



# WASC State Conference Competition Hosting Responsibilities

## Pre-Application Checklist

1. Do you have /will you have interested students in 2 years. (apply/shadow/host)
2. Do you have /will you have in 2 years the...
  - a. Student Support
  - b. Administrative Support
  - c. Community Support
  - d. Parent Support
3. **Application Process**
  - a. Fill out application
  - b. CLC Presentation
    - i. Be prepared to highlight the information from your application to the CLC (5-10 minutes)
    - ii. Give an oral presentation (maximum time: 10 minutes)
    - iii. Question & answer person (maximum time: 5 minutes)
  - c. Presentation includes themes, support, ideas
4. **What does the WASC pay for?**
  - a. **Saturday Night Lodging** will be provided (paid) for the following schools at each State Conference.
    - i. Competition Host School (25 delegates + up to 10 additional delegates based on participation in other WASC programs. Competition Host School: up to 35 delegates.
    - ii. Competition Shadow School (12 delegates with more subject to Governing Advisory Board review)
5. Ribbons for award winners
6. **What does the host school pay for?**
  - a. Gift Baskets/thank-yous for judges
  - b. Thank you notes
  - c. Letters of support
  - d. Marketing flyers
  - e. Any other things the host school decides on

## Where to Start!!!

7. **Fundraising – begin immediately**
  - a. Letters
  - b. Who to contact
  - c. Donations
  - d. Parental help

- e. Volunteers
- 8. **Committees**
  - a. Co-chairs - you might want to designate 2 students to be responsible for all committees and to make presentations at the State Conference
  - b. Communication - flyers that market the competitions; descriptions; guidelines
  - c. Judges - contact teachers, parents and community members to assist in judging
  - d. Registration - responsible to coordinating registrations; assigning times for individual competitions such as writing and speech; checking in schools at State Conference
- 9. **Marketing**
  - a. Timelines – December 15 – State Office needs flyers
  - b. News Notes – articles encouraging attendance
  - c. Mass emails – sent out through State Office
- 10. **Other details for host school**
  - a. Bussing to and from conference
  - b. Supervision
  - c. Saturday night activities/Food
  - d. Shadow school – finding ways to get the shadow school involved with helping

## WASC State Conference Policy

- a. **Host Schools**
  - i. **Selection of Host Schools** - A host school for each State Conference shall be selected approximately one and one half years prior to the State Conference. Schools wishing to host the State Conferences shall provide a completed application and make an oral presentation to the Governing Board at its December meeting. The Governing Board shall decide on who will host each State Conference.
  - ii. **Selected host schools** shall work with the Executive Director to develop the entire program for their conference. The final plans (content, speakers, etc.) must be approved by the Executive Director and/or the Governing Board.
  - iii. **Board members from presentation schools** are permitted to witness the presentations and cast votes providing they do not converse with their delegation after the Board meeting begins and thus prior to their presentation.

### X. **State Competition Program**

- a. The WASC offers competitive events for JAM Schools and High Schools each year such as (but not limited to) Banner, Best Project/Activity, Button, Scrapbook, Speech, Multi-Media, Writing, and Standards of Excellence. Categories and detailed rubrics are provided ahead of time to provide adequate preparation time. Qualified individuals judge all competitive events separately on the first day of each state conference. Students will not be used to judge any of the competitions.
- b. **Host School Concept** - The Collaborative Leadership Council will announce the opportunity, encourage applications from potential host schools, and select their choice of the next shadow host school in a process similar to that used for choosing the state conference host schools.
  - i. Deadline for completion of applications will be established yearly.
  - ii. Oral presentation to Collaborative Leadership Council: December Meeting
- c. **The Collaborative Leadership Council determines Program Structure and Event Guidelines.** Any member school and/or member school representative may suggest change and/or additions for the following year.
- d. **Saturday Night Lodging** will be provided (paid) for the following schools at each State Conference.

- i. Competition Host School (25 delegates + up to 10 additional delegates based on participation in other WASC programs. Competition Host School: up to 35 delegates.
- ii. Competition Shadow School (12 delegates with more subject to Governing Advisory Board review)

e. **Awards**

- i. To Student Participants in Speech and Writing: Certificate and Ribbon
- ii. To Schools that enter Banner, Best Project/Activity, Button, and Scrapbook events: Certificate and Ribbon
- iii. Host Schools - Competition host schools shall be offered a suitable plaque or banner at their State Conference.

**Proposed timeline:**

Date	Job	Helpful hints
February the year before	*Apply to be host!	<a href="https://forms.gle/bA7CsBWx9EvW1Ahd8">https://forms.gle/bA7CsBWx9EvW1Ahd8</a>
April	*Shadow the state conference host	Attend the State Conference and learn from the current hosts
May - September	*Meet as necessary	Review your notes from State Conference - what did you like? what do you want to change?
September	*Choose your Co-chairs	Who will represent you on stage?
October	*Begin work!	Set up Committees *Judges *Registration *Communication
November	*Committee Work	<a href="#">Link to Committees' Responsibilities</a>
December	*Committee Work *Attend the CLC meeting and update your progress - first news article in NewsNotes	
January	*Visit State Conference site with WASC Office Staff, if possible *Committee Work	*Figure out room assignments, equipment needs
February	*Committee Work *2nd news article *Provide update at CLC meeting	

March	*Committee Work *Final news article with weekly reminders	
April	HOST THE COMPETITIONS	