

Saskatchewan Student Leadership Conference (SSLC)

Sponsored by SASCA

Revised May 2018

Organizers' Handbook

1. Submission of a Bid to Host SSLC

The SASCA Board of Directors requires all of the following information to accept a bid and award SSLC to a district and school(s):

- Name of School District and Host School and Conference Chair(s).
- Identification of one individual to serve as the SSLC Director on the SASCA Board of Directors. The two-year term of office will take effect at the AGM one year prior to hosting and continue for one year following the conference.
- Letters of endorsement from the school district officials and the school principal.
- Letter of understanding that the School Division/Host School will prepare a proper statement of revenues and expenses for SASCA's May meeting following the conference
- Letter of intent, which outlines the essential conference information:
 - Proposed dates, total number of delegates, and rationale for hosting
 - Letters of approval from local and provincial decision-makers if normal school operations are to be suspended
 - Outline of student involvement in conference organization
 - Basic itinerary of activities
 - Transportation to and from the host site and during the conference
 - Proposed hotel accommodations, room rates, and availability for advisors
 - Proposed list of local sponsors
 - Suggested conference theme and keynote speakers (*Optional*) Possible student and advisor workshop topics (*Optional*)
- The submission must be in writing and should be emailed/faxed/mailed directly to the Past-President by May 15, *two and one half years prior to the proposed hosting!*

A decision will be made by the executive and the hosting school will be contacted with the appropriate information to begin preparations. It is recommended that the principal and a board member attend the subsequent SSLC and receive an orientation from the Past-President about the responsibilities of hosting a provincial conference. The conference is to be held in a variety of locations in the province to allow for maximum participation from schools throughout the province.

An additional factor for awarding the conference may be a consideration of new locations within a province/territory.

NOTE: Any proposed changes to the bid submission for SSLC must be made in writing to the SASCA Past-President to be considered for approval.

2. Conference Registration:

- ❑ SSLC is intended for high school advisors and high school student delegates.
- ❑ The SSLC registration fee is \$150 per student delegate and \$150 per advisor. *Ten dollars of the Student registration fee and \$25.00 Advisor registration fee will be forwarded to SASCA following the Conference.*
- ❑ A late registration fee will be established by the host school for payments after March 31.
- ❑ No refunds; only same sex substitution. Attending school must find replacement.
- ❑ The registration limit per high school is recommended to be 4 students and 1 advisor. The host committee for the next SSLC is permitted to exceed this 4:1 limit. The host school delegates should not exceed 30% of the total delegates prior to the registration deadline. Representation from all schools in Saskatchewan should be accommodated. If space is available after the registration deadline, then the host school may add delegates up to 50% of the total delegates.
- ❑ The host school is encouraged to contact as many high schools throughout the province to allow more schools to be involved in SSLC.
- ❑ Utilize a locally-determined registration process

3. Conference Protocol:

- ❑ Each SSLC may be two or three days in length with departures planned for Friday afternoon.
- ❑ Each SSLC focuses on issues that are pertinent to student activities. It addresses the professional development of advisors and leadership training for student delegates.
- ❑ All student delegates must be registered with an adult advisor and will be billeted with host families. The SSLC organizing committee, on an individual basis, will review any special requests.
- ❑ The opening ceremony should be a formal event that last 60 - 90 minutes. It usually includes brief welcome messages from dignitaries: provincial, civic, school district(s), and school(s). It should also include a welcome to SSLC by the SASCA President or designate and the presentation of the School and Advisor Awards by SASCA representatives. This award recognizes the work of an outstanding schools and advisors.
- ❑ The sequence of speakers follows the approved protocol as outlined in the attached appendix. The introduction of the SASCA Executive may occur here, at the Annual General Meeting, or at some other time. The ceremony may also include a guest speaker and a cultural presentation. *All presentations should be appropriate to the formality of the occasion.*
- ❑ Host families should meet their student billets by 9:30 pm on the opening day.
- ❑ During the conference, advisors and students should have the opportunity to participate in a *minimum* of four workshops. These are designed to teach, to motivate, and to

facilitate networking. It is recommended that these workshops be spread throughout the conference.

- ❑ Keynote speakers are selected from a broad spectrum and share their insights and experiences with delegates.
- ❑ SASCA will provide \$750 of funding towards advisor programming at the conference.
- ❑ Conference delegates should have opportunities to enjoy the unique cultural experiences of the host location.
- ❑ The organizing committee provides a room for the SASCA Board meeting at the beginning of the conference.
- ❑ The AGM is to be held on the second day of the conference allowing the transaction of SASCA business.
- ❑ The host committee for the next SSLC is given an opportunity to make a promotional presentation near the end of the conference. It is also appropriate at this time for the committee to receive the presentation of *the SASCA flag*, which travels from conference to conference. This flag represents the symbols of the SSLC ideals and includes an explanation of their history.
- ❑ Conference organizers will follow the approved SASCA fiscal management program to enable them to work efficiently with the Board of Directors.
- ❑ *Conference organizers will provide the Secretary-Treasurer with a list of all Advisors and their mailing addresses after the conference.*
- ❑ Conference sponsors are given the opportunity to set up displays some time during the conference to promote their companies.
- ❑ A media relations program is used to enhance the image of SASCA and SSLC in the eyes of the public.
- ❑ Adhere to your school division's policy regarding social media
- ❑ Hosts are encouraged to purchase a hosting banner from Positive Signs in Esterhazy to promote the conference.

Appendix:

1. Flag Protocol

- ❑ The presentation of provincial and national flags will follow the outline in Chapter 2, pages 9 - 19 in the Canadian Heritage publication, Flag Etiquette in Canada (1995). ISBN 0-662-62135-2
- ❑ These flags should be on display during the opening and closing ceremonies inside the venue. They may also be displayed outside the host school during the conference.

2. Speaker Protocol

- ❑ the sequence of speakers at the opening ceremony is to follow this format:
Senior dignitary speaks first, and then the others follow in descending order.

3. Fiscal Management Program

- ❑ The host school must provide SASCA with an external or school division audited financial statement after the conference. An interim statement should be available for the Winter SASCA Executive meeting with the final audited statement presented at the Spring SASCA Executive meeting with the profit cheque as outlined below.
- ❑ The host school will pay 15% of any profit made to SASCA. These profits will be used to further student leadership through SASCA programs.
- ❑ *The final financial statement needs to be received in the following format using similar headings:*

<i>SSLC 2025</i>	
	<i>Revenue</i>
<i>Sponsorship</i>	\$ XXXXXXXX
<i>Trade Show</i>	\$XXXXXXXX
<i>Registration</i>	\$XXXXXXXX
<i>Other</i>	\$XXXXXXXX
<i>Total Revenue</i>	<u>\$XXXXXXXX</u>
	 <i>Expense</i>
<i>Presentations, Workshops, Speakers</i>	\$XXXXXXXX
<i>Light & Sound</i>	\$XXXXXXXX
<i>Advertising</i>	\$XXXXXXXX
<i>Food</i>	\$XXXXXXXX
<i>Office/Computer Supplies</i>	\$XXXXXXXX
<i>Decorations</i>	\$XXXXXXXX
<i>Janitorial Supplies</i>	\$XXXXXXXX
<i>Building Rental Fees</i>	\$XXXXXXXX
<i>Transportation</i>	\$XXXXXXXX
<i>Merchandise (volunteer shirts, gifts, session supplies)</i>	\$XXXXXXXX
<i>SASCA Registration Fees</i>	\$XXXXXXXX
<i>Total Expenses</i>	<u>\$XXXXXXXX</u>
<i>Sub Total</i>	<u>\$XXXXXXXX</u>
<i>15% of profits to SASCA</i>	<u>\$XXXXXXXX</u>
<i>Total profit for SSLC 2025</i>	<u>\$XXXXXXXX</u>

Signed by Division Supervisor of Financial Services

- ❑ *It is recommended that any profits realized by the host school be put towards student leadership within the host school.*