

CSF/CJSF

Guidelines

for

Hosting

A

Successful

Conference

(Revised March, 2010)

These guidelines have been established by several CSF/CJSF vice-presidents who have held very successful conferences. Please follow as many of the suggestions possible and show off your school's programs. This will insure a conference that supports California Scholarship Federation and California Junior Scholarship Federation's awards ceremonies and a successful day.

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PRIOR TO CONFERENCE

1. Arrange a date for your conference:

Agree to host a conference at your school site on the date designated for your region, usually one year ahead of time. Be sure to get the support of your CSF members, and the approval of your site administration, and have the date placed on your school's calendar. As you plan your conference, your regional VP will communicate with you to give help or guidance.

2. Apply for CSF/CJSF conference grant; other potential funding:

To alleviate some expenses with hosting a conference, the State Board will grant your chapter a maximum of **\$500, payable in two installments**. Documentation is required for the issuance of this grant money. (See information and instructions attached.) With the inclusion of your registration fees and donations from the community, you may be able to use this conference as a fundraising activity.

3. Registration fee:

The registration fee is usually \$20; your regional VP should approve the amount of your conference registration fee. The CSF/CJSF will reimburse the chapter for each board member in attendance at the rate of half the registration fee. The host school absorbs the expense of the Seymour finalists' registration fees. The Huhn nominees are each expected to pay the registration fee usually through their school registration.

4. Create student committees:

Create student committees to plan each aspect of your conference and give them specific duties and deadlines. Committees may include, but are not limited to, registration, workshops, mixers, entertainment, speakers, competitions, food, decorations, program, publicity, door prizes, favors or goodie bags, etc. (See additional details in this packet.) Meet weekly with chairpersons to check on progress, probably more often near the end.

5. Choose a theme:

With your CSF chapter, you may wish to choose a theme for your conference and discuss ways to carry it out through decorations. An optional idea is to order T-shirts from Balfour (www.csfbalfour.com/adviser) for the students of the host school CSF/CJSF group to help guests know whom to ask for help.

6. Solicit community help:

Using student committees solicit your community and parent service clubs for help with meals, supervision, set-up/clean-up, door prizes, goodie bags.

7. Plan icebreakers/mixers/fun:

An important ingredient of a successful conference is that the attendees have fun and get to know CSF students from other schools. Student committees plan icebreakers/mixers and fun activities for the attendees to engage in.

8. Hotel accommodations:

Assist your regional VP in arranging for hotel rooms for CSF/CJSF Board personnel, as well as for conference attendees from out of town. Make sure your registration materials indicate how to access the hotel. Look for hotel rooms under \$100 whenever possible and hotels that have elevators.

9. Reserve rooms at your conference site:

Reserve rooms appropriate for the workshops, the general session, the meals, and the Seymour Committee interviews.

10. Send promotional postcards in December:

Your registration committee should design a promotional post card to go out to schools **in December**. The CSF/CJSF Central Office will provide two sets of mailing labels for the CSF and CJSF chapters in your region. Your postcard should include enough information about your conference theme and planned activities as to pique interest in attendance. (Refer to page 22)

11. Send registration materials eight weeks before conference:

Your registration committee should send registration materials out to schools **at least eight weeks** before your conference via first class mail. (See pages 23-27 for samples of registration forms and flyers) Make sure to establish a registration deadline and a cancellation deadline. Include hotel information, conference directions, and details about the conference activities.

12. Reserve tables, chairs; make signs and decorations

Have the appropriate committees reserve needed tables, chairs, flags, sound systems, AV equipment, well ahead of time. Have the decoration committee make necessary signs and decorations.

13. Arrange for student Seal bearer to serve on the Seymour Committee:

Arrange for a student CSF Seal bearer to sit on the Seymour interviewing committee. The Seal bearer who serves on this committee must not have a current Seymour finalist from his/her own school. So if your school has a Seymour finalist, this Seal bearer should be from a school that doesn't have a finalist, perhaps from a neighboring school.

14. Prepare for check-in on day of conference.

Prepare materials for check in on the day of the conference. Assign duties as appropriate for student and adult hosts. Use check-in forms pages 6 and 7.

CSF/CJSF REGIONAL CONFERENCE INFORMATION & INSTRUCTIONS

The CSF/CJSF Board of Directors thanks you and your chapter for volunteering to host your region's spring conference.

To alleviate some expenses with hosting a conference, the State Board will grant your chapter a maximum of **\$500 payable in two installments**. Since the State Board is accountable for all CSF/CJSF monies dispersed, there must be documentation for the issuance of the grant money.

To receive the entire \$500 grant, two forms must be completed:

- 1) ***Regional Conference Grant Request*** **\$300**
- 2) ***Regional Conference Accounting Report*** **\$200**

The attached ***Regional Conference Grant Request*** must be completed and submitted to your regional Vice-President. Upon his/her approval, your chapter will receive a \$300 check. This should help defray some initial expenses; such as, printing fliers and postage.

The remaining \$200 of the grant will be awarded after your chapter has hosted the conference.

The attached ***Regional Conference Accounting Report*** (with accompanying receipts or explanations) must be submitted to your regional Vice-President within two weeks after the conference date. Upon his/her approval, your chapter will receive the remaining \$200 of the grant money. An incomplete report could delay the issuance of the check.

In planning and hosting a conference, accurate recordkeeping is important. There must be documentation of registration monies received as well as the names of the schools attending your conference. Expenditures need to be substantiated with copies of receipts or explanations. Accurate recordkeeping will facilitate the completion of the ***Conference Accounting Report***.

If you should have any concerns regarding the funding procedure, please do not hesitate to contact your regional vice-president or the CSF Central Office (800) 437-3347, or csfcjsf@socal.rr.com

CSF / CJSF REGIONAL CONFERENCE — GRANT REQUEST

Region _____ **Regional Vice President** _____

HOST SCHOOL(S)

Name _____ Chapter Number _____
Address _____
City, Zip _____
Principal's Name _____

ADVISER(S)

Name(s) _____
E-Mail (or) contact Phone _____

CONFERENCE DATE _____ **Time** _____

CONFERENCE SITE (if different than host school address) _____

Student Chairperson(s) (if applicable) _____

Number of chapters to be invited to the conference _____
(Contact CSF Central Office for mailing labels)

Estimated attendance _____

Estimated Registration Fee \$ _____

Estimated Expenses (do not include donated items)

Mailings / Postage _____
Printing _____
Telephone _____
Food _____
 Continental Breakfast _____
 Snack (if applicable) _____
 Lunch _____
Supplies _____
Speaker/s Fee _____
Entertainment _____
Raffle Prizes _____
Other _____ (please explain)

Total Estimated Expenses \$ _____

=====

Vice-President's approval _____ Date _____

Paid by Treasurer _____ Date _____

Grant first payment _____ Check Number _____

ON THE DAY OF THE CONFERENCE

1. Important directions for visitors:

Have signs, balloons, etc., in place early, indicating to visitors where they should park and where to check in for the CSF/CJSF conference.

2. Check-in sites/ breakfast tables:

Set up the registration area at least 30 to 60 minutes ahead of time, as there will be early arrivals. Have sufficient table space and personnel to staff the check-in sites. Have separate check-in stations for the Seymour finalists and Huhn nominees, for the CSF/CJSF State Board members, and for the other conference attendees. Hand out **registration packets**, including programs, meal tickets, goodie bags (optional), and door prize tickets. Have the materials in alphabetical order.

See forms that have sample of check-in samples. Reserve a separate breakfast table each for the Seymour finalists and for the Huhn nominees so that they can become acquainted with one another and so that CSF/CJSF board personnel can contact them before the general assembly.

3. Meet and Greet:

Make your guests feel welcome. Have sufficient table space and personnel to staff the check-in sites. Have separate check-in stations for Seymour finalists/ Huhn nominees, CSF/CJSF Board personnel, and registered guests. Distribute a program for the day, including a map. (Details for program included within.)

4. Opening/ closing sessions:

For the opening session you will need a podium, microphone, and ten chairs (and a flag, if you wish to begin with the Pledge of Allegiance). For the closing session you might need more chairs for the Huhn nominees. The CJSF VP will inform you about the number of Huhn nominees. (More detailed information within.)

5. Be available:

The adviser and other CSF leaders should be available throughout the day to see that events are happening on schedule, to answer questions, and to solve any problems. The advisor should try to attend the workshop for CSF advisers, if possible. Answer questions. Give any needed instructions, for instance, where your guests should go to get their breakfast.

CSF/CJSF Board Members Check-in and Sign -in

President
President-Elect
Past President
Public Relations
CSF Registrar
CJSF Registrar
CSF VP North
CSF VP South
CSF VP South Central
CSF VP Central Coast
CSF VP Central
CJSF VP North
CJSF VP South
CJSF VP South Central
CJSF VP Central Coast
CJSF VP Central
CSF/CJSF Historian/Legislation Chair
Secretary
Treasurer
Seymour Committee Member North
Seymour Committee Member South
Seymour Committee Member South Central
Seymour Committee Member Central Coast
Seymour Committee Member Central
Other

REGISTRATION COMMITTEE

Design a **promotional postcard** to go out to schools **in December** (a postcard is less expensive to mail than a flyer.) The CSF/CJSF Central Office will provide two sets of mailing labels for the CSF and CJSF chapters in your region. Your postcard should include enough information about your conference theme and planned activities as to pique interest in attendance.

Form and send informational packets and registration materials out to schools at least **eight weeks before the conference date**, using first class mail. Make sure to establish a registration deadline, as well as a cancellation deadline, a date after which schools cannot receive a refund if they cancel. Include hotel information, a map to your conference, and more details about your conference activities. If there is a CSF/CJSF group rate given by the hotel(s), give the deadline for reservations at that rate. Checks for registration fees should be made out to CSF at your high school, not to the adviser.

As registrations come in, keep track of the registration fees received and the numbers that will be attending your conference.

Make sure to reserve tables and registration area six to eight weeks early with maintenance department.

Make signs for directions to registration area one week beforehand.

WORKSHOP COMMITTEE

This is one of the most important committees because you will provide the major information and activities for the day. Have students plan 45 minutes long workshops that showcase your school or community. Your CSF chapter may first choose a theme, around which you may wish to organize most of your workshops and speakers.

Some workshops are required at of each conference:

- CSF Advisers workshop, held at a separate time from the CJSF Advisers workshop
- CJSF Advisers workshop
- Marian Huhn nominees workshop (must be scheduled at a different time than the CJSF Advisers workshop)
- Successful CSF/CJSF Chapter Activities Workshop

Some workshops are optional, such as

Success with the SAT, Getting Financial Aid, Applying for College, Seymour and Huhn Application Processes, Being Successful in High School (or College)

Brainstorm with the committee for other great workshop ideas that will carry out your theme and make your conference unique:

- Use local people who have interesting businesses, hobbies, or talents:
- Artists of many kinds, historians, native people—customs, art, or history
- Orienteering, Glass blowing, juggling, folk dancing or belly dancing or others
- Scrapbooking, making something, such as cookies, piñatas, masks, baskets
- Decorating T-shirts, playing games, such as ping pong, obstacle courses, cake- walk and many other possibilities
- Use school faculty and staff, students, or alumni with interesting hobbies or talents, either to lead a workshop or as an inspirational speaker
- Use a variety of activities, such as fun, international, vocational, educational

Reserve presenters and rooms

At least two months in advance (three months is best)

Reserve rooms needed at this time also; reserve needed equipment

Finalize presentation list

Contact presenters one month before conference to confirm time and date.

Complete information on presenters and confirm topics for 45-50 minute sessions.

Meet with them once before conference.

Meet with presenters on the day

Meet the presenters the morning of the conference.

Give them food and drink before starting.

Show them to their rooms.

Find out if there is a need for special items.

Have student runners in each room to provide assistance, if needed.

PROGRAM COMMITTEE

Gather all the information for the program from each committee

- Agenda for the conference, including times and places for events
- Information or drawings designed for your conference theme
- Workshop titles, presenters, topics, sites, times
- Map of school, indicating rooms to be used, where meals will be served, and restrooms
- List of Seymour finalists, their schools and advisers
- List of Huhn nominees, their schools and advisers
- List of donors and helpers to be thanked
- List of CSF/CJSF State Board members

Contact the Central Office (1-800- 437-3347) or your regional VP to get Seymour finalists names, Huhn candidates, and current Board member names' that will need to be listed in the brochure or program for the day.

Work out a schedule that fits everything in, including the workshops, without time conflicts. Most schools have two-three time slots for workshops in the morning, with the entertainment and closing assembly in the afternoon. Some schools have one of their workshop time slots in the afternoon. Keep in mind that you may want to run some workshops more than once to allow more guests to attend them.

Print draft of program in an attractive, legible format, usually as a small booklet.

Have program carefully proofread and edited by your adviser and chairperson.

Print enough copies for attendees at least one-two days ahead of conference.

FOOD COMMITTEE

Plan breakfast and lunch (and an optional snack)

Design a meal ticket to keep track of number of meals. Give these out at registration in the registration packets. Collect tickets before each meal.

Plan menus for meals at least two months in advance. You may wish to tie your menu in with your theme, if possible.

For breakfast, continental is best (easiest): doughnuts, rolls, fruit, milk, juices, coffee, etc. For lunch, hamburgers, Mexican food, pizza, sandwiches with salad, chips, and drinks are often served, but you may get more creative if you wish. Sometimes a dessert is included, such as cookies or ice cream.

Snacks are optional, perhaps handed out before or after the closing assembly.

If conference meals are to be catered, make arrangements two months in advance.

If the conference is held at a local hotel, plan meals with their catering staff.

Sometimes your school's cafeteria staff may cater your meals.

Where your food should come from

You can purchase food from your cafeteria, Costco, Sam's Club, etc.
Local stores may donate food.

How much food to order

Consider the number of people registered for the conference plus Seymour finalists and State Board members who will attend.

Also count the number of CSF helpers, parent volunteers, and presenters you will want to feed that day.

How to keep it simple and efficient

Use your local CSF and CJSF members to help.

Use parent volunteers.

Create a breakfast and lunch distribution plan; usually a buffet lay-out is used, but some items, such as pizza or hamburgers, due to a limited supply should be placed on plates by servers to guarantee that there is enough food for all attendees.

Have the meals ready 10-15 minutes early.

Sub-committees may be useful

Purchasing

Breakfast crew

Lunch set-up and cooking crew

Clean-up crew

ENTERTAINMENT COMMITTEE

Brainstorm entertainment possibilities (complete plan two months ahead of conference):

School groups:

Band
Drum Circle
Dance Troup
Choir
Theater presentation
Quiz Bowl or other fun competition
Video featuring your school
Talent show featuring your students

Community Groups:

Band
Choir
Dance Troup
Theater presentation
Cultural groups

CSF/CJSF members could decide on the conference theme and workshops.

Need to allow for one-hour period just after lunch (normally 1:00-2:00 P.M.)

Some schools have also planned musical entertainment during breakfast or lunch, such as a jazz ensemble or choral group.

Have groups sign a contract for that date and time.

Performance group on day of conference

Have afternoon entertainment group get ready during lunch time.
Remind group of time limit, then stick to it.

Prepare a back-up plan

Always have a back-up plan:

- Games—any kind
- Local student band
- Group competition

PUBLICITY COMMITTEE

Notify the public about this great event you are planning. Get positive publicity for your CSF club and your school.

Place an announcement in the school bulletin or over the intercom. In the announcement, thank teachers who have volunteered to lead workshops or perform or speak at the conference.

Make posters for the halls at school.

Notify the local newspaper, or write an article about the conference for them.

Invite the local newspaper to attend the event and write an article about it. Include credit for teachers, staff, or community members who took a leadership role in your conference.

****Arrange to have a photographer (perhaps a volunteer parent) who can take digital photos of your conference to be shown on the CSF/CJSF website.**

DECORATIONS COMMITTEE

Decorations for meal area

Consider simple decorations for the table that carry out your theme. Posters, flags, or memorabilia on the wall that carry out your theme are attractive. Posters with the names of Seymour finalists, Huhn nominees, and their schools help honor these outstanding students.

Welcome signs

Signs and/or balloons announcing your CSF Conference are effectively placed at the entrance to your school or on your registration tables or on the podium or stage for the general sessions.

Costumes or T-shirts can be part of your decorations

DOOR PRIZE COMMITTEE

How it works

Raffle tickets are issued to all conference attendees in the packet they receive at registration. At the end of the closing session, your committee selects a door prize and the winning ticket until all the prizes are given away. This event creates excitement and fun for the attendees and often prevents them from leaving the conference early.

How to acquire door prizes

- Solicit donations from
 - Local businesses—products or gift certificates
 - Local Native American casino
 - Local teams—team hats, etc.
 - Local famous sites or museums
 - CSF members and their families
 - Your high school booster club
 - Local service clubs
- Use club funds or donations to purchase them
- Often Balfour, the company that produces CSF/CJSF awards, will donate some T-shirts or sweatshirts

MIXERS/ ICEBREAKERS COMMITTEE

Mixers or icebreakers are essential to a successful conference and they should be planned into your conference day.

Use your creativity for ideas, or use successful ideas you've seen at other leadership conferences

When and where do they happen?

Some schools insert them into workshops where students from different schools mix as they do the fun activity, such as dance, bake, do "building trust" activities, compete as teams in a brain challenge, or create something like cookies or piñatas, etc.

Some schools set them up to happen throughout the day, such as having a questionnaire to be answered by a new friend, and the filled-out questionnaire required to be turned in at the end of the day to receive the conference favor or souvenir.

Some schools ask that students sit with someone from a different school at lunch in order to make new friends.

SEYMOUR AND HUHN AWARDS

Obtain information about both Seymour finalists and Huhn nominees from the CSF/CJSF Central Office:

Obtain their names, school name, and name(s) of adviser(s). Print this information in the program.

It is also suggested that the decoration committee make a poster listing the names and schools of the Seymour finalists and Huhn nominees in order to honor them.

A separate breakfast table should be reserved for each, the Seymour finalists and the Huhn nominees, to gather together at breakfast.

The Seymour and Huhn Committee Chairpersons will meet with the honorees before the Conference begins.

The Huhn nominees will gather for activities in a separate workshop designed for them, at a different time than the CJSF Advisers' workshop. The Huhn nominees are introduced at the afternoon assembly. The Huhn Chairperson will keep you informed about the number of chairs that will be needed to seat them on stage.

Seymour Committee Requirements:

- Reserve a quiet room away from the main conference rooms where the Seymour interviews can be held (a library or large conference room with adjacent restrooms works well). This room should accommodate 16 people comfortably for the entire day (from 9:30 A.M.-2:00 P.M.). Tables and chairs with backrests work best. Avoid student desks.
- Complete the room layout the night before. A long, wide rectangular or oval table works best, where five finalists can sit on each side facing one another, with the Seymour committee sitting three on each end. Or a u-shaped formation could work.
- Have water, optional drinks, and snacks available in the room.
- Have lunch delivered to the room. It is good if the room also has other, smaller tables available so that the finalists and Seymour Committee members can sit together in small, separate groups during lunch.
- Have a student liaison within calling distance should a need arise.
- Appoint someone to show the Seymour Committee Chairperson these facilities before the opening assembly.
- For the opening assembly, have a special section of seating set aside in the front row for the Seymour finalists.
- The Seymour finalists are introduced during the opening assembly. Have ten chairs on stage next to the podium for seating of the finalists.

**Charles Seymour Finalists Check-in List
(High School students)**

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

**Marian Huhn Nominees Check-in
(Middle School Students)**

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

SPEAKERS FOR OPENING AND CLOSING SESSIONS

For the morning session (at most an hour long):

- Have adequate chairs for speakers and Seymour finalists near podium.)
- Flag salute
- Welcome speeches
- School superintendent (optional)
- School principal (optional, but nice to have at least one of these)
- Host school conference chairperson
- CSF/CJSF State President
- Seymour Committee Member (who introduces Seymour finalists 20-25 minutes)
- Keynote/Special Speaker – Inspirational, local famous person, successful graduate or former Seymour finalist or winner
- Host School Adviser's address
- Welcome
 - Program changes, directions, restroom facilities

For the afternoon session (after the entertainment or speaker, about 2:10-3:00):

- Quiz Bowl contest
- Huhn Award Presenter and introduction of Huhn nominees
- Seymour Award Presenter and Seymour finalists
- Door prizes awarded

Closing remarks

- Regional VP announces location for next year's spring conference
- Regional VP gives thank you plaque to host school (adviser and all CSF helpers should come on stage)

CSF / CJSF REGIONAL CONFERENCE — ACCOUNTING REPORT

(Please submit within two weeks after conference date)

Region _____ **Conference Date** _____

Hosting School(s) _____

Adviser(s) _____

Number of schools attended _____ Number of schools sent invitations _____

List (on back) by CSF & CJSF schools who attended with number of attendees per schools

Registration Fee _____

INCOME

School Registrations

Number of attendees _____ @ _____ = \$ _____

Seymour Finalists _____ @ _____ = \$ _____

Student Interviewer Registration (if applicable) \$ _____

CSF/CJSF State Board

Number attending _____ @ _____ = \$ _____

CSF/CJSF State Board Grant: *first payment* \$ _____

anticipated second payment \$ _____ **

Donations (if applicable) \$ _____

Less any refunds (_____)

TOTAL INCOME \$ _____

EXPENSES: ATTACH PHOTOCOPIES or EXPLANATIONS FOR ALL EXPENSES

Mailings / Postage _____

Printing _____

Telephone _____

Food _____

Supplies _____

Speaker(s) _____

Entertainment _____

Raffle Prizes _____

Others (explain) _____

TOTAL EXPENSES \$ _____

PROFIT or (LOSS) \$ _____

=====

Vice-President's Approval _____ Date _____

Paid by Treasurer _____ Date _____

** Grant Final Payment _____ 20 _____ Check Number _____

AFTER THE CONFERENCE

1. Write thank you notes:

Have the officers send thank you notes to presenters, workshop leaders, and those who made donations in kind or service.

2. File the accounting report with CSF/CJSF:

File the second attached form-the accounting report-with your regional VP within 30 days after your conference. The VP will forward it to the CSF/CJSF treasurer so that your CSF/CJSF club will receive the second installment of your grant money.

3. Celebrate a job well done!

4. Thank all the students and staff that have helped make the day a great success!