

## 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.
- To promote fairness during SCASC election campaigns, current SCASC officers will not endorse, like, follow or openly support any one candidate.

Note: **Advisors must be committed to supervising, supporting, and helping the elected student to complete the task related to this position.**

### State President Advisor's Extra Duty

*The State President advisor will automatically become a member of the SCASC executive board and the awards committee. The state president advisor must attend the turnover meeting which is held on the Friday following the state convention. This meeting will be in Columbia.*

## 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
  - **Help 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. Make sure to fill but not go over the time allotted for energizers each morning.
  - **Help 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 (late November/early December) to plan 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 session.

### 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 \$500, 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 2<sup>nd</sup> or 3<sup>rd</sup> 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 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 2<sup>nd</sup> 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) (PLEASE RECITE THE PLEDGE BEFORE THE NATIONAL ANTHEM)
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. (Sample Flyer attached below) (Sample Letter attached below)
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 candidate – 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 registration can be lower than students, \$75. 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) SEE SAMPLES OF REQUIRED FORMS BELOW.
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. (See sample financial report below.)
2. Attend the turnover meeting in March (Weekend 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.)

Executive Director  
Bonita Guram  
1 Hillstone Ct.  
Columbia, SC 29212  
(803-479-5002)  
[scascguram@gmail.com](mailto:scascguram@gmail.com)

Assistant Executive Director  
Roger Mize  
300 Columbia Ave.  
Chapin, SC 29036  
(803-240-2087)  
[rmize@lexrich5.org](mailto:rmize@lexrich5.org)  
(Chapin High School)

SCASC STATE CONVENTION

**LEADERSHIP CONVENTION 2019**

**Sample High School**

March 16-18<sup>th</sup>, 2019

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: \_\_\_\_\_

# SCASC STATE CONVENTION

# LEADERSHIP CONVENTION 2019

**Sample High School**

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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:**

\_\_\_\_\_

\_\_\_\_\_

**South Carolina Association of Student Councils Medical Permission Form**

**STATE CONVENTION, Sample High School - March 16-18, 2019**

This form must be completed, signed, and turned in with delegate registration. No student will be registered without submitting this information. (Please print or type)

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Parent's name(s) \_\_\_\_\_

Parent's work/cell phone(s): (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Name and phone number of person to be contacted in case of emergency (other than parents):  
\_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

**If student is covered by insurance... A copy of the insurance card (front and back) must be attached**

Medical Insurance Company Name: \_\_\_\_\_ Policy # : \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

**If student is NOT covered by insurance... this portion must be completed and signed**

I, \_\_\_\_\_, will be responsible for any medical expenses that should occur while my student is attending the SCASC State Convention.

Parent/ Guardian signature: \_\_\_\_\_

Family Physician's Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

***Brief Medical History***

Allergies: \_\_\_\_\_ Medication: \_\_\_\_\_

Asthma: \_\_\_\_\_ Medication: \_\_\_\_\_

Diabetes: \_\_\_\_\_ Medication: \_\_\_\_\_

Epilepsy: \_\_\_\_\_ Medication: \_\_\_\_\_

Should delegate be restricted from any type of recreational activity? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please explain)

Are there any drugs (prescription or non-prescription) that should not be administered? \_\_\_\_\_

Any other pertinent information: \_\_\_\_\_

**NOTE: The undersigned parent or guardian of \_\_\_\_\_ authorizes the Easley HS representatives to obtain medical care for her/him in the event such care is necessary. If possible, the parent(s) or guardian of the named individual will be contacted in the event of an emergency. Permission is hereby granted to the licensed physician or hospital staff to perform an medical and/or surgical procedures that are deemed essential to the treatment of the above individual. The parent(s) or guardian of each student attending hereby releases the South Carolina Association of Student Councils and its representatives from liability for any occurrence to said convention.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**ADVISORS SHOULD MAKE A COPY OF THIS FORM TO KEEP WITH THEM AT ALL TIMES THROUGHOUT THE CONVENTION.**



SCASC STATE CONVENTION  
Sample High School

**LEADERSHIP CONVENTION**  
March 16-18<sup>th</sup>, 2019

**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, 2019, hosted by Sample 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)

## SCASC STATE CONVENTION

## LEADERSHIP CONVENTION

Sample High School

March 16-18<sup>th</sup>, 2019

Registration Deadline: March 1

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Registration after Feb. 14 is \$125.

**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.			

<b>Candidates: (\$100 per candidate)</b>	If you have more than 2 candidates, you must use a delegate slot for the additional candidates.
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1.			
2.			

State Officers: (no charge for officers)			
1.			

Advisors: (\$75 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 \$75 each (nonmember or late registration after Feb. 14 X \$125) = \$ \_\_\_\_\_

Total Payment \$ \_\_\_\_\_

(Make payment to Sample High School)

Sally Advisor, Sample High School, 123 Leadership Blvd. Sample, SC 29123

## Sample Flyer / Save the Date

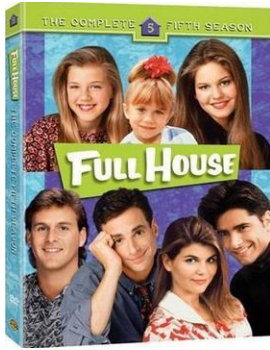


*Oh Say Can  
You Lead?*



**Save the Date  
MARCH 29TH - 31ST  
at Chapin High School**





# 2018 STATE CONVENTION

## Easley High School

154 Green Wave Blvd. Easley, SC 29642

**March 16-18, 2018**

Time: Friday 4:00 pm to Sunday 12:30 pm.

**Please don't arrive at the school until after 4:00 pm on Friday.**

## Theme: Full House of Leadership



The theme is Full House of Leadership, based on the popular television show from the 90s. There will be lots of neon and character references throughout the conference. Try to get your delegates to watch a rerun of the show to help them embrace the theme. Wear your most amazing 90's outfits, especially to the banquet.

### Registration

The cost of registration is \$100 per delegate, candidate and advisor.

Schools that register by January 24 will be considered for homestay.

Schools registered after January 24 will need to make housing arrangements at a local hotel.

Schools registered after February 14 will have to pay the late registration fee - \$125 per delegate

The final registration Deadline is March 1.

### Number of Delegates

Each school can bring up to 12 delegates and up to 2 candidates. If a school has more than 2 candidates, they must register the additional candidates in a delegate slot. Advisors do not count in the 12. Schools are not limited to the number of advisors that they bring. Current State and District officers do not count in the 12 and are not required to pay the registration fee.

### Housing

Homestay - Schools that register early will be considered for homestay. These students will be housed in the homes of families in the community at no cost to the student. Breakfast and transportation from the school to the family's home will be provided by the host family. You will be contacted if your students get homestay. It is tradition for each student with homestay to bring a small thank you gift for their host family.

Hotels – Advisors must make hotel reservations for themselves and the students that do not have homestay. Get your reservations by Feb. 16. Complimentary breakfast is served at the hotel.

Hampton Inn (\$120 per night) (8 Southern Center Court, Easley, SC, 29640, 800-359-5224) Use code: ASC

Beaumont (\$100 per night) (Add address)

### Conference Overview –

Friday - Registration, Activities, District Meetings, Meet New Friends, Campaigning, General Session, Concert

Saturday - General Session, Workshops, District Elections, Carnival, Awards, Banquet, Dance

Sunday - General Session, State Officer Elections

### Other

Dress is casual and must meet the dress code. Dress at the banquet and dance is dressy casual (try to stay away from jeans and tennis shoes). Each delegate will get a conference t-shirt.

**You must provide your own transportation between the hotel to the school.**

Brooklyn Kelley – State President

Tracy Todd – State President Advisor

# Sample State Convention Financial Report

School Name: State Convention High School

State President: Linda Leadership

Advisor: Shelia Great

State Vice President: Orville Organizer

State 2<sup>nd</sup> Vice President: Molly Middle

## Fees Collected

Name of School	Number of Student Delegates	Number of Advisors	Total Payment
One High School			
Two High School			
Three High School			
Alpha Middle School			
Beta Middle School			

Total Registration Fees Collected	\$30, 239
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## Expenses Paid

Expense	Vendor	Total Items	Amount Paid
Friday Dinner	KFC	500	\$1500
Saturday Lunch	Chick F La	500	\$1000
Saturday Banquet	Good Caterers	500	\$2000
Advisor Lunch	Moe's	75	\$600
Snacks	Sam's	2000	\$1000
T-shirts	Craft Printers	55 Shirts	Donated
Programs	School Printer	175 Copies	\$0
Bags	Bags a Lot	500 bags	Donated
Speakers	Leadership Inc.	3 speakers	\$3000
Decorations	Paper, Markers	Supplies	\$250
Mailings	Envelopes/Stamps	78 mailings	\$500
Other	Walmart	Miscellaneous	\$500

Total  
Return to  
SCASC  
\$20,889

Total Expenses Paid	\$9350
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