from High School.)
11. Rooms for workshops (will the presenters move or delegates move?)
12. District meeting rooms (Check district sizes for room assignments)
13. Meeting room for delegates meeting (Friday evening & Sunday afternoon)
14. Large room for advisors meeting and advisors hospitality
15. Advisors' hospitality – Have refreshments and drinks available throughout the week end for advisors.
16. Door prizes – optional (You may want to have door prizes for the advisors at some point during the week end.) (Hopefully they will be donated.)
17. Large room for judges to judge projects and scrapbooks (Preferably close to the advisors hospitality room) (Must have DVD player available in this room for video projects)
18. Food - Delegates/ Advisors - Friday dinner, Saturday breakfast, Saturday lunch, Saturday banquet, Sunday breakfast, snacks (Hotels often have breakfast included with the rooms) (Provide snacks for the delegates possibly on Friday night and between workshops on Saturday.) *The advisors need to have a breakfast meeting on Sunday morning. You will need to provide a nice breakfast for the advisors on Sunday morning.*
19. Venue for the banquet – You may choose to go somewhere in your town or you may want to use your school. Many schools have had great success decorating their school gym and turning it into a banquet hall. That saves money on transportation and cost for renting a hall.
20. Awards Ceremony – Do you want to have an awards ceremony separate from the banquet or as part of the banquet?
21. Decorations – Use your theme and decorate the school accordingly.
22. Schedule – Set the times for the weekend to include general sessions, workshops, activities, meetings, eating times, transportation, curfews, etc.
23. Entertainment – show off your schools or districts talents
24. State and District officers – Use the state and district officers to speak on stage during the general sessions. *Type a script for the speaking parts on stage and have it available for the state and district speakers.*

25. Suggested Stage Dress: Dress shoes appropriate for comfortably walking on stage, no flip flops, no denim, no shorts. Women: Pant suits 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.
26. ROTC to present flag at least on Friday night (optional)
27. Program – (See past programs for example) Schedule, pictures of officers and executive directors, letters from the executive director, president, principal, SCASC history, Keynote Speakers info, info for delegates, staff, sponsors, patrons, maps, notes...
28. Name tags – Name tags usually give the delegates information about workshop assignments. Sometimes the name tags contain a small copy of the schedule as a convenience for delegates and advisors
29. Wrist Bands – This is optional but has proven to be a good way to make sure delegates are legitimately registered to attend conference events, especially the banquet.
30. Goody Bags – Order drawstring bags or book bags if you would like or use plastic bags for each delegate and advisor. Usually each bag has a program a writing utensil and anything else you can get for free. (If you can get the bags donated that would be great.)
31. Invite schools - Plan to send out information/invitation to schools in September with the theme and general information through regular mail or e-mail. Plan to attend or have a representative attend the district rallies to invite the students and give info to the advisors. Plan to attend the advisors workshop in January to give more information to the advisors and the middle school students.
32. Website – Optional – You may want to set up a website with the theme, hotels, registration dates, deadlines and instructions, information, schedules, number of delegates, cost, etc. You can also look at online registration for delegates and advisors but, of course, payment checks and other forms must be mail to you.
33. Number of delegates – How many total delegates do you hope to accommodate? Decide on the number of delegates you limit per school. Candidates for office do not count in the delegate limit. Schools are allowed up to 3 candidate slots. District and State officers also do not count in the schools delegate limit. (Estimate around 55 schools) (Estimate 2 advisors per school)
34. Cost per delegate and advisor – Keep member cost at or below \$100. (This was a suggestion from the finance committee in March) (example - \$100 for member schools and \$115 for nonmember schools, \$120 for late registration for member schools and \$135 for late registration nonmember schools.) Advisors and candidates must pay registration. State and district officers do not pay registration. One advisor from each district chair school gets a complimentary paid registration.
35. Registrations dates - Do you want to offer an early bird or just regular due dates. Regular due dates are usually about one month before the event and late registration should be no later than 2 weeks before the convention.
36. T- shirts – Usually the host school will order t-shirts that they wear each day during the week end so they are easily identified during registration and for help throughout the week end. You may also choose to pre order t-shirts for delegates who order and pay for them with their registration.
37. Forms – Delegate registration form(one from each delegate), Delegate participant commitment form (one from each delegate), Medical permission form (one from each

delegate)(*The medical form no longer has to be notarized*) (Advisors keep a copy to have on file), Advisor Registration Form (one from each advisor attending), Composite form (One per school)

38. Confirmation – Be prepared to send a confirmation of forms received to each school when you receive registration.
39. Registration – Set up procedures that allow schools to register and get materials with ease. Suggestion- Assign a person to each school (make signs) and have them take the registration materials and the school delegation to a particular place to talk to them and to give out the materials. (wristbands)
40. Have some type of activities planned and going on during registration time so that the first schools that register have something to do.

After the convention

1. Finalize all the expenses and send the final budget report and the final check to SCASC Executive director.
2. Attend the turnover meeting in March (Week end after the state convention). Give the new SCASC president your notes, your notebook, some tips and advice for what works and what does not work and any roadblocks you met along the way.

This is your time to

"Do It Right, Make It Big and Give It Class"



Good Luck!! It's going to be great!!

(Don't hesitate to call or ask for help.)

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SCASC STATE CONVENTION

FULL HOUSE OF LEADERSHIP

Easley High School

March 16-18th, 2018

Registration Deadline: March 1

Registration completed by Jan. 24 will be considered for homestay.

Registration after Feb. 14 is \$125.

Advisor Registration Form

Advisor Name: _____ T-Shirt Size: _____

Email: _____ Cell Phone: _____

Number of years you have been a Student Council Advisor _____

Are you Vegetarian? YES NO

Do you have any dietary restrictions? If yes, explain. _____

School Information:

School Name: _____

School Address: _____

City/St/Zip: _____

Did you complete early registration for homestay? YES NO

If you are not planning to do a homestay, where will you be staying?

Are we allowed to take your picture? YES NO

If yes, are we allowed to post it on any social media platforms? YES NO

Emergency contact:

Name: _____ Relationship: _____

Address: _____

City/st/zip: _____

Home phone: _____ Cell phone: _____

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DELEGATE REGISTRATION FORM

Delegate information:

Student's Name: _____ Grade: _____ Sex: _____

Home Address: _____

City/Zip: _____

Phone: (_____) - _____ - _____

T-Shirt size: _____

E-Mail: _____

Are You Vegetarian? Yes: ___ No: ___

Do you have any dietary restrictions?

Do you have any allergies? Yes: _____ No: _____

If yes, please explain:

School information:

School Name: _____

School Address: _____

City/Zip: _____ School Phone: _____

Emergency Contact:

Name: _____ Relationship: _____

Address: _____

City/state/zip: _____

Home Phone: _____ Cell Phone: _____

Name of advisor(s) attending:

SCASC STATE CONVENTION
Easley High School

FULL HOUSE OF LEADERSHIP
March 16-18th, 2018

PARTICIPANT COMMITMENT FORM

Dear Delegates, Parents, Guardians, Advisors and Principals:

We are delighted that your student will be attending the annual state convention of the South Carolina Association of Student Councils, March 16-18, 2018, hosted by Easley High School. Because we wish to ensure a safe, productive and enjoyable environment for each delegate, they must adhere to the following expectations.

All delegates are expected to:

- 1. Wear appropriate convention name badge throughout the convention.**
- 2. Attend all sessions at the designated times and places.**
- 3. Do not leave the school, hotel or host family home without proper permission.**
- 4. Display the appropriate mode of attire.** Students may dress casually, but appropriately. They must not bring controversial clothing to the convention. Controversial clothing includes: spaghetti straps or strapless tops; short shorts; crop tops; cut out or frayed clothing; tank tops with extra large arm and/or neck holes; clothing with ads for alcohol, tobacco, drugs, or with profanity, sexual pictures, or inference.
- 5. Refrain from using electronic devices** during sessions unless otherwise instructed.
- 6. Respect the rights and safety of others.** Students are expected to demonstrate respect towards other students, advisors, and presenters. Therefore, students are asked not to talk during presentations, interfere with a delegate or staff members' ability to participate or create an intimidating, hostile, or offensive situation.
- 7. Inform an adult if a problem arises.** The safety and wellbeing of all delegates is of utmost importance. For this reason, if at any time during the convention an incident occurs that makes the student feel threatened or intimidated, he should tell an advisor or adult officer.
- 8. Be courteous in the hotel or host family environment.** As guests of local hotels and host families, you are required to follow requests or rules made by the hotel or host families. Remember that there are other guest in the building. You must respect their right for a quiet, peaceful stay. Remain in the proper areas. Girls are not allowed in boy's rooms and boys are not allowed in girl's rooms.
- 9. Observe curfews.** Remain in your hotel room or host family home after curfew hours.
- 10. SCASC Convention Delegates are not allowed to drive any vehicle, including cars, motorcycles or mopeds during the convention or while at the hotel or host family home.**
- 11. The possession or use of alcohol, tobacco products, or illegal drugs is strictly prohibited.**
- 12. The possession of any type of weapon (play or real) is strictly prohibited.**
- 13. Respect the property of others.** Students are not to take objects from convention areas or any other property visited. Theft and vandalism will not be tolerated.

Violation of any of these expectations may result in the delegate being sent home at his/her expense. Advisors, Parents and Principals will be notified of an infraction that results in disciplinary actions.

Your signatures below indicate that you have read and discussed the above guidelines with your student and are on agreement with these expectations. Thank you!

School Name: _____	Student Name (please print) _____
Student Signature _____	Parent/Guardian Signature _____
Advisor Signature _____	Principal Signature _____

PLEASE TURN IN THIS SIGNED FORM WITH REGISTRATION FORMS
(Advisors should keep a copy for their files)

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COMPOSITE REGISTRATION FORM

School Name: _____ SCASC District: _____

School Address: _____

School Phone: _____ Fax: _____

Advisor's Name: _____

Advisor's Cell Phone: _____ Advisor E-Mail: _____

Principal's Name: _____ Principal's Phone: _____

Student Delegates: (\$100 per delegate)	Home Phone	Gender	T-Shirt Size
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Candidates: (\$100 per candidate) If you have more than 2 candidates, you must use a delegate slot for the additional candidates.

1.			
2.			

State Officers: (no charge for officers)

1.			
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Advisors: (\$100 per advisor) Add any additional advisors to the back of this sheet..

1.			
2.			
3.			

Registration Fees

Delegates/Candidates: _____ x \$100 each (nonmember or late registration after Feb. 14 X \$125)= \$ _____

Advisors: _____ x \$100 each (nonmember or late registration after Feb. 14 X \$125) = \$ _____

Total Payment \$ _____ **(Make payment to Easley High School)**

Tracy Todd, Easley High School, 154 Green Wave Blvd. Easley, SC 29642

