

Indiana Association of Student Councils
Elementary Division

Saturday Leadership Workshop



Host
Application & Expectation



Indiana Association of Student Councils
Elementary Division

**Saturday Leadership Workshop
Host Application**

Fall Saturday Workshops will be held in October/November;
Spring Saturday Workshops will be held in February/March

Application suggested deadline is June 1st of the previous school year for Fall Workshops.

Application suggested deadline is October 31st for Spring Workshops.

School Name _____ District _____

School Address _____

City, State Zip _____

School Phone # _____ School Fax # _____

Adviser Email _____ @ _____

Responsibilities of Host School/Council

1. Make building/facility use arrangements
2. Coordinate the program with IASC Officials
3. If possible, involve your High School student leaders in the delivery of the workshop.
4. Make lunch arrangements for conference delegates. You may dedicate up to \$5.00 per delegates

Following are the dates that workshops may be scheduled. Since the IASC wants to provide workshops that are as convenient as possible for elementary schools, our effort will be to host workshops throughout the State of Indiana. Ideally, we will host only one workshop in any geographical IASC District. Additional workshops will only be scheduled if the IASC deems that to be necessary. Ideally, host locations will have a minimum of 5 schools attending its workshop.

Please mark the date(s) you may want to host. If there is more than one appropriate date, please rank by preference with #1 being your first choice and so on. Should more than one school in any geographic area wish to host, the IASC will determine which school will host using the strength of this application.

What dates are you able to host? Please put them in preference order with #1 being your first choice.

#1) _____ #2) _____ #3) _____

Where do you plan to host the Leadership Workshop? _____

Why do you want to host a Saturday Leadership Workshop?

What other groups do you plan to use to make your Workshop successful?

Please list 10 nearby elementary schools that *you* will invite to attend this workshop. IASC Membership is not required. Student council membership is not required. All student leaders are welcome!

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Hosting an IASC Elementary Leadership Workshop is an excellent way for you to further develop the leadership skills of your student leaders. How will you incorporate your student leaders into the Workshop planning and program?

An IASC Saturday Workshop must have a plan for attending teachers/advisers. This will include a separate area for them. A “special” luncheon is preferred. How will your workshop honor/recognize attending teachers for the important service they are doing?

Other things you want the IASC to consider in reviewing this application.

Name of Council President (please print)

Signature of Council President

Name of Council Adviser (please print)

Signature of Council Adviser

Name of School Administrator (please print)

Signature of Administrator

Date Submitted

<p><i>You may USPS mail ,FAX or email your completed application to Indiana Association of Student Councils Rob Zeider, Executive Director 7511 S 550 E Star City, IN 46985 FAX 574-595-3318 Email - rob.zeider@iasc.us</i></p>
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Indiana Association of Student Councils, Inc
Elementary Division

Saturday Leadership Workshop Overview

Purpose

- Foster leadership development and training of elementary students and their teachers throughout the State of Indiana
- Establish a network of student leaders and teachers throughout the State of Indiana
- Promote and encourage participation in IASC sponsored activities

The lifeblood of the IASC is the strength and quality of programming at the local and district level. We have the responsibility of providing the highest quality programming. IASC Elementary Division Saturday Leadership Workshops are an educationally enriching activity for student leaders. Since the focus of the Workshop is leadership learning, quality presenters and speakers will be sought out and utilized.

The framework for the Workshop is as follows:

- Saturday in mid-September/ October; Saturday February/mid-March
- 9AM - 2 PM with registration from 8:30 - 9:00
- Registration fee will be \$12.50. A teacher's registration fee will be complimentary with each 10 paid student registrations.

The basic program components of an IASC Elementary Division Saturday Leadership Workshop are below. Items marked with * are required; other items are recommended.

- *Group mixers and get acquainted activities
- *Experiential leadership learning activities using the IASC Leadership Standards as our guide - Communication, Organization, Citizenship/Service Learning/Character, Goal Setting, Group Process, Decision Making, Self Awareness, Diversity, Conflict Resolution & Business Skills Learning will happen in large and small group settings.
- *Promotion of IASC sponsored events & awards (Adviser of the Year, Administrator of the Year, Rookie Adviser of the Year, Honor Council, Outstanding Service Award, Young Indiana Heroes Award, Help Hungry Kids Program, Support of our State Charity - Riley Hospital for Children, IASC State Project ("What if..." , and more)
- Keynote speaker(s) - School may seek out a local person to speak to the delegates on leadership.

Responsibilities of the IASC

- Develop the workshop curriculum to be delivered at the Workshop
- Publicize the workshop to elementary schools in the geographical area of the host school.
- Receive and process all registrations
- Provide all necessary materials for registration and workshop learning.
- Provide minimally 2 IASC officials to facilitate delivery of the workshop
- Provide HS Division Executive Committee members to facilitate delivery of the workshop.
- Communicate with the Host School Adviser regarding the details and delivery of the workshop.
- Train high school leaders secured by the host school in the delivery of the workshop
- Reimburse Host School for lunch/snack expenses. Up to \$5.00 per delegate will be available.
- Presentation of a certificate to the host school as a thank you for your support of the IASC through the hosting and delivery of the Workshop.

Responsibilities of the Host School Student Council Adviser & Members

- Secure the necessary spaces needed for the workshop.
 - One large group space with the capacity of 150 or so.
 - Learning spaces (classrooms) for the small group sessions. The number of spaces needed will be determined by the number of registrants. (1 room for each 15+ registrants)
 - Room for adviser learning and hospitality.
 - Cafeteria (or similar) space for lunch
- Choose a theme for your workshop.
- Create a backdrop using your chosen theme for pictures of registered schools delegates.
- Involve your school leaders in the development and delivery of your workshop.
 - Student leaders to serve as greeters on the morning of your workshop.
 - Student leaders to serve along side high school leaders in the delivery of icebreakers & energizers.
 - Student leaders to welcome; make introduction, as needed, throughout the day; take pictures; and thank delegates at the end of the day.
- Secure high school leaders from your high school to facilitate small group sessions
- Invite those schools you indicated on your application to your workshop.
- Decorate your school to coordinate with theme
- If desired, arrange for a local speaker to deliver his/her message to the delegates

A Timeline

Prior to May 15th of the previous school year....

- Complete your school application to host

June 1st

- Notification by the IASC of designated host schools

August

- Provide the IASC detail of your progress in hosting. This detail will include rooms we may be using, bus/vehicle parking arrangements, entry door number.
- Determine your theme and how you may want to decorate to enhance your workshop. You'll want to use your theme to create a backdrop for pictures during the workshop.
- Involve your student leaders in the planning of your workshop.
- Determine if you want to secure a local person to serve as a motivational speaker. This part of the program will be allowed 10 - 15 minutes of the workshop's agenda.
- Notify your student leaders and their parents of their workshop expectations.
 - Attendance at the workshop
 - Lunch & snacks for the adviser room
 - Responsibilities your student leaders will need to make happen during the workshop
- Work with your school administration making sure all the necessary local details are in order (rooms secured; additional building personnel secured, etc.)
- Make preliminary arrangements for the delegates' lunch. Lunch may be secured from outside the school or from the school cafeteria. It may include pizza, Subway or similar and will include a drink. Please remember you may commit no more than \$5.00 for each registrant's lunch.
- Meet with your student leaders to make specific assignments of who is doing what at the

workshop.

- Don't forget to seek help from staff, students and parents.
- Be sure to notify your local news media of your hosting. Put a blurb in your school newsletter

Two weeks before....

- Don't forget to get your student leaders registered.
- Meet with your student leaders to go over the specific expectations of them.
- Have your student leaders practice the varying responsibilities each will have at the workshop.
 - how to greet visitors to your school
 - proper manners to be displayed
 - making necessary introductions
- Finalize the lunch and snacks your student leaders and their parents will be providing the advisers the day of the workshop. Send a reminder to those volunteers.
- Keep your principals and secretaries updated regarding your plans. They may need to field calls or emails regarding your workshop.
- Secure several tables for registration on the day of the workshop.

One week before...

- With registration complete, secure the number of delegates from the IASC
- Finalize the delegates' lunch arrangements.

3 days before....

- Coordinate with the IASC Executive Director to make certain that late registrants are included.
- Finalize numbers with your lunch provider.

Day and night before....

- Put up your decorations, set up tables, assemble the backdrop to be used for pictures.
- Put up signage outside of rooms being used identifying what's to happen inside.

Day of workshop....

- Student leaders need to be at school a minimum of 45 minutes before registration begins at 8:30 AM. This will include any high school students who are helping with workshops, etc.
- Organize parent volunteers.
- Do a final walk-through making sure all of the earlier setup and decorations are still in place.
- Clean-up.

Following the workshop...

- **CELEBRATE a successful Workshop!**