**2022 FALL LEADERSHIP CONFERENCE (FLC)**

This annual event is a one-day, drive-in Saturday conference held in November. The date is Saturday, November 19, 2022. The average attendance for the FLC has been between 500-700 students and advisors. The event is from 8:00 a.m. (one hour of on-site check-in) until 4:00 p.m. MASC staff needs to be in the building no later than 7:15 a.m. if at all possible.

***Facilities:***

The host facility needs to have available classrooms to accommodate 24 to 30 small group sessions, a cafeteria that will seat from 300 - 500 (we can do a split MS/HS lunch time), and a room with a stage and screen that will seat a large group for the general sessions (auditorium preferred). The host facility can be a high school or a middle school (middle schools would require an auditorium or gymnasium with AV capabilities). It is also requested that the general session area have AV equipment (microphones, LCD projector, etc.). MASC will also need to know the technology equipment that may be available in the classrooms used for workshops. An advisor hospitality area and a central location near the cafeteria is also needed during lunch for our vendor to sell MASC merchandise.

***Conference Planning:***

The MASC Fall Leadership conference planning committee meets in the summer or in September after the bid has been accepted and then as needed (usually one or two times) throughout the fall. The planning committee includes the MASC officers, the MASC executive director(s), student leaders from the host school/region and the school/regional advisor(s). The first meeting, if possible, is done in person and the follow up meetings can be done via conference calls. The committee is responsible for incorporating the MASC yearly theme into the conference decorations, determining the maximum number of delegates, and discussing the agenda and responsibilities.

***Basic responsibilities of the Host Organization:***

• Before Conference Day: duplication of some papers for advisors not comfortable with QR codes and getting information on their phones/personal devices. (MASC will send to host electronically)

• Conference Day:

• facilities, host staff, host advisor (school advisor must be present to supervise school host staff), food, advisor hospitality, signage, decorations, host staff tee shirts *(see executive director for parameters)*, conference folders for advisors, miscellaneous supplies (pen/pencils), securing a nurse, preparing a map of the school, soliciting donations, entertainment (if used during registration/lunch), and clean up.

• provide between 8- 10 students for on-site check-in (only needed in the morning) in an area away from the cafeteria.

• Submitting a final conference report, including receipts and invoices in a timely manner (within one month after the event)

***Basic responsibilities of MASC:***

• The MASC Registrar will conduct the registration process, and handle all registration materials, financial management, and data management. MASC is also responsible for preparing items for conference booklet (will be sent to host electronically), planning all workshops and programs, selecting student workshop presenters, and planning and executing the training day.

All registration fees are to be kept in a separate account maintained by MASC in conjunction with the hosts and all expenses (including training) are to be paid from that account. MASC will need receipts and invoices for host expenses. If there is a surplus after all expenses have been covered, the surplus is split evenly between the host organization and MASC. The host is responsible for submitting a final conference report, including expenses, indicating the payee and address for mailing a reimbursement check.

***Conference Bid:***

Schools/regions interested in hosting the Fall Leadership Conference may submit a bid proposal to MASC starting with the May 2022, Executive Board Meeting. The bid should include the following:

• Proposed facility (include building layout, facility use, and cooperation of the staff)

• Budget – include anticipated expenses based on preliminary information about costs of facility, food, nurse, entertainment/recreation, advisor hospitality, host staff tee shirts (refer to parameters), and supplies. Budget format will be forwarded upon request (we have previous budgets from which to work)

• Projected cost per delegate, not to exceed $30.

• Letter of support from the principal of the host school.

*For more information or to express interest in submitting a bid,*

*contact* *Nicete.Moodie@mdstudentcouncils.org* *or* *Karen.Crawford@mdstudentcouncils.org*