**TASC Conference Coordinator Application**

**Please type/print 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. Number of years as a Student Council Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Number of TASC Annual Conferences attended by advisor: \_\_\_\_\_\_\_\_\_\_\_

**List the top 5 advisor experiences that qualify you and your school as conference coordinator**.

Event/Positions Held #Attendees Conference Dates

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Letters of Interest:** Using no more than one side of an 8 ½ x 11 typewritten page for each letter, please have each of the following individuals explain why you want to host a TASC Annual Conference: your student representative and the student council advisor. Submit these two letters with this application.

**C. Letters of Support:** Must be attached, with an indication of how each would be able to assist/support you as your school hosts the conference:

1. Superintendent
2. Principal
3. Two current TASC member schools

The Advisor, principal and student must initial each item below and submit with the application for Conference Coordinator. Initialing, you agree to the duties of being selected as TASC Conference Coordinator School.

Advisor \_\_\_\_\_\_\_ We understand, if selected, both advisor and student representative must

Principal \_\_\_\_\_\_ attend the TASC State Steering Committee in June.

Student \_\_\_\_\_\_\_

Advisor \_\_\_\_\_\_\_ We understand, if selected, both advisor and student representative

Principal \_\_\_\_\_\_ must attend the TASC July/August Board Meeting.

Student \_\_\_\_\_\_\_

Advisor \_\_\_\_\_\_\_ We understand, if selected, both advisor and student representative must

Principal \_\_\_\_\_\_ attend the TASC November Board Meeting.

Student \_\_\_\_\_\_\_

Advisor \_\_\_\_\_\_\_ We understand, if selected, both advisor and student representative must

Principal \_\_\_\_\_\_ attend the TASC Annual Conference in April.

Student \_\_\_\_\_\_\_

Advisor \_\_\_\_\_\_\_ We understand, if selected, both advisor and student representative will be

Principal \_\_\_\_\_\_ expected to attend a TASC Summer Leadership Workshop.

Student \_\_\_\_\_\_\_

Advisor \_\_\_\_\_\_\_ We understand, if selected, both advisor and student representative will be

Principal \_\_\_\_\_\_ expected to attend a TASC Advanced Leadership Workshop.

Student \_\_\_\_\_\_\_

Advisor \_\_\_\_\_\_\_ We understand, if selected, both advisor and student representative will be

Principal \_\_\_\_\_\_ responsible for some expenses related to optional travel (i.e. travel to NASC

Student \_\_\_\_\_\_\_ Conference).

Advisor \_\_\_\_\_\_\_ We understand, if selected, both advisor and student representative will be

Principal \_\_\_\_\_\_ encouraged to attend an out of state Conference. (TASC will pay

Student \_\_\_\_\_\_\_ registration, pre-trip activities and hotel for student representative.)

Advisor \_\_\_\_\_\_\_ We understand, if selected, our school will be responsible for presenting

Principal \_\_\_\_\_\_ Table Talks and/or information at the Advisor’s Workshop, the Middle

Student \_\_\_\_\_\_\_ Level Annual Conference, and the HS Annual Conference.

Advisor \_\_\_\_\_\_\_ We have read and understand the specific responsibilities of the Conference

Principal \_\_\_\_\_\_ Coordinator including the financial and creative responsibility of creating

Student \_\_\_\_\_\_\_ a conference for the students and advisors of TASC.

Advisor \_\_\_\_\_\_\_ If selected, we agree to serve the full term of our office and to meet all of

Principal \_\_\_\_\_\_ our financial obligations for the conference and for the Board of Directors.

Student \_\_\_\_\_\_\_

Advisor\_\_\_\_\_\_\_\_ We understand that the TASC Board of Directors has built the budget

Principal \_\_\_\_\_\_ to provide $20,000 to the Conference Coordinator School to pay for costs

Student \_\_\_\_\_\_ directly related to the costs of the conference. That will not be paid until the conference has been concluded and receipts have been submitted. The money shall first be allocated for costs directly related to production and site expenses.

Principal’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please note that the school applies for the office. One student representative and one advisor are named by the school per office to sit on the Board. At the written request of the school, those representatives may be changed at any time.

**We, the undersigned, have read and accept the attached duties and responsibilities of the TASC Conference Coordinator School and understand the vast commitments by the school and personally in hosting a TASC Conference.**

**Superintendent or Superintendent Representative:**

Please Type/Print Name Signature Date

**Principal:**

Please Type/Print Name Signature Date

**Student Council Advisor**

Please Type/Print Name Signature Date

**Student Representative:**

Please Type/Print Name Signature Date