

Bid Protocol to Host the Provincial Student Leadership Conference- QSLC

If you are planning to put in a bid to host the Provincial Conference at your school, here is a list of things we would like you to keep in mind.

Deadline to submit a bid in writing is the END of DECEMBER preceding the year of the conference.

The association requires that the prospective host school send a formal letter of intent to the President of the association. This letter must include the essential conference information such as the proposed dates, the idea behind the theme as well as the number of delegates and advisors that the host school can accommodate.

Please note that 300 paying delegates is the minimum required, and the maximum is no more than 600.

This letter must come from the Principal of the HOST school.

This letter should state that the HOST school is ready to accept the responsibility of hosting the conference and understands the specific requirements:

Responsibilities of the Host School

- a) *Providing a 2 and a half day quality conference in a suitable, clean and safe school environment which includes a large cafeteria and a large space (gym or auditorium)*
- b) *The conference should have a well developed theme pertinent to youth issues*
- c) *The conference should have a student program and an advisor program which include keynote speakers each day, small group skill building sessions and workshops. Cultural events and entertainment are also recommended in the program.*
- d) *The proposed , well balanced budget for the conference should be sent to the QASAA President at least 6 months in advance.*
- e) *The registration package for the conference should be approved by the QASAA executive at the spring meeting preceding the conference.*

Requirements:

- a) *When planning the conference, the organizers should refer the the **QASAA conference handbook** which can be easily obtained upon request.*
- b) *Three hundred or more paying delegates (students and advisors)*
- c) *Billeting of all student delegates who live outside the area by host families screened by the school board's criteria*
- d) *A three year commitment to the association is recommended:
The year prior to the conference, joining the executive to prepare the conference.
The year of the conference , attending executive meetings and reporting progress to the executive.
The year after the conference, sitting on the executive to help along the next host school.*