

**TASC Middle Level Regional Leadership Development Day Host School Agreement**

**Thank you for agreeing to be a host campus for a Regional ML Leadership Development Day.**

**Please provide the information be**

**Please type in all information.**

**A. General Information**

1. School Name:
2. School Address:
3. School Phone Number:
4. School Fax Number:
5. Advisor Name:
6. Advisor’s Email:
7. Advisor’s Cell Phone:
8. Day/Date of the Event

The signatures below affirm that the named school will host the event and will fulfill the duties explained.

Advisor Signature:
Date:

Principal Signature:

Date:

This document explains expectations of host schools and what TASC will provide.



* **TASC is seeking host schools for the following event!**

**BASED ON SURVEYS AND CONVERSATIONS WITH TASC MIDDLE LEVEL ADVISORS, THE MIDDLE LEVEL ANNUAL CONFERENCE HAS BEEN CHANGED TO …………..**

**TASC Middle Level Leadership Development Days**

**So, here’s the event we are planning……**(Information about hosting is included beginning on page 4.)

**Open to Student Councils and National Junior Honor Societies grades 5 – 7.**

**Registration fee? $35.00 early bird member. $40 late reg or nonmember**

**Join Student Council and NJHS student leaders to rejuvenate your council or chapter for the second semester, practice leadership skills, share ideas, and learn how to build the connections that put us on the *ROADMAP TO WELLNESS*. Because in 2022, we are absolutely *DRIVEN TO LEAD*.**

**Training will be provided for both students and advisors so we can work together to make our schools a place where students and staff want to be.**

**Leadership Development Days will be held at high schools or middle schools around the state.**

* **Choose your location.**
* **Build your team.**
* **And register**

**Recommended date is Jan. 8.** (If that will not work for the host school, other dates in January or early February are acceptable if approved by TASC.)

**All Leadership Development Days will begin at 10:00 AM and conclude by 4:00 PM. Lunch will be provided.**

**Advisors will be provided links to all activities.**

**All school groups must be registered by an advisor and accompanied by an adult representing that school.**

**Schedule**

**Registration: 9:30 – 10:00 AM**

**Welcome: 10:00 – 10:30 AM (Introduction, Icebreakers, etc.)**

**Guest Speaker 10:30 – 10:55 AM (via YouTube video)**

**Rotations: (one of which will be lunch) Breakouts should be no longer than 25 minutes with 5 – 10 minutes transition time. Students do not all need to eat at the same time. You may rotate them through lunches to make serving faster. It’s recommended to color code or name groups. If you have more than 200 ML student attendees, you will need two of each group in order to keep group size to around 30 (no more than 40).**

**11:30 – 11:55**

 **12:00 – 12:25**

 **12:30 – 12:55**

 **1:00 – 1:25**

 **1:30 – 1:55**

 **2:00 – 2:25**

**Hometown meetings 2:30 – 3:00 (Will need a space for each home school/town. They can gather by council/chapter in the last general assembly area if you wish.)**

**3:00 – 3:30 Chants, songs, and traditions**

**3:30 – 3:45 Closing**

**Breakout Topics**

**Looking for Why --- Spirit at your school (includes *intentional* planning for spirit days, suggested events that bring people (students and staff) together, etc.) Remember that you will have both StuCo and NJHS. We will use the term leader more than just StuCo and will have community service embedded in each topic.**

**(Remember, these presentations are not about filling out reports. These are ideas for schools to use, and each one needs a reason/a why. Always be intentional.)**

**Keeping us Healthy and Safe – DASH ideas/include your why**

**Let’s Celebrate What’s Good – Pride and Patriotism/include your why**

**Take Care of Our World – Energy and Environment/include your why**

**Roadmap to Wellness – Intentional Connection Matters..students/staff/resources**

**Looking for Hosts**

**We are seeking high schools or middle schools from around the state who will provide a location for the event. If a middle school hosts, we strongly recommend recruiting high schools to help present. You could pair a ML presenter with a HS presenter at any site.**

**Host schools will need to do the following:**

* **Welcome students as they enter**
* **Keep a record of schools which attend (check in list)**
* **Distribute name badges (Have a table with markers where students can write their names.)**
* **Carefully distribute name badges based on color (colored dots on stickers) so the students are divided into five + color groups. Depending on the size of rooms you have for breakouts and the number of students registered, you may need two rooms for each breakout topic. Try to keep groups no larger than 40. 30 is preferred.**
* **Provide two group leaders for each breakout**
* **Provide emcees/JCs who will lead the large group meetings including an icebreaker and two songs at the welcome and plan a closing. HS students or HS students paired with ML students are best.**
* **Provide a large screen, projector, and sound for the guest speaker video**
* **Play music as students are coming into and leaving your general session room.**
* **Arrange for lunch and distribute the lunches.**
* **Arrange for advisor refreshments.**
* **Purchase name badges and colored dots for coding.**
* **Provide access to water stations for students who bring water bottles and have water for sale for those who do not.**
* **You can sell snacks if you wish. That would be your project, and any profit goes to your council.**
* **Provide an advisor who will do training for advisors in attendance (understanding that you may have honor society advisers also).**
* **If you anticipate a cost other than name badges, stickers, lunches, and refreshments, clear that with TASC in advance.**
* **Share safety information with the attendees.**
* **Take lots of photos and post on social media during the day. Tag TASC\_StuCo. Try to send three photos of students to \_(tbd)\_\_\_ by noon on the day of the event. Be sure to identify the location. A TASC Board member will work to add these to slides which will be shared with the host school advisor for your closing session.**

**Host School Registration:**

* **Specific workers at the event may be register for the cost of lunch only @ $10 per person.**
* **Those workers must be registered by the host advisor by the registration deadline in order for TASC to pay for meals. TASC will send a link to the host school advisor to register these workers. This link will NOT be posted on the TASC website and is NOT to be shared.**
* **Each host school may register up to the following: (Contact** **terry@tassp.org** **if you have other specific needs.) The school will *not* be rebated $5.00 for these workers (see information later regarding rebates.)**
	+ **Host school advisor and co-advisor**
	+ **A presenter for advisor sessions**
	+ **Up to 2 presenters for each breakout room**
	+ **One guide for each group (travels with group from session to session)**
	+ **Two students or adults for registration**
	+ **Two students or adults for help with lunch**
	+ **Three JC’s/emcees per event**
	+ **Two janitors who are onsite**

**We encourage you to reach out to your TASC district and invite students from other schools to help as guides, JC’s, group leaders, help with clean up, make welcome signs, etc.**

**TASC will provide the following:**

* **Video of “guest” speaker provided via YouTube link**
* **An icebreaker and suggested songs for the welcome**
* **A script for the welcome (which you can adapt)**
* **An outline and slides for each breakout topic**
* **An outline for the Hometown council session**
* **An outline and slides for advisor training**
* **A script and plan for the closing**
* **A list with words of songs, chants, and tradition to teach along with a video of these**
* **Funds for the lunch**
* **A Zoom session for planning and for training presenters and JC’s/emcees**
* **Registration for the event on the TASC website (No money should be collected at the event.) All payments must be made by check or credit card to TASC.**
* **Reminder to all attendees about dress code, asking them to bring refillable water bottles, advising them of lunch, and that water (and possibly snacks) will be for sale at the event. Please notify** **terry@tassp.org** **if you are selling snacks. (Sales go to host school if you decide to sell items.)**
* **QR codes for advisors to access training guides and materials**
* **Processing guide for advisors to use with their hometown group**
* **Expectations of attendees**
* **Information re crisis management and ensuring safety onsite along with check out forms should an advisor need to leave campus or take a student for medical care**
* **TASC is working on shirts which could be sold separately from registration via a link to a store on the TASC website. Schools may purchase those if they wish. This is not yet contracted.**
* **Communication with the host advisor on registration numbers.**
* **Check in list for the host school.**
* **CPE forms for advisors (will be emailed)**
* **Payment for meals: When the host school has arranged for lunches (and explained that TASC is a 501 (c) 3 and will pay for lunches via credit card), provide contact information to** **terry@tassp.org** **or 512-443-2100 ext. 8517 in ample time for payment. TASC will provide 501 (c) 3 paperwork for one time use.**
* **TASC will reimburse the school for advisor refreshments upon receipt of receipts. (Please try to purchase tax exempt if possible. TASC can provide tax exempt paperwork for one time use for refreshments.) Limit of $4 per advisor expenditures. If you need an advance for this, email** **terry@tassp.org****. If you can get this donated, even better!**
* **TASC will rebate the host school $5 per registered (@ full price) attendee to cover supply costs and provide a small profit for the council.**
* **TASC will provide Zoom sessions for presenters to practice, to share ideas, and to answer questions.**
* **Tentative: TASC is working on shirts which could be sold separately from registration via a link to a store on the TASC website. Schools may purchase those if they wish. This is not yet contracted.**

**Rewards for the host school:**

* **$5.00 per registered attendee (registered at full price)**
* **Lots of points on state reports to include**
	+ **DASH, P&P, E&E, points for awareness projects for those who present**
	+ **Participation in State Service Project (service hours and project) If you provide special appreciation items, decorations, notes, etc. for visiting advisors, then you have appreciation projects.**
	+ **OSC**
		- **Depending on which you lead, this would count as a P&P project, a DASH project, and an E&E Project.**
		- **An educational project**
		- **If you get some coverage of the event, then it’s a PR project.**
		- **This can count as leading a presentation at a TASC Middle Level Conference**
		- **Participation in the State Service Project**
		- **If you have HS/ML students from another council help, this counts as engaging in a planned activity with another high school. (NHS/NJHS is invited to help if they can use this for service hours.)**
		- **ML/HS presenters from other schools can count that as presenting at the ML Conference**
		- **If you contact an endorsed program for information and share that, then this counts as participation with an endorsed program.**
		- **This counts as coordinating/hosting a conference.**
		- **Wonderful learning experiences for your students**
	+ **Do we need to set attendance limits and close at certain levels for your campus? (Give TASC the number you can serve if you need us to close at a certain number.)**

**We have sites in the Houston area, the Dallas area, the Lubbock area, the Texarkana area, the El Paso area, and the D 17/Beaumont area.**

**We want something that serves most regions in the state. We especially need something for the Amarillo area, the Valley, San Antonio and possible the Waco or San Angelo areas in order to keep drives to no more than two hours. (We know we can’t have them everywhere.)**

**If your council can host, please email** **terry@tassp.org** **in the next four days.**

**We will be posting sites on the website and opening up registration, so please be sure you absolutely can and will host if you volunteer. TASC will send a letter of agreement.**



**AND OUR MIDDLE LEVEL STUDENTS NEED YOU.**

**THANK YOU FOR ENSURING THAT TASC CONTINUES TO PROVIDE OUTSTANDING TRAINING, ENGAGEMENT, AND RESOURCES REGARDLESS OF CHALLENGES**