



Application to Host a Conference

Our school _____ proposes to host the _____ (year) _____ (Fall / Spring) AASG conference. We suggest the following dates: _____.

Advisor _____ **School Mailing Address** _____
School Phone _____ **Fax** _____ **Home phone** _____ **Email** _____

AASG thanks you and your students for taking on the exciting and challenging job of hosting a conference. We have the following policies regarding hosting a conference:

1. The conference dates will be set in coordination with the Executive Board and the host school advisor and administration.
2. The school and district administrations must be in support the advisor and students as they prepare for the conference. This collaboration is essential, and may include planning time; use of equipment and consumables; assistance with negotiations with school district services such as nutrition, transportation, custodial, and administrative support for the conference; and other help as appropriate. The Executive Director will work with the host school to make the conference successful.
3. The school district and host school need accept no financial liability for the conference. AASG is responsible for all expenses, as set in the budget and approved by the Executive Board and Executive Director.
4. The host school may send two delegates (or one delegate and an advisor) to the National Association of Student Councils (NASC) Conference in the summer before the conference is hosted. AASG will forward pay registration fee, hotel, and travel costs. The costs will be repaid from conference proceeds.
5. The student registrar and advisor from the host school will be liaisons to the Executive Board for two business meetings before their hosted conference. Travel costs to one of the business meetings will be paid for by AASG. That cost will be repaid from the conference proceeds.
6. The host school will submit a proposed budget to the Executive Board as follows: Spring Conference host submits budget at prior Fall business meeting; Fall Conference host submits budget at prior Spring business meeting.
7. Appropriate housing must be available to delegates. If hotel lodging is necessary, delegates must reserve space and pay for the rooms. Under no circumstances will AASG pay those costs. However, the host school may negotiate rates with hotels.
8. All students and advisors must pay the registration fee. Host students (if working) and the advisor do not pay registration.
9. The advisor is responsible for submitting check requests to the Executive Director. Expense requests must have receipt.
10. Any expense of \$1000 or more must be discussed with the Executive Director prior to expenditure.
11. Conference accounting is expected to be completed one month from end of the conference.
12. The host school will earn 10% incentive from the proceeds of the conference, after all expenses, including payback of NASC and travel costs for the business meeting, are paid.
13. All nonconsumables paid for by AASG belong to the organization unless prior arrangement with the Executive Director has been made.
14. Host schools are encouraged to solicit donations to help with costs.

Advisor's Signature _____ **Date** _____
Principal's Signature _____ **Date** _____
Superintendent's Signature _____ **Date** _____