

## **HOST SCHOOL DOCUMENTS**

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**Any questions, email OASC State Coordinator Kristy Cooper**

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**or**

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**Oklahoma Association of Student Councils**  
**State Convention**  
Revised 09/2016  
**Host School Requirements**

Facilities

Large room (gym or auditorium) to seat 1600-1800  
Approximately 50 classrooms (recommend no labs)  
Cafeteria or large open space for meals  
Area for advisor hospitality  
Area for advisor meals, business meeting, round tables  
Parking to accommodate approximately 25-30 buses & 700 cars/vans  
Large room for banquet & dance (can feed in shifts or can be held at off-campus site)  
Area designated for vendor and campaign schools booths  
Area designated as information booth for advisors and students  
Area designated for secure baggage storage on last morning  
Health/nurses station

Off-Campus

Hotel block of approximately 400 rooms  
Optional – site for banquet & dance  
Optional – advisor meal/meeting location

Personnel

Advisor with flexible schedule or substitutes as needed  
Secretarial support  
25-30 student chairpersons  
15-20 adult chairpersons  
200 student workers  
25-30 parent volunteers

Schedule

4 General Sessions (3 keynote speakers selected by president/executive director)  
Curriculum to supplement student facilitated workshops (provided by curriculum consultant)  
Advisor dinner, meetings, round tables  
Student mixer  
Committee meetings  
Summer workshop reunions

### Funding

District to fund early expenses (ex. OASC board meetings, students attending NASC, committee meetings, etc.)

Fund raising or district support to supplement income from registrations to enhance program & hospitality

20% of final profit is given to OASC

### Food Service

2 student meals

2 advisor meals (in conjunction with advisor meeting)

1 banquet for all

### Technology

Bank of 5-6 networked computers with internet access

Dedicated e-mail address

Dedicated phone & fax

Cell phone (or reimbursement) for advisor

Cell phone for housing/registration emergencies

Sound amplification equipment in advisor meeting location

Sound amplification in student group areas as needed

### General Sessions Productions

OASC requires that the host school contract with a professional production company for all general session productions. Host school may still personalize the sessions with student entertainment and special effects as budget allows.

The OASC Board highly recommends Dynamix Digital with the OASC script writer for continuity of program quality and OASC program needs. If a company other than Dynamix Digital is chosen, the company must be equal to Dynamix Digital and OASC script writer in regards to script writing, back stage management and preparation of rehearsal times, state officer stage presence and flow of general sessions.

### District Services

Public Relations – several press releases about housing, donations, etc.

Technology support

Accounting support (processing large number of deposits & purchase orders)

Support financially in the beginning (a loan)

Repairing & refreshing school building & campus

Custodial service throughout convention

Security services

### Administration Support

Encouragement to all involved

Advisor & adult chairpersons release time

Welcome speeches

Attendance at events & interaction with delegates

### Host School Decisions

Close campus on Monday?

Video Services?

Use school food service or caterer?

Theme?

Decorations?

Student performing groups in opening & closing shows?

**Request for Proposal  
OASC State Convention  
Revised 11/15**

Production Company

Gym/Arena for 1500+ people

4 general sessions plus rehearsals

Concert quality sound system suited for size of room and size of audience

8-10 wireless headset & handheld microphones plus podium and microphones

Staging as needed by venue to provide maximum width stage that the room can accommodate, draping, steps in front & back of stage, skirting & carpeting

Custom stage design utilizing props, trussing, etc as coordinated with host school.

Front & back lighting for stage with moving lights, patterns, dramatic effects

Video playback for OASC provided DVDs. Live feed to screens

Teleprompter, script loading, and operator for 4 sessions.

Full arena/staging set in time for rehearsals on Friday. Individual rehearsals before & after each of the general sessions.

Custom video countdown for each session

Custom graphics of logo with animation & speaker/school name graphics

Pre & post-show music & bumper music

Pre-recorded VIP intros

Set-up live feed on TV in green room

Prepare "conference-in-review" video for last session.

Generator & fuel as needed

Stage director/script writer

Scripting to reflect theme and coordinate with host school. Also accommodate board requests & special presentations

Event management and stage director to manage, instruct, advise, and direct all rehearsals & productions.

Coordinate with host school in utilizing student workers & performers

Coordinate with OASC board for campaign rehearsals & productions, special presentations & awards.

## **Committee Explanations OASC State Convention**

**Advisors** – Plan all activities for the adult advisors (lunch, hospitality, Saturday mixer)

**Art** – Design all conference artwork & ensure consistency throughout conference materials

**Final Dance/Event** – Plan the final event/dance for delegates

**Building & grounds** – Coordinate all needs within the buildings such as tables & chairs

**Convention Manager** – 2<sup>nd</sup> in charge

**Donations** – Solicit donations from area businesses

**Exhibit** – Solicit vendors & implement exhibit hall

**Guides** – Greet all delegates & coordinate arrival

**Meals** – Plan & provide meals for student delegates

**Packets** – Select packet for all delegates & fill with goodies

**Public Relations** – Interact with local media for conference publicity

**Registration** – Coordinate all aspects of registration of 1800 delegates

**Saturday Concessions** – Coordinate, set up & take down concession booths

**Security** – Provide security at all events

**Sessions/Productions** – Coordinate all general sessions programming & special shows

**Student Entertainment** – Coordinate mixer & registration time events

**Student Hospitality/Services** – Provide a hospitality room with snacks for student delegates; Information booth; special needs; nurses station



# Months  
Prior to  
Convention

# Timeline for OASC Convention Host School

- 26-Sep** Submit bid to OASC board
  
- Contact local hotels for availability & pricing
  
- Begin identifying potential sophomores (approx. 30-40) & adults (approx. 20) for chairpersons
  
- 24-Nov** Attend Convention taking identified sophomores
  
- Book all campus & off-campus facilities
  
- Discuss with superintendent financial arrangements & school on Monday of convention
  
- Meet with sophomores after convention to discuss. Evaluate sophomores through this discussion.
  
- 22-Jan** First Theme Meeting - brainstorm ideas. Use discussions to identify strengths in sophomores
  
- Attend January OASC Board Meeting taking 8-10 sophomores
  
- 21-Feb** Conduct theme meeting - continuing to brainstorm or narrow ideas using methods such as "keep/scratch."
  
- Make available applications for State Secretary.
  
- Set interview date & selection committee
  
- 20-Mar** Select State Secretary (We recommend selecting right before spring break)
  
- Begin regular meetings with newly selected State Secretary (suggest weekly)
  
- Make available applications for committee chairpersons
  
- 19-Apr** Attend April OASC Board Meeting - taking State Secretary & 10-15 prospective chairpersons

- Finalize theme selection & begin work on logo
- Select committee chairpersons
- Continue weekly meetings with State Secretary
- 18-May** Begin planning student presentation for state convention
- Continue weekly meetings with State Secretary
- 17-Jun** Send chairpersons to Basic & NASC
- Continue weekly meetings with State Secretary
- Work on student presentation for state convention
- 16-Jul** Send chairpersons to Basic
- Continue weekly meetings with State Secretary
- Work on student presentation for state convention
- 15-Aug** Work on student presentation for state convention
- 14-Sep** Monthly chairperson meeting
- Individual committee meetings
- Attend OASC Board Meeting taking all key chairs. Secretary presents update report.
- 13-Oct** Monthly chairperson meeting
- Individual committee meetings
- View previous budgets & set preliminary budget
- 12-Nov** Monthly chairperson meeting
- Begin donations
- Attend convention taking all student & several adult chairs

Have each committee complete evaluation & discuss

Make student presentation at state convention

Discuss any registration changes with advisors at state

Set dates for OASC Board meetings & notify board

**11-Dec** Monthly chairperson meeting

Issue press release about convention

Begin Steering Committee meetings to finalize decisions

Committees meet to prepare for first OASC Board Meeting

Individual committee reports due. Use template for report

**10-Jan** Monthly chairperson meeting

Continue individual committee chair meetings as needed.

Bi-Monthly Steering Committee meeting

Host OASC Board Meeting

Begin fundraising

Begin guides & committee member recruitment

**9-Feb** Monthly chairperson meeting

Continue individual committee chair meetings as needed.

Bi-Monthly Steering Committee meeting

Initial individual committees' budget due

Email schools with theme, dates, & any special info

**8-Mar** Monthly chairperson meeting

Bi-Monthly Steering Committee meeting

Continue individual committee chair meetings as needed.

Using previous scripts prepare rough draft of general sessions

Inventory all AV equipment available in school district (Building & Grounds)

Begin planning meetings for sessions & script

T-shirt designs completed

Finalize all facility usage agreements & contracts

Finalize all committee members

Plan OASC Board report & distribute to board members and future hosts

Decide extras such as - Sunday rotation speakers; where & how will voting be handled; what will fill the time while delegates vote; who will conduct inspirational service; how will you handle seating for your delegates

**7-Apr** Monthly chairperson meeting

Meet with Gary O about WuFoo & registration website

Continue individual committee chair meetings as needed.

Bi-Monthly Steering Committee meeting

Begin training guides

**6-May** Monthly chairperson meeting

Continue individual committee chair meetings as needed.

Bi-Monthly Steering Committee meeting

Set final deadlines for committees

All committees submit art requests to the art chairpersons

Notify all school administrators of their involvement in convention including speeches & rehearsals

**5-Jun**

Monthly chairperson meeting

Continue individual committee chair meetings as needed.

Bi-Monthly Steering Committee meeting

Send chairpersons to Basic, Advanced & NASC

Begin work days for summer - recommend 1 day per week

Assign classrooms for holding rooms

Initial meeting with dance & vocal performers

Requisition all items to be purchased

Present all contracts to school board/accounting office

Work Days

**4-Jul**

Finalize all details of registration website

Finalize decisions & order all logo or printed items

Determine schedule for work nights (suggest 2 each week til convention)

Continue individual committee chair meetings as needed.

**3-Aug**

Registration goes live

Continue individual committee chair meetings as needed.

Obtain walkie talkies for key chairs, directors

Plan OASC Board Meeting, Collect board reports & assemble book, Send invitation

Work nights

**2-Sep**

Monthly chairperson meeting

Bi-Monthly Steering Committee meeting

Continue individual committee chair meetings as needed.

Train guides

Host OASC Board Meeting

Set a meeting with your Fire Marshal to clear all areas

Make sure your district is prepared to have air conditioning on all weekend

**1-Oct** Monthly chairperson meeting

Continue individual committee chair meetings as needed.

Bi-Monthly Steering Committee meeting

Begin rehearsals of general sessions

Conduct final meeting with Building & Grounds chairs & school operations

# **OKLAHOMA ASSOCIATION OF STUDENT COUNCILS**

## **CONVENTION HOST & STATE SECRETARY APPLICATION**

For many years the OASC State Convention has been a wonderful experience for all who attend; but hosting this convention is also one of the best educational learning experiences for the students involved in its planning and execution. This laboratory experience provides an excellent “real-life” environment for teaching leadership skills to students. The OASC strongly recommends that students are involved in all levels of convention planning and implementation.

The OASC staff welcomes the input of the host school into the planning of the overall convention and will provide as much assistance as possible so that the host school can effectively carry out its responsibilities. Every convention is different and situations change and no two conventions will be exactly the same. The most essential ingredient for a successful convention is constant communication between the host school and the OASC convention director. Please see the attached list of host school requirements for clarification on OASC and school responsibilities.

Essentially, an OASC state convention is a partnership between the state organization and a host school. The OASC Executive Board and the convention director of the OASC supervise the convention. OASC is ultimately responsible for approval of all activities at the convention. The OASC will collaborate with the host school regarding program planning, execution of all general sessions, educational sessions, workshops, housing, logistical support, and facility physical arrangements.

## **Sections from the OASC constitution that relate to convention details:**

### **ARTICLE V** **ELECTION OF STATE OFFICERS**

SECTION 6. All schools wishing to run for the office of OASC secretary must make a proposal to the OASC executive board in advance of the fall conference that they want to host. The proposal should contain the host school contract and any other information as requested by the executive board.

### **ARTICLE VIII** **ANNUAL CONVENTION**

The Secretary school, with the approval of the executive board, shall set the date of the regular annual convention of the Association for that particular year. The set annual dates are the first Saturday, Sunday, and Monday of November, however special consideration may be made by the board because of unforeseen circumstances, keeping in mind that the annual convention must be held before December 15. The Secretary school may approve additional students and sponsors from the secretary school to attend the executive board meetings in order to assist in the planning of the annual Convention.

### **ARTICLE II-B** **DUTIES OF STATE OFFICERS**

SECTION 3. The duties of the secretary shall be as follows: (a) to record the minutes of all meetings; (b) to conduct correspondence; (c) to collect and disburse convention fees; (d) to serve as host to the annual Convention; (e) to have charge of all hotel arrangements, with the entertainment and with the program of said convention; (f) to file a preliminary convention financial report with the executive director and executive board by the January Board meeting, and a finalized financial report by April to the OASC State Coordinator; (g) to file an annual report by first day of April with the executive director, to the secretary-elect school, and to all member schools attending the annual convention.

### **ARTICLE VI-B** **ANNUAL CONVENTION** **STUDENT AND ADULT DELEGATES AND FEES**

SECTION 1. To each annual Convention of the OASC, any persons attending the convention must be registered by the established date. The Secretary school may determine the number of additional representatives, if any, a member school may send. A Student Council advisor must accompany each delegation except in extreme emergencies, then a member of the school faculty must be the substitute.

SECTION 2. An official Student Council sponsor/advisor shall be defined as the adult in charge of the active direction of a Student Council on a continuing basis.

SECTION 3. The official advisor of any OASC member school shall register his/her name when the delegation from his/her respective school is registered to attend the OASC annual Convention. He/She is



to have a name badge that indicates he/she is the active advisor of his/her school's student council. Only registered official advisors may vote at the annual advisors' meeting. Two advisors may attend the annual meeting but will have only one vote between them; one shall act as the official advisor.

SECTION 4. The annual Convention fees to be paid by each person attending the annual Convention shall be determined by the Secretary school and approved by the Executive Board. Income from this source shall be paid to the Secretary school, who shall assume full responsibility for the expenses of the annual Convention. A financial report of the convention shall be filed with executive director by the first of February immediately following the convention, and a complete report of the convention is to be sent by the secretary school to all member schools which attended the annual convention by the first of April immediately following the convention. After all the bills for the annual convention have been paid, 80% of the remaining funds shall go to the secretary school, and 20% shall go to the OASC general funds.

## **I. METHOD OF APPLYING**

- A. The school should complete the written application signed by the principal, the Student Council advisor and a representative of Student Council, and the superintendent or representative of the school board.
- B. The OASC executive director and/or OASC Convention director will make a determination whether or not to recommend that the OASC Executive Board consider the applicant's bid.
- C. If recommended, the OASC will notify the applicant and send appropriate information to prepare a presentation at the next OASC state convention.
- D. Upon completion of the letter of agreement by appropriate school and district officials and the OASC, the state secretary/convention host will be officially named. (No public announcements may be made by host school or OASC prior to this official completion).

## **II. DESIRED SITE CHARACTERISTICS**

### **A. Location**

- 1. In an area with a substantial number of OASC member schools to assist
- 2. Hotel(s) within 20 minutes driving time to host school which can provide adequate room for the delegation.

### **B. Local Facilities**

- 1. School campus or site large enough to handle the large group meetings for approximately 1500-1800 delegates.
- 2. Auditorium or gym for general sessions. Must include
  - Staging area
  - Storage space for props

Holding (green) room for guest speakers

3. Large space for student mixer (may be adapted to fit in several smaller areas)
4. Large area for final event (may be off-campus site)
5. Area designated for advisor hospitality, workshops, and meals
6. Area designated for Exhibit Hall for approximately 30 8'x10' booths
7. Approximately 45-50 classrooms for holding rooms and break-out groups (Recommend not using labs).
8. Food service facilities at the school to provide all necessary meals within the lunch period (usually 1 ½ hours) for 1500-1800 delegates (may use outside caterers or school food service program).
9. Access to audiovisual and other equipment necessary to handle physical arrangements.
10. Parking to accommodate approximately 25-30 buses & 700 cars/vans
11. Area designated for an information booth which should be centrally located and easily accessible to incoming delegates. Booth must be manned throughout the convention.
12. Health/Nurses room easily accessible to all delegates

### **C. Local Support**

1. Endorsement by administration, Student Council, and staff of building, as well as endorsement by the superintendent of schools and school board.
2. Expressed interest on the part of parents to provide volunteer assistance to the convention.
3. Business and community support.

### **D. School Commitments**

1. Possible expenses in the areas of improvements to the host school building and grounds appropriate to host a state meeting. (This should include such things as clean up of facilities and may include painting or maintenance items.)
2. For the adult convention chair, released time or a reduced teaching load and/or substitute support during the school year of the convention.
3. Suggested full time dedicated secretary for adult convention chair for the January – December time period prior to the convention.

4. A dedicated phone line, fax and e-mail for convention chair are required. A cell phone (or reimbursement) for the adult convention chair is recommended for use at least the 3-4 months prior to the convention.
5. Supplies and in-kind services i.e. host school's phone, office supplies, AV equipment, air conditioning as needed for weekend event, etc.
6. Support staff during convention, i.e., janitors, cafeteria staff and bus drivers (if applicable).
7. General support from faculty, administration, and school board to ensure a quality experience.
8. Bring selected personnel to observe convention prior to host year. Travel and registration expenses for the delegation are the responsibility of the school/district. Recommend key committee chairpersons (students and adults) along with representative from administration.
9. Working with OASC Convention Director, the state secretary school will host two (2) OASC Executive Board meetings for approximately 40 people including
  - Quiet room designated for meetings
  - Light breakfast and lunch
  - Plans for tour of all facilities (January meeting)
  - Presentation of theme for approval (January meeting)
  - Presentation of initial plans for approval (January meeting)
  - Presentation of final plans for approval (September meeting)
  - Release time for student and adult chairs for reports (all meetings)
10. At least one experienced computer person to assist with programming registration needs. This person must have experience and good working knowledge of data base software.
11. A commitment to the student leadership concept. Convention planning and implementation process must be student driven. Adults and advisors should serve as mentors, counselors and advisors to guide the process.
12. Donations from the business community for special items deemed desirable by the host school and authorized by OASC. (i.e.- backpacks, delegate gifts, door prizes, etc.)
13. Recruit a large number of volunteers from the school and community to assist with various aspects of the convention. Approximately 200 workers are needed. Each committee should have 1-2 student chairs. Key committees MUST have an adult chair. See committee list.
14. An accounting of all funds spent for Convention activities to OASC Executive Board and Convention Director at the January board meeting following the convention. Final report of all expenditures and full reports from all committees are due to Convention Director by March 1 following the convention.

15. OASC Board policy requires that the host school contract with a production company to produce the four general sessions. The school may receive bids from several companies and present them to the Board and Convention Director who will make the final selection.



### 3. Large Group Sessions

Please list the names and seating capacity of rooms that could hold larger group sessions (over 150 people) to accommodate special curriculum workshops:

Room Name/#	Capacity	Sound System in room or available	
1. _____	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>
2. _____	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>
3. _____	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>
4. _____	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>
5. _____	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>
6. _____	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>
7. _____	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>
8. _____	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>

### 4. Cafeteria

How many students do you feed for lunch daily in school cafeteria? Please list breakdown per period (i.e. 3 periods serve 540 each and length of each period)

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### 5. Exhibits

Do you have a large area (for 30 8'x10' booths) other than to be used for general sessions, or meal service?      yes       no

If yes, give name, where and how large?

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**C. Hotel**

Please list, in order of preference, three hotels which you would like to recommend.

1. Hotel Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Mileage to school/Drive time \_\_\_\_\_

2. Hotel Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Mileage to school/Drive time \_\_\_\_\_

3. Hotel Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Mileage to school/Drive time \_\_\_\_\_

4. Hotel Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Mileage to school/Drive time \_\_\_\_\_

5. Hotel Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Mileage to school/Drive time \_\_\_\_\_

**We, the undersigned, understand and agree to the school and personnel commitments in hosting an OASC Convention as outlined in this packet, the OASC Constitution, and the Host School Requirements document and hereby submit this application.**

**Superintendent or Designee**

\_\_\_\_\_  
Please Type Name

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

**Principal or Designee**

\_\_\_\_\_  
Please Type Name

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

**Student Council Advisor**

\_\_\_\_\_  
Please Type Name

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

**Representative of Student Council**

\_\_\_\_\_  
Please Type Name

\_\_\_\_\_  
signature

\_\_\_\_\_  
date