TASC Board Orientation Handbook 2021-22

TASC Structure and Guidelines

Contents

[TASC ACTIVITIES AND MATERIALS 2020-2021 3](#_Toc78036244)

[ASSOCIATION LEADERSHIP 5](#_Toc78036245)

[TASC BOARD OF DIRECTORS 6](#_Toc78036246)

[2021-2022 TASC STATE OFFICER DATES / DUTIES 9](#_Toc78036247)

[DUTIES OF PRESIDENT STUDENT AND SCHOOL 12](#_Toc78036248)

[DUTIES OF VICE PRESIDENT STUDENT & SCHOOL 13](#_Toc78036249)

[DUTIES OF SECRETARY STUDENT & SCHOOL 15](#_Toc78036250)

[DUTIES OF PARLIAMENTARIAN STUDENT & SCHOOL 16](#_Toc78036251)

[DUTIES OF PAST PRESIDENT SCHOOL ADVISOR 17](#_Toc78036252)

[TASC HIGH SCHOOL ANNUAL CONFERENCE: CONFERENCE COORDINATOR SCHOOL 18](#_Toc78036253)

[TASC MIDDLE LEVEL STATE ANNUAL CONFERENCE: DUTIES OF CONFERENCE COORDINATOR SCHOOL 21](#_Toc78036254)

[DISTRICT PRESIDENTS 2021-2022 23](#_Toc78036255)

[DISTRICT COORDINATORS 2021-2022 24](#_Toc78036256)

[TASC / TASSP STAFF 25](#_Toc78036257)

[TASC ADMINISTRATION 26](#_Toc78036258)

[TASC BOARD OF DIRECTORS POLICIES 27](#_Toc78036259)

[DISTRICT ORGANIZATION 29](#_Toc78036260)

[TASC DISTRICT MAP 30](#_Toc78036261)

[TASC DISTRICT PRESIDENT ROLE 31](#_Toc78036262)

[TASC DISTRICT COORDINATOR ROLE 32](#_Toc78036263)

[TASC DISTRICT FINANCES / INSURANCE 33](#_Toc78036264)

[GUIDELINES FOR BEST PRACTICES OF A TASC DISTRICT 34](#_Toc78036265)

[STATE PROJECT / ENDORSEMENTS / PARTNERSHIPS / SPONSORSHIPS 36](#_Toc78036266)

[TASC SCHOOL AWARDS & RECOGNITION PROGRAMS 37](#_Toc78036267)

[TASC INDIVIDUAL AWARDS & RECOGNITION PROGRAMS 38](#_Toc78036268)

[TASC INDIVIDUAL AWARDS HISTORY 39](#_Toc78036269)

[TASC CONSTITUTION 42](#_Toc78036270)

[MINIMUM STANDARDS FOR THE OPERATION OF A STUDENT COUNCIL 43](#_Toc78036271)

[CONFERENCE/WORKSHOP POLICIES 47](#_Toc78036272)

[POLICIES RELATED TO SUMMER LEADERSHIP WORKSHOPS 49](#_Toc78036273)

[TASC SUMMER LEADERSHIP WORKSHOP GOALS & PURPOSES 51](#_Toc78036274)

[SUMMER LEADERSHIP WORKSHOP: DIRECTOR JOB DESCRIPTION 53](#_Toc78036275)

[SUMMER LEADERSHIP WORKSHOP: CONSULTANT JOB DESCRIPTION 55](#_Toc78036276)

[SUMMER LEADERSHIP WORKSHOPS: JUNIOR COUNSELOR (JC) JOB DESCRIPTION 56](#_Toc78036277)

[TASC SUMMER LEADERSHIP WORKSHOP: STAFF SALARY 57](#_Toc78036278)

[DIRECTOR’S BUDGET FOR FOUR NIGHT WORKSHOPS 60](#_Toc78036279)

[STUDENT PARTICIPANT COMMITMENT FORM 61](#_Toc78036280)

[ADVISOR RESPONSIBILITIES 63](#_Toc78036281)

[DISCLOSURE OF PRIOR CRIMINAL CONVICTIONS 64](#_Toc78036282)

[WORKSHOP SAFETY PLAN FOR TASC SUMMER LEADERSHIP WORKSHOPS 66](#_Toc78036283)

[COLLECTION OF RECORDS AND DATA FROM STAFF AND OUTSIDE AGENCIES 73](#_Toc78036284)

[WORKSHOP SITE INFORMATION FORM 74](#_Toc78036285)

[GENERAL WORKSHOP SAFETY PRACTICES 75](#_Toc78036286)

[WORKSHOP INCIDENT REPORT FORM 76](#_Toc78036287)

[TASC ABUSE AND MOLESTATION POLICY 78](#_Toc78036288)

[POLICIES RELATED TO THE HIGH SCHOOL ANNUAL CONFERENCE 82](#_Toc78036289)

[ON-SITE TASC OFFICER SCHOOL ELECTION: CAMPAIGN RULES AND REGULATIONS 83](#_Toc78036290)

[TENTATIVE CAMPAIGN SCHEDULE OF EVENTS FOR CANDIDATE SCHOOLS 97](#_Toc78036291)

[CAMPAIGN VIOLATION COMPLAINT FORM 99](#_Toc78036292)

[APPEAL OF DISQUALIFICATION FROM THE TASC STATE BOARD ELECTION 100](#_Toc78036293)

[APPEAL OF DISQUALIFICATION FROM THE TASC STATE BOARD ELECTION 100](#_Toc78036294)

[VIRTUAL TASC OFFICER SCHOOL ELECTION: CAMPAIGN RULES AND REGULATIONS 102](#_Toc78036295)

[POLICIES RELATED TO ADVANCED LEADERSHIP WORKSHOPS 109](#_Toc78036296)

[POLICIES RELATED TO THE MIDDLE LEVEL STATE ANNUAL CONFERENCE 110](#_Toc78036297)

[POLICIES RELATED TO SUMMER NATIONAL AND/OR OUT OF STATE CONFERENCES 111](#_Toc78036298)

[TEXAS DELEGATION TO A SUMMER OUT OF STATE CONFERENCE 112](#_Toc78036299)

[TASC PRIVACY POLICY 113](#_Toc78036300)

[CONFLICT OF INTEREST POLICY AND DISCLOSURE FORM 116](#_Toc78036301)

[DOCUMENT RETENTION AND DESTRUCTION POLICY 117](#_Toc78036302)

[WHISTLEBLOWER POLICY 118](#_Toc78036303)

TASC Board Orientation Handbook 2021-22

# TASC Activities and Materials 2020-2021

**State Activities**

* Annual Conference (high school)
* Annual Conference (middle level)
* Six High School Summer Leadership Workshops (four night)
* Two Middle School Summer Leadership Workshops (four-night & open to NJHS)
* One Middle Level One Day Leadership Workshop (open to NJHS)
* Advisors’ Workshop (open to NHS/NJHS)
* Two Advanced Leadership Workshops
* Annual State Strategic Steering Committee Retreat
* Directors and Consultants Training/Update
* Three Regularly Scheduled TASC Board Meetings
* Student Leadership Course Curriculum Academy (yearly as needed)

**Recognition Programs**

* Outstanding Student Council Recognition Program
* Sweepstakes Recognition Program
* Top Ten Project Recognition Program
* Top Ten Video Recognition Program
* Eddie G. Bull Advisor of the Year Recognition
* Service/Retirement Recognition
* Texas Star Award
* Pat Kirschner Award Program
* Student Scholarships
* Student Junior Counselor Positions
* Warren E. Shull Advisor of the Year Nomination
* Earl Reum/Workshop Director of the Year Nomination
* TASSP Council Scholarships (high school)
* TASC Council Scholarship (middle level)

**National Activities**

* Sponsor TASC State Officer Delegation to out of state conference
* Participates in the RSVP Program
* Cooperates with Commissioner of Education in selecting Senate Youth representative
* Sends ten Workshop Directors and/or Consultants to NCSA
* State Director participates in NASSCED
* Participation in Southern Association of Student Councils
* Participation in the Region 6 Vision Conference

**Publications**

* Advisor Resources (annually on website)
* E-Newsletters Monthly during School Year
* Summer Workshop Manual/Planner
* Board of Directors Orientation Handbook
* Campaign Rules and Regulations
* Three + mailers per year
* Student Leadership Course Curriculum (sponsored by TASSP)
* Student Leadership Course Curriculum Supplement
* Website
* Yearly Planner
* State Strategic Steering Committee Manual (electronic)

TASC Board Orientation Handbook 2021-22

# ASSOCIATION LEADERSHIP

TASC is governed by a Board of Directors and managed by a full-time staff in Austin, Texas.

The State Board of Directors is the policy making body of the organization. The Board of Directors consists of: elected officer schools (advisor and student); the advisor of the immediate past president school; the advisor and student representative of the high school conference coordinator school, three elected high school advisors; two elected middle level school advisors; and three members of the Texas Association of Secondary School Principals, the director of the Texas Association of Student Councils, and the Executive Director of the Texas Association of Secondary School Principals.

**ELECTION TO THE TASC BOARD OF DIRECTORS**

* Elections for the TASC Board of Directors are held at the Middle Level Annual Conference and at the High School Annual Conference. Positions are filled as terms expire or as members move off the board for other reasons. Elected members to the Board serve three-year terms.
* In order to file for an open TASC Board of Directors position, individuals must submit an application, a letter of intent, and a student council vita which should reflect local, district, state, and national participation in student council to the Director of the Texas Association of Student Councils.  Additional volunteer and professional information may be included as well. Deadlines for filing will be posted by TASC.
* Should a position become open at a time other than the expiration of a term, the TASC Board may fill that position.
* Board members will attend three formal board meetings: in July, in conjunction with the Middle Level Annual Conference, and in conjunction with the High School Annual Conference. Additional meetings may be called. Members may be asked to volunteer at TASC events, to prepare materials for consideration by the Board, to serve on Board committees, and to fulfill other duties.
* Members are required to attend all Board of Directors Meetings and to be in attendance at and participate in state functions such as Advisors Workshop, Annual Conferences, Summer Workshops, and the State Steering Committee Meeting.
* Transportation, meals, and lodging for called Board meetings will be paid by TASC if the Board member would not already be traveling to the meeting with students. If the Board member is attending the meeting with students in a capacity related to his/her duties as an advisor, then transportation, food, and lodging will not be paid.
* Deadlines to file are listed on the Event Planner under the Advisor Tab on the TASC website.
* Board meetings are listed on the Event Planner under the Advisor Tab on the TASC website.

TASC Board Orientation Handbook 2021-22

# TASC Board of Directors

PRESIDENT: Student: Mason Stapleton | Advisor: Tammy MClure

Byron Nelson High School

2775 Bobcat Blvd, Trophy Club, TX 76262

936-276-3000

mason.stapleton@student.nisdtx.org

tmcclure@nisdtx.org

VICE-PRESIDENT: Student: Alondra Romero | Advisor: Ana Player

Montwood High School

12000 Montwood Dr, El Paso, TX 79936

915-937-2400

aaromero02@student.sisd.net

aplayer@sisd.net

SECRETARY: Student: Morgan Sanford | Advisor: Natalie Johnson

Kingwood Park High School

4015 Woodland Hills Dr, Kingwood, TX 77339

281-641-6600

sanfordmorgan03@outlook.com

njohnson@humbleisd.net

PARLIAMENTARIAN: Student: Kaitlyn Marsh | Advisor: Chrystal Woodard

Northwest High School

2301 Texan Dr, Justin, TX 76247

817-215-0214

kaitlyn.marsh@icloud.com

cwoodard@nisdtx.org

CONFERENCE COORDINATOR: Student: Andrews Hanes | Advisor: Kenna Cavnar

Mansfield Legacy High School

1263 N Main Street, Mansfield, TX 76063

682-314-0600

andrew.j.hanes10@gmail.com

kennacavnar@misdmail.org

PAST PRESIDENT ADVISOR: Laurie Zuehlke

Montgomery High School

22825 Hwy 105 West, Montgomery, TX 77356

936-276-3000

laurie.zuehkle@misd.org

TASC Board Orientation Handbook 2021-22

**ELECTED ADVISORS:**

Antoinette Hernandez (2022)

Incarnate Word Academy

609 Crawford, Houston, TX 77002

713-227-3637

anhernandez@incarnateword.com

Lianna Gantz (2023)

Central High School

9450 Ray White Rd, Fort Worth, TX 76244

817-744-2000

lianna.gantz@kellerisd.net

Kelly Akins (2024)

Eastlake High School

13000 Emerald Pass Ave, El Paso, TX 79928

915-937-3651

kakins@sisd.net

Jaime Burke Hicks (2021)

UT Tyler Univ. Acad. Middle/High School

3201 North Eastman Rd, Longview, TX 75605

903-663-8219

jaime.burke7@gmail.com

Shannon Reynolds (2022)

McCall Elementary

400 Scenic Trail, Willow Park, TX 76087

817-441-4500

sreynolds@aledoisd.org

**TASSP MEMBERS:**

Demetric Wells, Principal

El Campo High School

600 West Norris, El Campo, TX 77437

979-543-6341

dwells@ecisd.org

Wayne Morren Principal

Floydada Collegiate High School

215 N. White, Floydada, TX 79235

806-407-6242

wmorren@floydadaisd.esc17.net

Nika Davis, Principal

Boswell High School

5805 W Bailey Boswell Rd, Fort Worth, TX 76179

817-237-3314

ndavis@ems-isd.net

**TASC DIRECTOR**

Terry Hamm

1833 South IH 35, Austin, TX 78741

512-443-2100 ext. 8517

terry@tassp.org

**TASSP/TASC EXECUTIVE DIRECTOR**

Archie E. McAfee

1833 South IH 35, Austin, TX 78741

512-443-2100 ext. 8503

amcafee@tassp.org

TASC Board Orientation Handbook 2021-22

# 2021-2022 TASC State Officer Dates / Duties

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE(S)** | **LOCATION** | **WHO** | **TASK/EVENT** | **NOTES** |
| May 10 | N/A | All - Recommended | Register for NSC Conference | TASC will reimburse student officers for registration. |
| May 10 | N/A | All- required | Be registered for Steering Committee Retreat | TASC covers travel and expenses of the retreat |
| May 21 | N/A | Students Optional | Submit SLWS JC applications | Officers do not have to complete advisor eval and recommendations. |
| May 21 | N/A | President-required | Send speech for TASSP to Terry | About three minutes in length (TBD May not be delivered at TASSP Summer Workshop) |
| May 24 | N/A | All- required | Be engaged in some duties of office | Take care of social media, monitor assignments, respond to needs, etc. Full engagement follows board orientation. |
| June 1 | N/A | President- required | Send 5 X 7 Head shot of President to Terry | For framing for TASSP office |
| June 1 | N/A | Conf. Coor.- required | Send theme concept to Terry | Idea to be shared at retreat |
| June 1 | N/A | All- required | Consider proposal for State Service Project (President School Student will coordinate this.) | Idea(s) to be shared at retreat. |
| June/July | N/A | Conf. Coor.- required | Conference Planning with Production Company | Coordinate with TASC Director |
| June 1 | N/A | All- required | Email digital picture of student and advisor to Terry (TASC dress code jpeg.) | For website |
| June 12-16 | New Braunfels | All- required | TASC State Steering Committee Retreat | Start time 1:00 pm on the 12th |
| July 10 | N/A | All- required | Email officer (adult and student) bios and blurb for TASC newsletter to Terry |  |
| July | Austin | All- required | Board Committee Work | Dates and times to be set |
| Aug 1 | Austin | All-required | Board of Directors Meeting | Virtual |
| August/October TBD | TBD | Conf. Coor.- required | Conference Planning meeting with Production Company | Coordinate with TASC Director |
| August 17 | N/A | Pres. Student- required | Send TASC office district greetings and speech | For possible invitation to district conferences. If other officers visit, they should use a version of same speech |
| September 19-20 | San Marcos | All Advisors- required | Ensure updates/information are presented at Advisors Conference | Must submit presentation application/Table Share is good idea. Deadline is Aug. 28 |
| October (TBD) | Arlington | Conf. Coor.- required | Irving Pre-Con Site Visit | Coordinate with TASC Director |
| October 15 | N/A | All-required | Take care of committee member recruitment. Submit list of committee members. | Do it now! This can slip up on you.  Members should not have been on a conference committee the previous year. Committee members should be from diverse parts of the state. Those working at the conference may not nominate or second a school for office. |
| October 15 (approx.) | N/A | Students-optional | Senate Youth Applications Due | Watch for announced deadline |
| October 22 | N/A | All-required | Deadline for hotel reservations for ML Conference | Terry will make board reservations. Advisors make room reservations if bringing additional students for presentation or assistance. I will want board reservations prior to this. |
| October 22 - 24 | Arlington, Tennessee | Any interested-optional | Attend SASC Conference | Optional at your own expense |
| November 11 | Embassy Suites San Marcos | All-required | Arrive for 6:00 pm dinner and evening board work session |  |
| Nov. 12 | Embassy Suites San Marcos | All-required | Board of Directors Meeting  Business dress | Advisors make all arrangements-Conf reg not required for HS |
| Nov. 12 - 13 | Embassy Suites San Marcos | All-required | ML State Conference  Advisors all meet with Past President to review duties for HS Annual Conference and make plans. Determine dress for Annual Conference at this time. | Ensure that information/updates on state projects are presented. Must submit presentation application – deadline is Oct. 15. Other workshops will be assigned to students. |
| Nov. 12 - 13 | Embassy Suites San Marcos | All-expected | ML State Conference | Optional: available student officers serve as emcees and do breakouts. Hotel is covered for students for additional day. |
| Nov. 12 – 13 | Embassy Suites San Marcos | All | Need picture for holiday card.  Need good photo of all five officers together for Annual Conference Program |  |
| December 1 | N/A | Students Optional | JC Applications due for Advanced | State officers are not required to submit recommendations and advisor eval. |
| December 10 | N/A | All-required | If you have a committee that evaluates scholarships, Top Ten Projects/Videos, etc., those committees must be solidified by December 10. | Ensure that information is submitted on correct forms. Schools may not have served on a conference committee the previous year, can only be on one committee, and cannot nominate/second officer candidates, & must come from diverse parts of the state |
| Jan. 22-24 | Lakeview | All-optional  Expected to attend either Lakeview or Mo | Advanced Leadership Workshop  If students were not summer workshop JC’s, they may be paired with a student who was a JC. | Optional: Student officers may serve as JC. Must submit application (no recommendation required) |
| Feb. 11-13 | Mo Ranch | All-optional  Expected to attend either Lakeview or Mo | Advanced Leadership Workshop  Officers not a summer workshop JC may be paired with a student who was a JC | Optional: Student officers may serve as JC. Send in application (no recommendation required) |
| March 10 | N/A | All-required | Deadline to submit Table Talk Proposals for Annual Conference. All need to submit | Submit two please from your school |
| March 10 | N/A | President-required | Send Terry copy of speech for annual conference | We will work on this together. Send no later than March 10. |
| Mid-March | N/A | All-required | Submit new picture for program if you want a different one (student & advisor together) | I would also like a good picture of all officers together. |
| Mid-March | N/A | All-required | Submit head shot of advisors | If we intro board with photos at AC |
| Early April | N/A | All-required | All need to proof program, & students read through script. Students submit script changes if needed. | This proofing/checking is important. You often will have little notice and short turnaround. |
| April 9 - 12 | Irving | All-required | High School Annual Conference  Emcee dress: suits for guys and dress clothes for girls in TASC dress code (unless something else arranged because of theme) | Student officers must arrive by noon April 9. Some committees require earlier arrival.  Registration required for HS for conference. ML Advisor not required to register self. TASC covers room for ML Advisor for board meeting. |

TASC Board Orientation Handbook 2021-22

# Duties of president student and school

In conjunction with the advisor, the President **student** shall:

1. Preside at meetings of the TASC Board of Directors. Student should be well versed in parliamentary procedure and skilled in public speaking. (Board meetings are held in July or August, at the Middle Level Annual Conference, and at the High School Annual Conference.)
2. Be available, subject to approval of your principal, to accept invitations from District organizations to speak at Fall and Spring District Conferences. TASC pays 1/2 of expenses, the inviting district the other half. Two presentations should be developed: first, a short 5-minute "greeting” and second, a 15-20 minute major address. To be included in these is information about TASC. A copy of these speeches must be filed with the State Office by September 1.
3. Attend TASC State Steering Committee Retreat (held in June or July). TASC will cover expenses.
4. Attend a TASC Summer Leadership Workshop.
5. Serve as junior counselor at an Advanced Leadership Workshop (optional).
6. Represent TASC at the National Conference in June. TASC covers registration, pre-trip, and hotel of student president. Meals are covered at the convention.
7. Serve as emcee during general sessions of the Middle Level Conference and present (with other state officers).
8. Serve at the TASC Annual Conference in the following capacities.
9. Preside at all General Sessions of the Annual Conference.
10. Preside over (if necessary) Annual Conference Committees and communicate with chairperson of each regarding duties and procedures.
11. Write and give a keynote address at the Opening General Session of the Annual Conference. Speech should be no more than three pages double spaced and must be submitted to the state office six weeks before the conference.
12. Attend the TASSP Conference in June and address the principals.
13. Spearhead development of state project.
14. Spearhead state membership campaign in conjunction with an elected board member.
15. Perform other duties as required.

Under the direction of the advisor, the President **school** shall:

1. Organize and facilitate “Table Talk Session” room at the Annual Conference.
2. Conduct training for Table Talk presenters at the Annual Conference
3. Assist in ballot distribution if needed
4. Make copies of run-off ballots if needed at the Annual Conference if needed
5. Organize ushers for general sessions at the Annual Conference in conjunction with elected advisors
6. Organize the TASC Welcome Booth at the Annual Conference.
7. Maintain a notebook outlining activities for the year to be given to the next year’s president school.
8. Provide a presentation at the Advisors Conference, the Middle Level Annual Conference, and the High School Annual Conference.
9. Ensure select state project report forms information/updates are provided at Advisors Conference, Middle Level Annual Conference, and High School Annual Conference.
10. Chair a state membership campaign.
11. Perform other duties as required.

TASC Board Orientation Handbook 2021-22

# DUTIES OF VICE PRESIDENT STUDENT & SCHOOL

In conjunction with the advisor, the Vice President **student** shall:

1. Attend the meetings of the TASC Board of Directors. Student should be well versed in parliamentary procedure and skilled in public speaking. Board meetings are held in July, at the Middle Level Annual Conference, and at the High School Annual Conference.
2. Attend TASC State Steering Committee Retreat (held in June or July). TASC will cover expenses
3. Attend a TASC Summer Leadership Workshop.
4. Serve as junior counselor at an Advanced Leadership Workshop (optional).
5. Represent TASC at the National Conference in June. TASC covers registration, pre-trip, and hotel of student vice-president. Meals are covered at the Conference.
6. Serve as emcee during general sessions at the TASC High School and Middle Level Conference. Present at ML Conference.
7. Execute the duties of the president in case of the latter’s absence.
8. Attend a Summer Leadership Workshop, Middle Level Annual Conference, and High School Annual Conference.
9. Perform other duties as required.

Under the direction of the advisor, the Vice President **school** shall:

1. Serve as Chairman of Credentials Committee (advisor and one student from four schools) formed by October 1.
2. Recruit schools to serve on committee (State office will send you information about this process). Members of the committee shall be an advisor and student from various schools across the state. Committee members may not serve on an Annual Conference Committee two years in a row. Members of the Credentials Committee may not run for office; in addition, they may not nominate or second the nomination for any candidate. Members should be from diverse regions of the state.
3. Supervise set up of candidate booths.
4. Check campaign materials for accordance with campaign rules. (advisor and one student)
5. Sit in on skit rehearsal and monitor campaign skits. (advisor and one student)
6. Escort schools backstage during skit rehearsals and during the political rally. (all students)
7. Set up Table Talk room with Parliamentarian School at Annual Conference.
8. Post run-off rules, ***regulations, and candidates*** on Convention Center doors as well as distribute information regarding run-offs via other available means.
9. See that all signs, etc. are taken down and deposited in trashcans following the political rally. (all students)
10. Monitor campaign activities, be the contact for those campaigning for office, maintain a list of candidate schools, and advise those campaigning as to their skits, expenditures, and campaign activities.
11. Maintain a record regarding activities for the year to be given to next year’s vice-president school.
12. Provide a presentation at the Advisors Conference, the Middle Level Annual Conference, and the High School Annual Conference.
13. Ensure select state project update/information is provided at Advisors Workshop, Middle Level Annual Conference, and High School Annual Conference.
14. Review and update campaign rules as needed with approval of the board.
15. Perform other duties are required.

Holding the office of Vice-President means all information received regarding campaigns is confidential (shared only with TASC Director).

TASC Board Orientation Handbook 2021-22

# DUTIES OF SECRETARY STUDENT & SCHOOL

In conjunction with the advisor, the Secretary **student** shall:

1. Attend meetings of the TASC Board of Directors. Student should be well versed in parliamentary procedure and skilled in public speaking. Secretary student is responsible for taking minutes during each meeting and should submit minutes to TASC within one week after meeting. Board meetings are held in July/August, at the Middle Level Annual Conference, and at the High School Annual Conference.
2. Attend TASC State Steering Committee Retreat (held in June or July). TASC will cover expenses.
3. Attend a Summer Leadership Workshop.
4. Serve as junior counselor at an Advanced Leadership Workshop (optional).
5. Represent TASC at the National Conference in June. TASC covers registration, pre-trip, and hotel of student secretary. Meals are covered at the conference.
6. Serve as an emcee at the Annual Conference.
7. Serve as the social media chair (i.e. Twitter, Facebook, videos, etc.).
8. Perform other duties as required.

Under the direction of the advisor, the Secretary **school** shall:

1. Serve as Chairman of the Tabulating Committee (advisor and one student from four schools) formed by October 1.
2. Recruit schools to serve on Balloting Verification Committee by October 1. Members of the committee shall be an advisor and a student from various schools across the state. Committee members may not serve on an Annual Conference Committee two years in a row. Members of the Tabulating Committee may not run for office; in addition, they may not nominate or second the nomination for any candidate. Members should be from diverse regions of the state.
3. Recruit schools to serve on the Top Video Selection Committee by October. 1. Members should be from diverse regions of the state.
4. Provide a written report to the TASC Director giving the results of the election immediately following tallying of votes.
5. Manage balloting at the Annual Conference.
6. Maintain a record regarding all activities performed to be given to the next year’s secretary school.
7. Emcee and present at the Middle Level Conference and Emcee at the High School Conference.
8. Provide a presentation at the Advisors Workshop, the Middle Level Annual Conference, and the High School Annual Conference.
9. Ensure Top Video report form information/updates is provided at Advisors, Middle Level Annual Conference, and High School Annual Conference.
10. Review and update criteria for Top Videos with the approval of the Board as needed.
11. Select the Top Videos according to published criteria. Entries will be sent to you by TASC and final results should be sent to TASC.
12. Perform **other duties as required**.

TASC Board Orientation Handbook 2021-22

# DUTIES OF PARLIAMENTARIAN STUDENT & SCHOOL

In conjunction with the advisor, the Parliamentarian **student** shall:

1. Attend meetings of the TASC Board of Directors. Student should be well versed in parliamentary procedure and skilled in public speaking. Board meetings are held in July/August at the Middle Level Annual Conference, and at the High School Annual Conference.
2. Attend TASC State Steering Committee Retreat (held in June or July). TASC will cover expenses.
3. Attend a TASC Summer Leadership Workshop.
4. Serve as junior counselor at an Advanced Leadership Workshop (optional).
5. Represent TASC at the National Conference in June. TASC covers registration, pre-trip, and hotel of student parliamentarian. Meals are covered at the conference.
6. Serve as an emcee and present at the Middle Level Conference and emcee at the High School Annual Conference.
7. Act as final authority on questions of parliamentary procedure.
8. Ensure TASC constitution is reviewed annually.
9. Perform other duties as required.

Under the direction of the advisor, the Parliamentarian **school** shall:

1. Serve as timekeeper at the following annual conference events:
   1. Skit rehearsal
   2. Political rally
   3. Practice of two minutes candidate speeches
   4. Delivery of two minutes candidate speeches
   5. Meet the Candidates Session
2. Serve as Chairman of Meet the Candidates Session Committee (advisor and one student for each office) formed by October 1.
3. Recruit schools to serve on Meet the Candidates Committee. Members of the committee shall be an advisor and a student from various schools across the state. Committee members may not serve on an Annual Conference Committee two years in a row. Members of the Meet the Candidates Session Committee may not run for office; in addition, they may not nominate or second the nomination for any candidate.
4. Select the Top Ten/Five Projects according to published criteria. Entries will be sent to you by TASC, and final results should be sent to TASC.
5. Review criteria for selection of Top Projects annually and updated as needed with Board approval.
6. Provide a presentation at the Advisors Conference, the Middle Level Annual Conference, and the High School Annual Conference.
7. Set up Table Talk room at Annual Conference with Vice-president school.
8. Maintain a record outlining all activities to be given to the next parliamentarian school.
9. Ensure select state report form updates/information is presented at Advisors Workshop, Middle Level State Conference, and High School Annual Conference.
10. Perform other duties as required.

TASC Board Orientation Handbook 2021-22

# DUTIES OF PAST PRESIDENT SCHOOL ADVISOR

1. The advisor of the Past President School shall attend TASC Board Meetings and act as a mentor and resource for current officer schools.
2. The advisor of the Past President School shall provide a presentation for the Advisors Workshop, ML Conference, and the HS Annual Conference.
3. The advisor of the Past President School shall recruit members for and serve as chairman of the Scholarship Committee to include the TASC Student Scholarships and the TASSP Scholarships.
4. The advisor of the Past President School shall attend the annual *State Steering Committee Retreat* and assist in planning of the retreat.
5. The advisor of the Past President School shall conduct the JC meeting regarding songs at the annual conference.
6. The advisor of the Past President School shall assist the President School with the state membership campaign.
7. The advisor of the Past President School shall work with the TASC Director in development and review of TASC Strategic Plan.
8. The advisor of the Past President School shall maintain a record outlining all activities and pass that on to next year’s past president advisor.
9. The advisor of the Past President School shall perform other duties as required.

TASC Board Orientation Handbook 2021-22

# TASC High School Annual Conference: CONFERENCE COORDINATOR SCHOOL

**EXPECTATIONS AND DUTIES**

The main responsibility of the Conference Coordinator School (CCS) for the TASC Annual Conference is to showcase its entire school and student council while carrying out a chosen theme throughout the conference. The conference theme (which may also be the state theme) will be decided by the TASC Board of Directors, and then the CCS will collaborate with a TASC funded professional production company (PC) and TASC to create the most effective way to communicate the theme throughout the Conference.

One student and the council advisor serve as members of the TASC Board of Directors, which meets three times each year in July/August, November, and at the Annual Conference. Expenses for one advisor and one student are paid for the Board Meetings. The CCS student representative should be able to be an assist as an emcee at the Annual Conference and possibly the ML Conference. The student and the council advisor should also attend the TASC leadership retreat in June with housing paid for by TASC. TASC will pay for registration to an out of state conference for the CCS student. Travel and meals to and from the conference are the responsibility of the student or school.

**CONFERENCE SESSION PRODUCTION**

* TASC funds all basic elements for the general sessions (stage, lights, sound). However, theme specific stage design/set/rigging is not included in the basic contract. The CCS may provide/design its own stage elements or work with and rent elements from PC or other sources. Theme specific stage set & design is an additional CCS expense. TASC will pay only for the amount of the original contract with the production company. The CCS is responsible for the cost of a Fire Marshall if one is required.
* The CCS should arrange for meeting between PC and key players at school. This is to be hosted at the school, and it is the responsibility of the CCS to provide lodging for the show producer for this meeting. Ideally this would occur in August, to allow adequate time for implementation of ideas. The first visit of the PC, regardless of date, is the responsibility of the CCS.
* CCS will meet all agreed upon deadlines between the CCS and PC. This includes video and song submission, as well as other information necessary for PC to create the script and look and feel of the show.
* CCS will work with PC to plan and implement a conference opening. This opening is not to exceed 10 minutes. The opening should showcase talent from the CCS, while expressing the message of the conference theme. The PC will be heavily involved in helping to ensure the CCS vision is communicated most effectively for the audience size and make-up. The TASC director should be kept apprised and be able to approve, along with the PC, videos, content of production numbers, etc.
* CCS will provide delivery of welcome, pledges to flags, invocation and national anthem during the Opening Session.
* The CCS (entire team) should be at conference site to begin load in and rehearsal the morning (8 a.m.) of the day before the conference start date. (Coordinate this with PC and TASC Director.)
* CCS will provide an 8-10 person stage crew for the PC for the duration of the conference. Details are to be established with PC.
* CCS will provide additional entertainment for general sessions as well as a closing number. Time limits and entertainment will be approved by PC.
* The TASC director in conjunction with the PC should be aware of and approve all conference entertainment and decorations including set design, costumes, and media.
* Should there be a need for the PC to move into the venue a day early, the expense is incurred by the CCS.

**WORK WITH TASC**

* TASC will arrange for a convention center site visit (usually in October) if needed. TASC will arrange for CCS rooms and attempt to secure complimentary or reduced rate sleeping rooms. Expenses will be the responsibility of the CCS.
* The CCS is responsible for working with the TASC office to create a design for the conference t-shirt and conference logo. This can be original student artwork or acquired from a professional design company. The shirt design should reflect the theme and the way the CCS school will present the theme. Design options should be sent to TASC no later than September 30. Camera-ready artwork is preferred. Preferred date is by the summer board meeting. The design will be approved by the TASC director.
* Advisor is responsible for all communication with school officials concerning duties and responsibilities at the conference. This includes collecting necessary information from the CCS school district for the program.
* The CCS will work with the other officer schools in determining a state project.

**ADVISOR HOSPITALITY**

* TASC will provide beverages (coffee, tea/lemonade, water) for advisors attending the conference in a predetermined hospitality area. Any other items (food, gifts, door prizes, etc.) are the responsibility of the CCS.
* Hospitality area food items must be ordered through the Convention Center food services. It is the responsibility of the CCS to make these arrangements with the assistance of TASC. TASC will pay the bill upfront and then charge out the CCS items at the end of the conference.

**CONFERENCE REGISTRATION**

* CCS will develop and assemble registration packets for student and adult delegates. TASC provides folders, programs and name badges. CCS provides all other items including the actual bags and anything else wanted in the bags (pens, paper, coupons, resources, goodies, etc.)
* CCS will create 4 - 8 (varies) registration booths that will be set up in the Grand Hall at the Convention Center. CCS student/adults will also man these tables during conference registration hours. At the end of conference registration, CCS may need to move these booths for use in ballot distribution.
* CCS is responsible for organizing t-shirts by school and having an adult (or two) available to help distribute conference t-shirts to advisors on site unless the t-shirt company does this. Assistance may still be needed.
* The CCS must register an official voting delegation for the conference (1 advisor + 5 students). The CCS does not need to register additional students or adults attending the conference. Additional conference t-shirts may be purchased at cost from TASC; sizes must be provided by the registration deadline. Additional Six Flags tickets for CCS students and chaperones (not including the official delegation) must be purchased from TASC (at cost).

**OTHER CONFERENCE NOTES**

* CCS should determine number of rooms to reserve for the school at the hotel of its choice by November.
* CCS will make arrangements/payment for any additional exhibit hall interactive games/activities/inflatable attractions, pipe and drape, etc. for student delegates.
* CCS will provide award winning school photo backdrop or other photo backdrop. This may be generic or conference theme related. (Coordinate placement of backdrop with TASC staff to allow space for bookstore, etc.)
* CCS will provide small group session facilitators for workshops portion of conference (# needed depends on # of sessions).
* CCS will provide and install decorations for the conference that enhance the theme.
* CCS will provide students as needed to assist in set-up of multi-media, etc. for concurrent sessions.
* CCS will make and hang signs as needed for conference activities.
* CCS will provide chaperones for the host school students and adults to supervise activities of the host school students during the conference.
* CCS will work with TASC staff regarding placement of tables, decorations, etc. so that the entire conference experience is enhanced.
* CCS will ensure that all materials are removed from the Convention Center at the conclusion of the conference.
* CCS will review Convention Center guidelines for hanging signs, etc. ensure guidelines are met.
* CCS will communicate lyrics of songs used, videos, etc. to TASC Director and to Production Company well in advance of the conference.

**Reimbursement for expenses provided by TASC:**

* In 2015 $5.00 was added to conference registration to fund up to $20,000 reimbursement to the Conference Coordinator for expenses directly related to the conference. Guidelines for this reimbursement will be developed by TASC. The CCS must submit receipts to receive reimbursement and expenditures must be directly essential for the conference (set, hotel, or meals).

*Additional duties can be added depending on the resources and interests of the CCS.*

TASC Board Orientation Handbook 2021-22

# TASC MIDDLE LEVEL STATE ANNUAL CONFERENCE: Duties of Conference Coordinator School

**2021-2022 Conference Theme: Driven to Lead**

**State Project: Roadmap to Wellness**

Plan for advisor and student representative to attend the TASC State Steering Committee Retreat generally held in June. Expenses will be covered by TASC.

Plan on attendance at the conference to include arriving early enough to provide one full day of preparation prior to the conference. (For example, if conference registration begins at noon on a Friday, your group would need to arrive Thursday in order to have prep time Thursday evening.)

Please submit 2 t-shirt designs for consideration no later than September 1 of the year of the conference.

Design and produce a stage backdrop/stage set/banner (approx. 15’ long by 5' high) for the general session to illustrate the conference theme depending on set and if needed. This may not be needed. Hotel staff will hang the backdrop in the hotel ballroom. Make sure you include eyelets on the backdrop from which to hang cord or rope. There is often a charge to hang banners. (With the advent of the Production Company, some kind of stage set is preferable to a banner. (Check with hotel and TASC before doing this. If they only use one screen in the ballroom, the backdrop may not work.)

TASC does have a smaller banner with our logo. It is approximately 8’ long and 6’ high. If you want to use it, please notify the TASC office. TASC also has a stand-alone banner.

Design and produce a display with some type of “certificate” for each award-winning school. The “certificates” must be something that can be taken with the individual school following the conference. They can be in different formats depending on the conference theme. TASC can send you award winning schools.

Develop/assemble registration bags or packets for student and adult delegates. TASC will provide conference program, name badge and name badge holders CCS: determine/provide bag, pen/pencil, any other “goodies” (which may include food coupons, amusement park discounts, rulers, note pads, etc.) (SMCVB may provide some bags.)

CCS will work with TASC to sort and distribute t-shirts. (TASC plans to use a tshirt company that will sort the shirts.)

Provide volunteers to staff the pre-registration check-in table, distribute conference materials, and distribute district ribbons to advisors. At least two adults and two students are necessary for this task. Registration officially begins at 3:30 p.m. on Friday, but we will open early, if we are ready! They are needed Saturday morning as well. Provide markers and man the table for delegates to make name badges during registration.

Provide appropriate music/music videos, countdown, etc. to be played as students come into and leave the general assemblies and during registration. Work with the Production Company (if contracted) regarding music, videos, etc. For registration, you will want at least 30 minutes of music which can be repeated during the afternoon and some speakers so you can play music in the hallway. Students in general assembly often like music they can dance to, line or Conga dance to, etc. Be very certain the lyrics are appropriate. Music videos as well as a countdown video and a conference slide show/Animoto/video for the last general session are desired as well. (If a production company is hired, work with them.) You will need to provide a speaker system for music during registration.

At least 3 student representatives to participate in the Opening General Session:

1. Provide opening/welcome remarks
2. Lead moment of silence
3. Lead in pledges to flags

At least 1 student representative to provide thanks in the Closing General Session.

Provide movie and projector for the movie room on Friday night during the dance (as an option for students not wanting to attend the dance). This may have to be rented from the hotel depending on needs for sound. (The CCS may decide to have other entertainment other than the dance and the movie.)

Consider organizing a service project at the conference.

Provide at least one chaperone and coordinate enlisting and organizing volunteer chaperones for the evening Friday. It is very important that chaperones cover all areas. Please have at least one adult who will rotate through areas to be sure all are supervised.

Provide guides to help direct students to meeting rooms during breakout sessions (on Saturday) and to move students into general sessions on time. (Advisors and parents are most helpful.)

(When necessary) Provide 8 students to assist multi-media production company set up and tear down audio/visual equipment for Concurrent Session presentation. The set up usually takes place during the lunch hour on Saturday so have an alternative lunch plan for these students.

You may be asked to provide students to help with the Closing Session awards presentation -- directing students in the ballroom if awards are presented.

Registration note: CCS must have at least one adult advisor with delegation. Additional adults may attend with the CCS without registering for the event but will not receive a conference t-shirt unless the shirt is ordered by the school. There will be a charge for additional shirts.

Ensure that all CCS materials have been picked up and removed from the event site as well as general clean up (so that we leave the hotel in good shape).

TASC will reimburse up to $1,000 to the CCS for expense incurred that are directly related to hosting the conference if expectations of the Conference Coordinator School are met. Allowable expenses include hotel, travel, meals, banner, bags, and decorations. Reimbursement does not include registration. Receipts must be provided for reimbursement.

TASC Board Orientation Handbook 2021-22

# District Presidents 2021-2022

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **District** | **First** | **Last** | **School** | **Phone** | **Email** |
| 1 | Darby | Norman | Randall HS | 806-667-2333 | [dnorman@canyonisd.net](mailto:dnorman@canyonisd.net) |
| 2 | Michaela | Holloway | Abilene HS | 325-677-1731 | [michaela.holloway@abileneisd.org](mailto:michaela.holloway@abileneisd.org) |
| 3 | Lianna | Gantz | Central HS | 817-744-2000 | [lianna.gantz@kellerisd.net](mailto:lianna.gantz@kellerisd.net) |
| 4 | Caity | Rutledge | Pine Tree HS | 903-932-0361 | [crutledge@ptisd.org](mailto:crutledge@ptisd.org) |
| 5 | Kelly | Shackelford | Plainview HS | 806-293-6500 | [kelly.shackelford@plainviewisd.org](mailto:kelly.shackelford@plainviewisd.org) |
| 6 | Brittney | Hawkins | A&M Consolidated HS | 979-764-5500 | [bhawkins@csisd.org](mailto:bhawkins@csisd.org) |
| 7 | Maggie | Hanson | Klein Cain HS | 832-375-8500 | [mhanson2@kleinisd.net](mailto:mhanson2@kleinisd.net) |
| 8 | Danielle | Sims | Seminole HS | 432-758-5873 | [dsims@seminoleisd.net](mailto:dsims@seminoleisd.net) |
| 9 | Christopher | Lopez | Del Valle HS | 915-434-3179 | [clopez4@yisd.net](mailto:clopez4@yisd.net) |
| 10 | Omar | Ozuna | Banquete HS | 361-726-1723 | [oozuna@banqueteisd.net](mailto:oozuna@banqueteisd.net) |
| 11 | Sarah | Keen | Victoria West HS | 361-788-2830 | [sarah.keen@visd.net](mailto:sarah.keen@visd.net) |
| 12 | Wendy | Presson | Wichita Falls HS | 940-642-5001 | [wpresson@wfisd.net](mailto:wpresson@wfisd.net) |
| 13 | Patty | Wangler | Mayde Creek HS | 281-237-3580 | [patriciaawangler@katyisd.org](mailto:patriciaawangler@katyisd.org) |
| 14 | Wendy | Presson | Sealy HS | 940-885-3515 | [lpacher@sealyisd.net](mailto:lpacher@sealyisd.net) |
| 15 | Jennifer | Schulze-Aguirre | Brandeis HS | 210-397-8200 | [jennifer.schulze-aguirre@nisd.net](mailto:jennifer.schulze-aguirre@nisd.net) |
| 16 | Miranda | Guajardo | PSJA Collegiate HS | 956-354-2290 | [miranda.guajardo@psjaisd.us](mailto:miranda.guajardo@psjaisd.us) |
| 17 | Kristi | West | Hardin-Jefferson HS | 409-981-6430 | [kristiwest@hjisd.net](mailto:kristiwest@hjisd.net) |
| 18 | Shalonda | Davis | Canyon HS | 830-221-2400 | [shalonda.davis@comalisd.org](mailto:shalonda.davis@comalisd.org) |
| 19 | Rita | Clawson | Ore City HS | 903-968-3300 | [clawsonr@ocisd.net](mailto:clawsonr@ocisd.net) |
| 3ML | John | Fabro | Lake Dallas MS | 940-497-4037 | [jfabro@ldisd.net](mailto:jfabro@ldisd.net) |
| 4/19ML | Jaime | Burke Hicks | UT Tyler Univ. Acad. | 903-663-8219 | [jburke-hicks@uttia.org](mailto:jburke-hicks@uttia.org) |
| 7/13ML | Terri | Cyphers | Spring Forest MS | 713-251-4600 | [Terri.cyphers@springbranchisd.com](mailto:Terri.cyphers@springbranchisd.com) |

TASC Board Orientation Handbook 2021-22

# District Coordinators 2021-2022

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **District** | **First** | **Last** | **School** | **Phone** | **Email** |
| 1 | Darby | Norman | Randall HS | 806-670-1331 | [dnorman@canyonisd.net](mailto:dnorman@canyonisd.net) |
| 2 | Peggy | Grimes | Baird HS | 325-320-3895 | [pgrimes@baird.esc14.net](mailto:pgrimes@baird.esc14.net) |
| 3 | Lianna | Gantz | Central HS | 817-744-2000 | [lianna.gantz@kellerisd.net](mailto:lianna.gantz@kellerisd.net) |
| 4 | Frednisha | Jackson | Whitehouse HS | 903-839-5551 | [jacksonf@whitehouseisd.org](mailto:jacksonf@whitehouseisd.org) |
| 5 | Bekka | Berryhill | Mackenzie MS | 806-219-4200 | [rebekka.berryhill@lubbockisd.org](mailto:rebekka.berryhill@lubbockisd.org) |
| 6 | Damaris | Nuuanu | Hillsboro HS | 254-582-4100 | [nuuanu@hillsboroisd.org](mailto:nuuanu@hillsboroisd.org) |
| 7 | Amy | Causey | Conroe HS | 936-525-9411 | [gmdavis@gmail.com](mailto:gmdavis@gmail.com) |
| 8 | Danielle | Sims | Seminole HS | 432-758-5873 | [dsims@seminoleisd.net](mailto:dsims@seminoleisd.net) |
| 9 | Kelley | Akins | Eastlake HS | 915-937-3651 | [kakins@sisd.net](mailto:kakins@sisd.net) |
| 10 | Assunta | Burnside | Branch Academy | 361-878-4780 | [assunta.burnside@ccisd.us](mailto:assunta.burnside@ccisd.us) |
| 11 | Kalynn | Bressler | Yoakum HS | 361-293-3442 | [kbressler@yoakumisd.net](mailto:kbressler@yoakumisd.net) |
| 12 | Wendy | Presson | Wichita Falls HS | 940-642-5001 | [wpresson@wfisd.net](mailto:wpresson@wfisd.net) |
| 13 | Patty | Wangler | Mayde Creek HS | 281-237-3580 | [patriciaawangler@katyisd.org](mailto:patriciaawangler@katyisd.org) |
| 14 | TBD |  |  |  |  |
| 15 | Sandra | McKinzie | Marshall HS | 210-397-7100 | [sandra.mckinzie@nisd.net](mailto:sandra.mckinzie@nisd.net) |
| 16 | Mix | Reyes | Southwest ECHS | 956-354-2480 | [marixza.reyes@psjaisd.us](mailto:marixza.reyes@psjaisd.us) |
| 17 | Cheryl | Royal | Bridge City HS | 409-735-1603 | cheryl.royal@bridgecityisd.net |
| 18 | Chris | Helkey | Smithson Valley HS | 830-885-1115 | christopher.helkey@comalisd.org |
| 19 | Susan | Waldrep | Texas HS | 903-794-3891 | waldreps@txkisd.net |
| 3ML | Shannon | Reynolds | McCall Elem. | 817-441-4500 | [sreynolds@aledoisd.org](mailto:sreynolds@aledoisd.org) |
| 4/19ML | Jasmine | Johnson | Marshall JHS | 903-927-8830 | [johnsonjl@marshallisd.com](mailto:johnsonjl@marshallisd.com) |
| 7/13ML | TBD |  |  |  |  |

TASC Board Orientation Handbook 2021-22

# TASC/TASSP STAFF

1833 South IH 35 Austin, TX 78741 | (phone) 512-443-2100 | (fax) 512-442-3343

Email for all staff: firstname@tassp.org -- example: terry@tassp.org with exception of those noted below; phone extensions noted after name.

TASSP/TASC Executive Director: Archie E. McAfee, amcafee@tassp.org (Ext 8503)

* Questions concerning policies, appeals from TASC Board actions

TASC Director: Terry Hamm (Ext 8517) terry@tassp.org

* Questions about policies, procedures, appeals from staff decisions; TASC budget; resource on TASC programs and activities; Board of Directors agendas/minutes; lead on summer workshop planning; newsletter; web site content; district coordination; participates in all TASC events/decisions; travels to districts and workshops on a rotating basis; Leadership class content and curriculum; manages Senate Youth selection; NASSCED/NASC liaison

TASC Program Assistant: Lori De Leon (Ext 8520) lori@tassp.org

* TASC membership coordinator, conference and workshop registrar, assist with TASC clerical work, conference and workshop planning and support, manages awards/recognition programs

Accountant: Kay Gibson (Ext 8514)

* Handles all budget and financial-related issues

Administrative Assistant: Beverly Kauffmann (Ext 8504)

* Manages Board of Directors Meetings, award-winning schools, and other special activities

TAFE Program Assistant and Print/Mail Clerk: Alice Moody (Ext 8511)

* Handles all mail outs and conference printing; prints and packs all summer workshop materials for shipment to directors/colleges

Publications Coordinator: Yancy Frey (Ext 8510)

* Designs publications under the direction of TASC Director

Receptionist: Melissa Cisneroz (Ext. 8502)

* Receives calls and routes appropriately; processes in-coming mail; collects JC, scholarship and Senate Youth applications, onsite assistance at conferences

Exhibit Coordinator: Ofra Levinson (Ext 8507)

* Exhibits Coordinator; TASSP program support

TASSP Associate Executive Director: Billy Pringle, pringle@tassp.org (Ext 8505)

* Office manager; Assist with TASC activities as needed

TAFE Program Director: Donita Garza (Ext 8512)

* Assist with TASC activities as needed

TASSP Membership Coordinator: Shannon Murdock (Ext 8516)

* Assist with TASC activities as needed

TASC Board Orientation Handbook 2021-22

# TASC ADMINISTRATION

1. TASSP pays the salaries, travel, and salary-related expenses for all staff. TASC reimburses TASSP a fixed dollar amount each year as its share of salary expenses. For 2021-2022, the administrative fee is $239,000. Each Association (TASSP, TASC, and TAFE) is otherwise responsible for its own operating expenses. Because TASC owns half of the Association building, TASC is responsible for one-half of the expenses for taxes, equipment maintenance, insurance, printing, and office supplies.
2. All printing is approved and contracted for by the TASC Director.
3. All TASC expenditures must be approved in advance by the TASSP/TASC Executive Director or TASC Director.
4. All travel, to activities other than those a member would normally attend, is reimbursed at 50 cents a mile (as of January 1, 2010) or actual air fare (lowest fare available). Meals will be reimbursed at cost up to $10 for breakfast, $15 for lunch and $20 for dinner (as of Jan. 1, 2020). Claims for expenses must have supporting documents. Airfare, car rental, etc. must be approved in advance.
5. Any Board of Directors member representing the Association at any meeting will be approved by the TASC Director.
6. The TASC Director will approve and make all contracts with outside agencies.
7. The Student Council as a whole, committees, or members in the name of their student council shall clear all activities, resolutions, proposals and projects with their principal.
8. The TASSP/TASC Executive Director or TASC Director is authorized to transfer funds from one budget item to another, provided that the total of all expenditures does not exceed the total amended budget for that year.
9. TASSP seeks to encourage leadership training by sponsoring TASC. As sponsor, TASSP has the authority to review TASC Board of Directors actions. The TASSP Board of Directors has final authority over TASC finances. However, TASC funds can be spent or obligated only with TASC Board of Directors approval. The TASC Board of Directors approves a budget at their Summer Board of Directors’ Meeting, and this budget is submitted to the TASSP Board of Directors for approval in October.

**PERSONNEL**

1. The TASSP/TASC Executive Director is employed by the TASSP Board of Directors and serves both organizations. He/she is responsible to the TASC Board of Directors for all TASC work, but delegates management of TASC to the TASC Director.
2. The TASSP/TASC Executive Director is responsible for employing all other personnel authorized by the TASSP Board of Directors and the TASC Board of Directors.
3. Employment at TASSP/TASC is at will, meaning that either the Association or the employee may separate employment at any time for any reason.

TASC Board Orientation Handbook 2021-22

# TASC BOARD OF DIRECTORS POLICIES

1. Expenses of Board of Directors members to board meetings are reimbursed by the Association except when they meet during an activity they are normally expected to attend (e.g., Advanced Leadership Workshop/Annual Conference) or to which they travel with students other than their board representative. Board members are expected to pay registration for events they attend.
2. Any Board of Directors member who wishes to place an item on the agenda for discussion should send it in writing to the TASC Director at least three weeks prior to the Board of Directors meeting. Any item that deals with finance may not be considered unless it is placed on the agenda in this manner.
3. All Board of Directors meetings are open to advisors, students, teachers, or administrators who wish to attend. Persons not associated with a TASC member school must apply to the TASC Director for approval to attend.
4. Summer workshop consultants and directors who serve on the Board of Directors do not vote on matters of workshop finance and workshop salaries.
5. Expectations of officer schools:

* One advisor and one student are to be named as official Board members.
* Advisor and student attend a TASC Summer Leadership Workshop.
* Advisor and student attend orientation meeting prior to July/August Board of Directors meeting.
* Advisor and student attend all Board of Directors meetings: a meeting in July/August, a meeting in November, and a meeting at the TASC HS Annual Conference in April.
* Advisor and student attend an Advanced Leadership Workshop. Workshops are usually held in January and February and their respective Annual Conference.
* Advisors attend the Advisors Workshop.
* Advisor and student attend TASC Steering Committee Retreat (training of TASC District Presidents/Coordinators/State Officers/Board members).
* The President School student may be called on to make a speech at several district conferences. One-half of the expenses for the student are paid by TASC. One-half is paid by the district that extends the invitation. A copy of the standard presentation made by the student at district conferences shall be filed with the TASC Director prior to the student’s commencing these trips. Other student officers may be called on to represent TASC at meetings as needed.
* The President School student will also be called on to speak at the TASSP Summer Workshop and at the TASC Annual Conference. The TASC Director will set a deadline for receipt of scripts of these speeches in advance of the conferences.
* Student officers are expected to attend an out of state conference in its entirety if TASC pays their registration. Officer advisors must either attend or ensure that another attending advisor will be responsible for their student.
* Officer schools will lead discussion groups at the Advisors Conference, the ML Conference, and the HS Annual Conference.
* Officer advisor and student lead state task forces as assigned.
* Officer schools fulfill duties as assigned.

F. Expectations of Elected Advisors and Advisors of Conference Coordinator Schools on the Board of Directors:

* Attend a summer leadership workshop.
* Attend the Advisors Workshop.
* Attend an Advanced Leadership Workshop (HS only) and their respective Annual Conference
* Attend the ML Annual Conference.
* Attend all Board of Directors meetings: a meeting in July/August, a meeting in November, and a meeting at the TASC HS Annual Conference in April.
* Attend the TASC Steering Committee Retreat (training of TASC District Presidents/Coordinators/State Officers/Board members).
* Lead state task forces as assigned.
* Volunteer at conferences as needed.

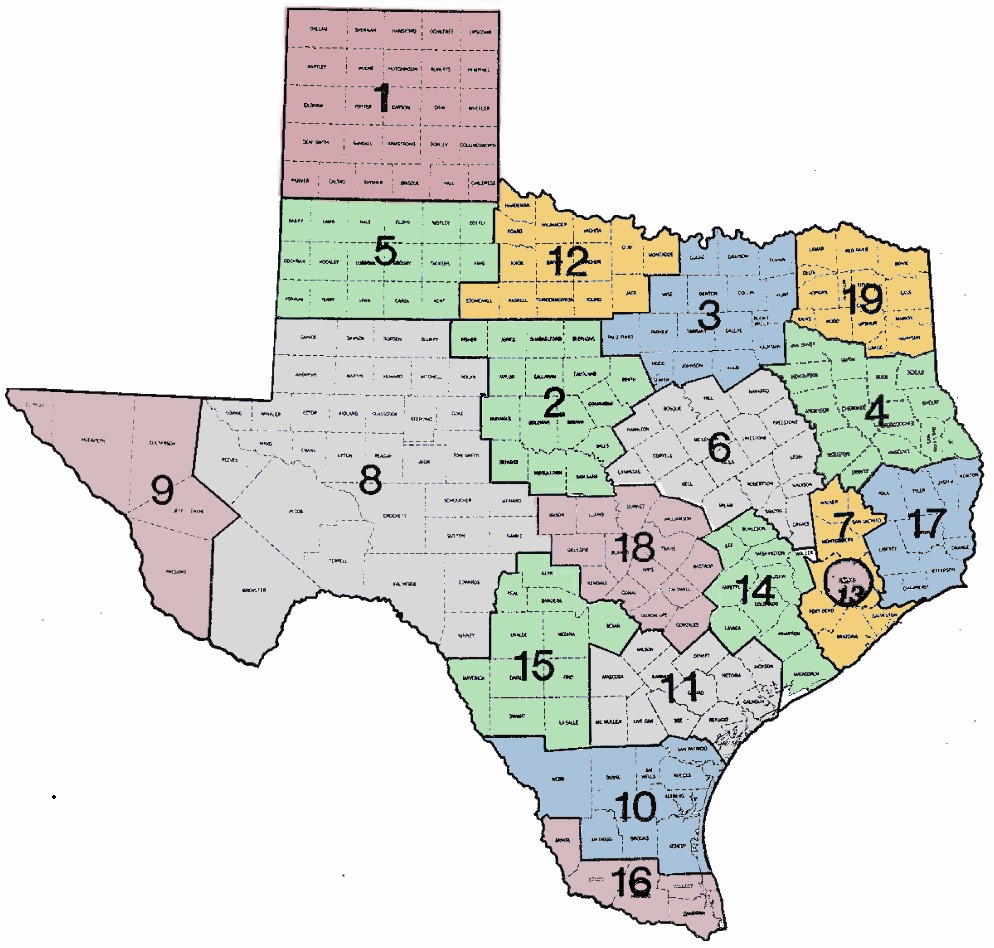
TASC Board Orientation Handbook 2021-22

# DISTRICT ORGANIZATION

1. The state is divided into 19 geographical districts. Most middle level schools participate in district activities with the high schools in their area. However, in some regions of the state, middle level councils have formed separate districts: ML 3, 4/19, 7/13. Each district elects officer schools, has a constitution, holds conferences, and distributes information to member schools. (Please note some schools join both HS and ML in order to earn awards and attend conferences at both levels). District presidents may request a change of districts. This must be approved by the requested district, and the TASC Directors must be notified of a change.
2. The District Executive Board appoints or authorizes the election of a person, preferably one in an administrative position, and who has several years’ experience in local, district, and state student council work to act as District Coordinator. This person shall aid the state office in communication and district emergencies and serve as a consultant to individual schools within the district and to the district Executive Board. (This coordinator and president have access to membership lists on the TASC website.)
3. Each HS district should offer leadership training experiences of a suitable nature to the middle level schools within that district, either through a separate organization or special provisions in a unified district.
4. Each district Executive Committee is authorized to verify District Outstanding Student Councils; Outstanding Energy/Environment, D. A. S. H., Pride & Patriotism Schools, Community Service, and Sweepstakes Schools, all of which are recognized at the Annual Conference. District Executive Boards are also authorized to provide separate participation for junior high/middle level schools in order to determine the outstanding councils in the state projects at the junior high/middle level. Middle Level awards are presented at the Middle Level Annual Conference.
5. Community Service Project totals, including totals for State Service Project, will be accumulated by each district and submitted to the district president school to tally, allowing a statewide publicized total.
6. Since student council district activities vitally affect the state operation, and since TASSP wishes to promote student council work in Texas, and since student council is a cooperative effort between students, sponsors, and administration, and to provide for administrative review and due process at the district level, the TASSP Board of Directors requires that, as a condition of sponsorship, any action at the district level may be appealed by a member of the district Executive Committee or a member school to a committee composed of principals of the district officer schools and the TASC Director. This action may be initiated by mailing a request in writing to the TASC Director.
7. The TASC Board of Directors has developed Best Practices for Districts as well as guidelines for the approval of district constitutions. Each district shall submit its constitution and amendments to the TASC Director for approval as related to established guidelines. An approved District constitution must be on file with TASC in order for District dues to be rebated from the state.

TASC Board Orientation Handbook 2021-22

# TASC District Map



TASC Board Orientation Handbook 2021-22

# TASC DISTRICT PRESIDENT ROLE

TASC Districts elect a president school which is represented on the district board by an adult advisor and a student representative. Duties of the student representative may vary depending on the district.

**Duties of District President regarding TASC Office:**

Act as liaison in all matters that relate to the state organization, including but not limited to:

1. Promote membership by maintaining membership goals and encouraging member school involvement
2. Organize district effort to build TASC membership
3. Insure timely, fair and complete verification of award winning schools in the district

* Outstanding Student Councils
* Outstanding Energy & Environment Schools
* Outstanding Drugs, Alcohol, Safety, and Health Schools
* Outstanding Pride & Patriotism Schools
* Community Service
* Sweepstakes Schools

1. Report new officers to TASC office when elected
2. Provide TASC with fall and spring meeting information
3. Accept and route district rebate checks to the appropriate district officer
4. Preside over any appeal process at the district level
5. Notify TASC Office of any significant problem in the district that might impact the district’s credibility or ability to operate effectively
6. Represent the district at state-level meetings for TASC (State Conference, Advisors Workshop, Leadership Retreat, State Steering Committee and others)
7. Ensure that a copy of the District Constitution is regularly reviewed and on file with TASC.
8. Ensure the district follows TASC Best Practices for Districts.
9. Promote TASC programs and activities
10. Attend the State Steering Committee Retreat or assign a proxy.

TASC will communicate with District President School sponsors through mail outs and e-mail. Presidents should expect information to be posted on the TASC website in early fall and again in early spring. Each communication will cover pertinent information for the fall and spring semesters. Please read this information carefully, paying special attention to dates and information requested. District information will be posted on the District Landing Page on the TASC website. Should someone in your district other than the president or coordinator need access to this, notify the TASC Director.

TASC Board Orientation Handbook 2021-22

# TASC DISTRICT COORDINATOR ROLE

The TASC District Coordinator is an individual (not a school) elected or selected by advisors in the TASC district, according to specifics outlined in the district constitution. This is generally a person with some longevity and experience in the district who is familiar with district processes, traditions, and operational structure. The district coordinator is a resource for the current district officers and for all advisors in the district.

**Duties of TASC District Coordinator regarding TASC Office:**

1. Provide structure and guidance for District Executive officers. This is especially important when the officers are not familiar with standard district responsibilities and procedures.
2. Serve as a resource to ensure that proper financial procedures are followed, and the district constitution updated.
3. Know the state and district constitutions and have them with you at all meetings. (Copy of state constitution is in the Resource Guide and on the TASC website.)
4. Supervise the District Advisor of the Year selection and ensure that the TASC office is notified of nominees for Eddie G. Bull and Warren E. Shull Advisor of the Year(optional). (Information sent to District Coordinators in the fall.)
5. Contact and consult with the TASC Director when problems develop in the district.
6. Recommend to the state office ways to improve state and district student council work.
7. Represent the district at conferences such as District meetings, State Conferences, Advisors Workshop, and State Steering Committee Retreat.
8. Ensure that a copy of the district constitution is on file with the TASC state office.
9. Serve as a resource to the state office ensuring that the TASC District voice is heard.
10. Work with the District President to:

* Promote membership by maintaining membership goals and encouraging member school involvement
* Make recommendations to the District Executive Committee for appropriate supervision and control of district conferences
* Promote TASC programs and activities
* Seek out and mentor new advisors as well as encouraging all advisors to take an active role in district and state activities.

1. Attend the TASC State Steering Committee or assign a proxy to do so.

TASC Board Orientation Handbook 2021-22

# TASC district finances / insurance

**ISSUES REGARDING DISTRICT FINANCES**

It is vitally important that the TASC District has a process in place that will provide checks and balances for money collected and spent at the TASC District level. Many districts have established specific bank accounts. This is easy to do and may be simpler than running TASC District monies through different school accounts each year. It is generally preferable to establish such an account in a central location within the district, and to have two persons authorized to sign for the funds (in case of emergencies).

In matters of finance, the state organization and district organizations are entirely separate. To simplify dues collection, TASC will collect both state and district dues and will rebate dues to the districts. The TASC tax identification (EIN) number may not be used by individual districts.

Under no circumstances may a TASC District Association use the TASC tax number.

No one at the state level is qualified to be a financial advisor. The following suggestions are general in nature and are intended to be used only as a guide.

* To set up a bank account, a TASC District must have an employer identification number (EIN.) With this number in hand, the District can open a checking account at any bank to use for depositing District funds and paying District bills. Talk with your banker about setting up an account and establishing an EIN. You may also see form SS4 on the IRS website.
* If you don’t have an EIN, the IRS makes it easy to obtain one on-line. Google EIN IRS, and options for securing this number will pop up.
* Should you need to change addresses with the IRS regarding your EIN, go online to find a change of address form.
* Some ISD’s require that a TASC District be approved as a vendor with the ISD before the ISD will cut a check to register a student council for an event with that TASC District. In that case, the District can provide the EIN and a W9 (which can be found online with the IRS) to the ISD.
* If you are asked to provide a W9, that can be found on the IRS website.
* If you are paying for services, consult the instructions for 1099’s to determine if you have a reporting requirement.
* It is good practice to have a receipt process in place regarding collection, expenditure, and transfer of funds.
* Each year the district board should be provided an accounting of district funds, and an audit should be done. Keep records for at least seven years.

**TASC DISTRICT INSURANCE FOR EVENTS**

TASC District events are covered by TASC liability insurance. If a facility being used by your TASC District requires proof of insurance, this can be provided to the district president school by the state office. To secure a TASC certificate of insurance, contact Terry Hamm at the state office and request this in writing (email will suffice). If there is specific language required by the facility, it is important that this be included in the request, along with the best method of sending you the certificate. The TASC insurance certificate will provide liability coverage of $1,000,000 (which is standard for most facilities). In addition, TASC has a $1,000,000 policy covering sexual abuse and molestation.

TASC Board Orientation Handbook 2021-22

# GUIDELINES FOR BEST PRACTICES OF A TASC DISTRICT

ORGANIZATIONAL STRUCTURE:

* Have a constitution, and have that constitution on file with the TASC office
* Have a District Coordinator
* Have a systematic election of officers with clearly stated expectations. Those elected should represent the interests of the whole district. To run for a district office, the school’s principal must sign the intent to run for office form. To be a district officer, a school must be a current member of TASC.

OPERATIONS:

* Meetings:
* The Executive Board should meet at least twice a year with time for training/team building
* Conduct general meetings with the entire district (conventions/forums/retreats)
* Committee Meetings: as warranted
* Have a written agenda for each meeting created by the president school
* After the meeting, minutes should be prepared by the secretary school:
  + Copies of the minutes should be sent to the Executive Board within two weeks after meeting for approval
  + Approved minutes, including the agenda, will be provided to members
  + Secretary school and District Coordinator will maintain the record of minutes for five years
* Awards report submitted to TASC and provided to districts by President school according to TASC deadline

COMMITTEES:

* Required:
  + Executive Committee
* Composed of elected student officer(s) and advisor(s) and district coordinator(s)
  + Equal number of votes per officer school
  + Advisory auditing committee
* Comprised of two elected officer school advisors not signers on the checking account. Records maintained by district coordinator for five years
* Optional:
  + State project report verification committee
* Composed of executive board
* Allow any other interested schools the opportunity to participate

FINANCIAL STRUCTURE:

* Have two signers on any bank account
* Checks should not be signed by and issued to the same individual or to the signer’s school
* Conduct monthly reviews of the account (online access is suggested)
* A financial accounting with documentation should be presented at each district board meeting
* Conduct an annual review each year and always prior to changing signers on the account. This review should be conducted by officers not listed on the account. Maintain a record of the review.
* Maintain records for five years. Determine who will maintain them and how they shall be kept.
* Use a district receipt book with NCR paper for all district events or whenever money is collected
* Maintain lists of schools, number of attendees, and amount paid for all district events
* Create a reimbursement policy. Ensure that members are clear in advance what may and may not be reimbursed. Require documentation before reimbursement is made.
* As much as possible, payments should be made directly to vendors.
* Have written contracts for any speakers/consultants, etc.

BEST PRACTICES OF A TASC DISTRICT:

* Have a written agreement regarding any catering or other services used for district events.
* All checks should be deposited within two-week timeframe
* If possible, set up a bank account for email alerts for any transactions.
* Only adult advisors should handle money or manage district finances.
* Ensure the district constitution clearly states who manages district finances and what the transition process is for changing signers on accounts, etc.
* If a district account is large, consider moving some funds to a savings account.
* District rebates (for District dues) will be sent to TASC District Presidents each May. The president must ensure the check is deposited within two weeks.

RECOMMENDED ACTIVITIES:

* Fall Conference (include some advisor training or a business meeting)
* Spring Conference (include some advisor training or a business meeting)
* District advisor workshop/training
* Promotes/supports state activities (State Service Project/State Theme)
* Create programs to promote/include middle level councils

TASC Board Orientation Handbook 2021-22

# STATE PROJECT / ENDORSEMENTS / PARTNERSHIPS / SPONSORSHIPS

**TASC Board Policies – Adopted April 2008, Revised August 2014**

**STATE SERVICE PROJECT:**

TASC will have no more than one formal statewide project during a school year. This project will be selected by student officers. Student officers will be active in working with TASC staff to plan, implement and promote the state service project. This project does not necessarily have to be a campaign platform idea.

**ENDORSEMENTS/PARTNERSHIPS:**

Programs/projects that complement the mission and purpose of student council may be considered by the Board for an endorsement/partnership. Programs or projects interested in forming a partnership with TASC must demonstrate in writing the ways in which the program enhances the work of or provides a resource to student councils. Programs/projects sponsored by member schools are preferred. An application may be developed. The Board will approve this type of relationship at their July Board of Directors Meeting. The Board may determine to limit the number of endorsed programs.

These relationships benefit TASC member schools directly, either by providing a resource to the council or to individual students.

Benefits to an endorsed program/partner may include access to member school’s data for marketing, inclusion in conferences through presentations and reduced exhibit rates, a link on the TASC website, and inclusion in the TASC Resource Guide.

Relationships are established by a Board vote and are renewed annually. Existing programs must demonstrate participation by and benefit to schools and justify the continuation of the relationship in writing. A standard form may be developed for this purpose.

**CORPORATE SPONSORSHIPS:**

TASC may seek out corporate sponsorships to raise revenue. These partnerships will be determined at the staff administrative level. These relationships will benefit the association as a whole (and member schools indirectly). Staff is investigating the most appropriate use of corporate partnerships.

*Section Revised August 2020*

TASC Board Orientation Handbook 2021-22

# TASC SCHOOL AWARDS & RECOGNITION PROGRAMS

**STUDENT COUNCIL AWARDS:**

Association member schools participate in the following state projects, complete report forms, and, if the council achieves the necessary points (as determined by the board of directors), there is recognition with a plaque or certificate at the end of the school year.

* OUTSTANDING STUDENT COUNCIL: This program recognizes Student Councils that have done an outstanding job in their schools. These are Student Councils which have a well-rounded program and are active at the local, district, and state level. Projects are required in these areas: improving student attitudes, education, health and safety, leadership, fundraising, public relations, school service, community service, and social activities.
* ENERGY/ENVIRONMENT: This recognition is given to schools with outstanding programs that involve conservation of energy resources and environmental protection and awareness.
* D.A.S.H. (Drugs, Alcohol, Safety, and Health): This recognition is given to schools with outstanding programs that promote safety awareness in the areas of traffic, homes, schools, etc., participate in projects to prevent drug, tobacco and alcohol abuse, and conduct health awareness campaigns.
* PRIDE/PATRIOTISM: The purpose of this program is to encourage Student Councils to participate in projects which promote national, state, school and individual pride and patriotism.
* COMMUNITY SERVICE: The purpose of this program is for local councils to document service hours, donated goods, and cash. Local councils submit the report to their district president who tallies district totals, and all totals are reported to the TASC President. At the state convention, the statewide service hours, donated goods and cash will be announced.
* SWEEPSTAKES: All schools receiving outstanding status in Energy/Environment, D.A.S.H., Pride and Patriotism, and Outstanding Student Council and who have submitted a Community Service Report are recognized as Sweepstakes Schools.
* TOP PROJECTS: TASC recognizes up to the five best middle level and ten best high school individual projects (submitted for judging) from member schools.
  + Up to ten awards will be given to high schools and up to five awards to middle schools for individual projects. Up to three awards will be given for a collaborative project to both high schools and middle schools.
* TOP VIDEOS: TASC recognizes up to the five best middle level and ten best high school individual videos (submitted for judging) from member schools.
  + Ten awards will be given to high schools for individual projects. One award will be given for a collaborative project.
* TASSP COUNCIL SCHOLARSHIPS-HS: With the financial support of TASSP, TASC recognizes two high school councils with a $1,000 scholarship to be used to send students to a Summer Leadership Workshop. The application emphasizes the assistance the council provides the principal and the school in meeting accountability measures and the demands of unfunded mandates.
* TASC COUNCIL SCHOLARSHIPS-ML: TASC recognizes one middle level council with a $1,000 scholarship to be used to send students to a Summer Leadership Workshop. The application emphasizes the assistance the council provides the principal and the school in meeting accountability measures and the demands of unfunded mandates.

TASC Board Orientation Handbook 2021-22

# TASC Individual Awards & Recognition Programs

**INDIVIDUAL AWARDS:**

In addition to Council Awards, TASC has a system in place to recognize outstanding achievement and/or service by individual students and adults.

* TASC Student Scholarships: TASC awards 5 graduating student leaders with a $1,000 TASC Scholarship each year. The application emphasizes participation at the district, state, and national level and participation in each is weighted.
* TASC Eddie G. Bull State Advisor of the Year Award: Each TASC District selects a district-level Advisor of the Year. These advisors then submit application to the TASC Board of Directors, which chooses the High School and Middle Level Eddie G. Bull State Advisors of the Year. The winners and finalists are presented with an award, and the winners are asked to address delegates at the appropriate convention. Individuals may be recognized as District Advisor of the Year multiple times, but individuals may be recognized as the Eddie G. Bull State Advisor of the Year only once.
* Service Pins: Advisors are recognized for years of service in 5-year increments with a pin which signifies the number of years they have served as an advisor. TASC gives 5, 10, 15, 20, and 25-year pins. Advisors are formally recognized and presented with service pins at the appropriate convention. A keychain is also awarded for 25 years of service. A letter is also sent to each advisor’s principal.
* Retiring Advisors: Advisors who are retiring from either the education profession or Student Council service are recognized at the appropriate convention and presented with a plaque.
* Texas Star Award: TASC advisors, alumni, staff or who have given exceptional service to the Texas Association of Student Councils may be recognized by the Board of Directors with the Texas Star Award. Any TASC member may submit a nomination to the board. This award is given by board directive only and only for extraordinary contributions made or to someone who has brought exceptional recognition to TASC. A crystal star award is presented. (Adopted August 2022)
* Service Recognition beyond 25 years: By board directive advisors who serve 30, 35, or 40 years may be given a $100 gift card.
* Pat M. Kirschner Award: The TASC Board of Directors created this award in 1987 to recognize outstanding contributions to the TASC Summer Leadership Workshop Program. To be nominated, the recipient must have served for 10 or more years as a Summer Workshop Director or Consultant and be retired from Workshop service. The Board must vote to present the award. The first award was presented to Pat M. Kirschner, Advisor from Ball High School in Galveston, who served as a TASC Workshop Consultant and mentor to many who continued to develop the program after her retirement. Recipients are given a plaque.

TASC Board Orientation Handbook 2021-22

# TASC Individual Awards History

**Eddie G. Bull TASC State Advisor of the Year**

**High School:**

2021 Lianna Gantz, Keller Central HS

2020 Laurie Zuehlke, Montgomery HS

2019 Tammy McClure, Byron Nelson HS, Trophy Club

2018 David Womack, Duncanville HS

2017 Krysta Reed, Andrews HS

2016 Susan Waldrep, Texas HS

2015 Benjamin Stroud, Hebron HS

2014 Tommy Calais, St. Agnes Academy

2013 Antoinette Hernandez, Klein Forest HS, Houston

2012 Stacey Smith, Little Cypress-Mauriceville HS

2011 Katie Keyes, Keller HS

2010 Kristi West, Hardin-Jefferson HS, Sour Lake

2009 Julie Estes, New Braunfels HS

2008 Lisa Thompson, Franklin HS, El Paso

2007 Laura Price, Montwood HS, El Paso

2006 David Bowe, Jack C. Hays HS, Buda

2005 Mae Holmes, Clemens HS, Schertz

2004 Debby Tabor, Lubbock-Cooper HS

2003 Amy McDonald, Clear Lake HS

2002 Terry Hamm, Bastrop HS

2001 Dodie Kasper, Plano Sr. HS

2001 Gil Gaona, North Shore Sr. HS; Houston

2001 Jerry de la Garza, Rowe HS, McAllen

2000 Pat Finch, Boswell HS, Ft. Worth

1999 Tina Graves, Frenship HS, Wolfforth

1998 Debby Tabor, Lubbock-Cooper HS

1997 Mary Whittenberg, Northwest HS, Justin

1996 Mae Holmes, Clemens HS, Schertz

1995 Donna Gwynn, West Brook HS, Beaumont

1994 Brenda Gilmore, Arlington HS

1993 Laura Dickerson-Price, Montwood HS, El Paso

1992 Betty Kyle, Canyon HS, New Braunfels

1991 Deborah Alford, Humble HS

1990 Pauline Jones, Graham HS

1989 Kay Baker, L.D. Bell HS, Hurst

TASC Board Orientation Handbook 2021-22

**Eddie G. Bull TASC State Advisor of the Year**

**Middle Level:**

2020 Robyn Lovett, Orangefield Junior High

2019 Kimberly Hall, Friendswood JHS

2018 Leslie Russwurm, Evans MS, Lubbock

2017 Jasmine Johnson, Marshall JHS, Marshall

2016 Stephanie Harris, Brock JHS

2015 Clarence Ford, Hodges Bend MS, Houston

2014 Terri Cyphers, Spring Forest MS, Houston

2013 Inez Estepp, Kountze MS

2012 Lisa Gilbert, Ed Irons MS, Lubbock

2011 Jennifer Stroud, Brooks Wester MS, Mansfield

2010 Angela Smith, St. Mary Catholic School, Orange

2009 Gilda Keith, Franklin MS, El Paso

2008 Vicki Long, Deweyville MS

2007 Jerry de la Garza, Memorial MS, Mission

2006 Kathaleen Eppler, Sugar Land MS

2005 Jana Gwinn, Spring Forest MS, Houston

2004 Kathy Jo Monk, Rio Vista MS

2003 Juli Addington, Cooper JHS, Lubbock

2002 Vicki Crutchfield, Handley MS, Ft. Worth

2001 Pam Stewart, Glenn JHS, San Angelo

2000 Shannon Reynolds, Marsh MS, Ft. Worth

1999 Sandra Gipson, Hedrick MS, Lewisville

1998 Paula Nordt, West Columbia JHS

1997 Lisa Ford, Northbrook MS, Houston

TASC Board Orientation Handbook 2021-22

**Pat M. Kirschner Award**

*10+ years as Summer Leadership Workshop Director or Consultant*

2021 David Womack, Duncanville HS, Director

2021 Mary Whittenburg, Northwest HS, Consultant

2018 Calvin Buchholtz, John Jay HS, Director

2015 Laura Price, Montwood HS; Tina Sarratt, Smyer HS; Debby Tabor, Lubbock Cooper HS - Consultants

2014 Sharion Richardson, Big Springs HS, Director; Brenda Gilmore, Arlington HS, Consultant

2013 Kay Baker, L.D. Bell HS, Director

2012 Sharon Solanik, Marshall HS, San Antonio, Consultant

2011 Jimmy Chapman, Henderson HS, Director

2010 Deborah Alford, Humble HS, Director

2009 Terry Hamm, Bastrop HS, Consultant

2008 James Beam, Ft. Bend ISD, Consultant

2007 Lu Pochelski, Samuel Clemens HS, Schertz, Consultant

2006 Betty Kyle, Canyon HS, New Braunfels, Consultant

2004 Darlene Bonner, Jacksboro HS, Director

2001 Jean Turner Wyatt, Lake Highlands JHS, Richardson, Consultant

1990 Billie Love, Caprock HS, Amarillo, Director

1988 Lennie Dauphine, West-Orange Stark HS, Director

1987 Pat Martin Kirschner, Ball HS, Galveston, Consultant

**Texas Star Award**

*In 2018, criteria for the award was based on exceptional service or bring exceptional recognition to TASC.*

*30+ years of Student Council Service and board approval was required through 2014*

2014 Jerry de la Garza, Memorial MS, Mission

2010 Patricia Finch, Boswell HS, Ft. Worth

2009 Laura Price, Montwood HS, El Paso

2008 Calvin Buchholtz, John Jay HS, San Antonio

2008 Jimmy Chapman, Henderson HS

2005 Ann Newman, Marshall HS

2004 Rodney Love, Linden-Kildare HS

2002 Carolyn Barron, Edna HS

2001 Brenda Gilmore, Arlington HS

2000 Dwight Mutschler, Austwell-Tivoli HS

TASC Board Orientation Handbook 2021

# TASC CONSTITUTION

[**Click Here to View TASC Constitution >>**](https://tasc.memberclicks.net/assets/ABOUT_US/2020_Constitution_amended_Dec%202020.docx)

TASC Board Orientation Handbook 2021-22

# Minimum Standards for the Operation of a Student Council

These standards were developed and endorsed by **a joint effort between the Texas Association of Secondary School Principals and the Texas Association of Student Councils.** These standards are written with the understanding that conditions in schools vary, making it necessary for student councils to function differently from school to school.

**ORGANIZATIONAL STRUCTURE**

* Local Constitution on file that outlines Student Council policies, procedures and expectations. Local constitutions are subject to the approval of the principal.
* Faculty advisor designated or approved by the principal
* Systematic election of officers and/or representatives: Student Council officers and representatives should represent the total student body. High grade standards should not be a requirement for membership, although standards such as UIL should be met.

**OPERATIONS**

**Meetings:**

* Executive Board (Officers & Committee Chairpersons)
* General Council Meetings (no less than once a month)
* Committee Meetings
* Written agenda for each meeting
* Practice good meeting skills

**Minutes:**

* Dated and approved with permanent record maintained
* Annual evaluation and report of achievements submitted to the Principal. (Consider using Outstanding Student Council Report)

**FINANCIAL STRUCTURE:**

* Annual budget itemizing projected income and expenditures
* TASC Dues (which include TASC District Dues) paid by school
* NASC dues paid by school (optional)
* Council/school subsidizes student and advisor registration fees for TASC events if possible.
* Follow school district guidelines for all financial policies and procedures

**COMMITTEES:**

* Executive Committee: Composed of Student Council officers and other positions specified in your constitution
* State Project Committees: (Drugs, Alcohol, Safety, Health; Energy & Environment; Pride & Patriotism; Community Service)
* Others as determined by school need

**ACTIVITIES:**

**School/Council Activities**

* Promote school spirit/pride
* Sponsor school social activities
* Supervise school elections
* Staff Appreciation activities
* New student orientation
* Assist with school functions such as assemblies, open house, citizenship activities, etc.
* Alcohol, drug, safety, and health education
* Provide energy and environment education and activities
* Sponsor homecoming activities, if applicable
* Provide community service opportunities for the student body
* Keep a record on council activities

**Community Activities**

* Public relations with community
* Sponsor Community Service projects

**TASC State/District Activities**

* Attend TASC District meetings and events
* Complete/submit Outstanding Student Council Report Form
* Complete/submit other TASC report forms (DASH, E&E, P&P, CS)
* Participate in TASC State project(s)
* Participate in training at one or more TASC workshops (Advisor, Summer, Advanced)
* Attend TASC State Conference (HS or ML)

**Areas of Student Council Authority:**

A breakdown of communications between the principal and the student council may result when the council fails to understand its areas of authority. Council must recognize the levels in which it may operate, and this information must come from the principal of the individual school. Nevertheless, a council has only delegated powers; and the principal retains the veto power over every action of the council. Cooperation, understanding, and advance planning will usually result in relatively few veto actions.

Essentially there are three levels of student participation in school government: the area in which the students have no authority at all, the area of nearly complete authority (\*subject to advisor and principal), and the areas shared with the administration and faculty. This latter category is generally the largest. Sample areas of authority are listed below:

**No Authority:**

* Grades and scholarships
* Homework
* School maintenance
* School equipment purchase
* Employment of school personnel
* Hall passes
* Discipline and punishment
* Cafeteria personnel, cost
* Length of vacations and school day
* Teacher pay
* Counseling, administrative procedures
* Student enrollment
* Academic Credits
* National Honor Society selection
* Teaching procedures and curriculum
* School Board policies

**Shared Authority:**

* Homecoming
* Dances and social events
* Organization and chartering of new clubs
* School morale and pride
* General welfare of student and faculty
* Schedule of activities and meetings
* Charity drives
* Promotion of citizenship, scholarship, leadership
* Fund raising
* Safety Education
* Student-faculty-student council relations and communications
* New student orientation
* School policy: student voice (conduct/dress)
* Assemblies
* Meeting accountability standards
* Transition programs

**Nearly Complete Authority\*:**

* Council projects
* Staff appreciation
* Publicity responsibilities
* Council meetings
* Evaluation of council projects
* Evaluation of student council constitution
* Elections, general school
* Annual report to Board/Education
* Student attitude and involvement
* Committee recommendations
* Committee set-up and follow-through
* Council fund raising
* Spirit week
* Encouragement and support of other student organizations in these pursuits

*Section Adopted by the TASC Board of Directors July 2017*

TASC Board Orientation Handbook 2021-22

2021-2022 POLICY INFORMATION BOOKLET

*Section Updated: Aug. 2020*

# CONFERENCE/WORKSHOP POLICIES

The following policies apply to all TASC conferences and workshops:

* The use or possession or being under the influence of alcohol, illegal drugs, any controlled substances or mood-changing/mood-altering/behavior-affecting drug not prescribed for the individual in possession of the drug, or any tobacco products including electronic cigarettes, or any other electronic vaporizing device is strictly prohibited. Any student found in the possession or under the influence of these substances will be sent home from the workshop without delay at the expense of the student, his/her parents/guardians, or the student’s school. Both the student’s principal and parents/guardians will be notified, and local and campus authorities may be contacted. (policy updated February 2018)
* All workshop/conference attendees are expected to respect the rights and safety of others. Weapons of any type are strictly prohibited at TASC functions. Any person found in the possession of an item that is used as a weapon or exhibiting irresponsible behavior that endangers the health, safety, or welfare of him/herself or others will be sent home from the workshop without delay at the expense of the student, his/her parents or the student’s school. Both the student’s principal and parents will be notified, and local and campus authorities may be contacted. (policy adopted November 2006)
* The safety and security of every attendee is TASC’s utmost priority. If a student expresses a previous desire or intent to harm him/herself or others, his/her parents will be notified, and local and campus authorities may be contacted. Based on the severity of the threat, a student may be sent home from the workshop without delay by the workshop director at the expense of the student.
* In each of the above cases, the TASC Director will be notified, and the workshop director will document the situation in writing and send to the TASC Director.
* A student sent home from a TASC event because of disruption of the workshop, a violation of TASC policies, or a concern for the safety of that student and/or others will not be allowed to attend another TASC state event for a calendar year.
* Every adult and JC at a TASC Summer Leadership Workshop shall participate in the training regarding Child Abuse/Molestation Prevention Training and pass the accompanying test each year.
* Students are not allowed in any sleeping rooms other than the one assigned to them

**TASC DRESS CODE:**

The Texas Association of Student Councils (TASC) requires students and adults participating in a TASC event dress appropriately for that activity. Unless otherwise stated, event dress is casual, and projects a positive image at all times. Our dress code is set at a higher standard than school dress codes because we represent our association. Those attending TASC events must adhere to the following regulations:

**TASC DRESS CODE:**

* All garments should meet the following standards:
* Be opaque (not see through);
* Have sleeves (Garments with no sleeves may have a cover up added up to bring the garment into dress code.);
* Have a front and back;
* Fit at or cover the waistline;
* Not show cleavage or chest;
* Be no shorter than mid-thigh;
* Have no rips or holes above mid-thigh through which skin shows; and
* Not display or refer directly or indirectly to alcohol or alcoholic products, drugs or drug paraphernalia, tobacco or tobacco products, profanity, race, politics, violence, offensive language, gender, or sexuality;
* Shorts
* Are NOT permitted at TASC events held during the school year, but
* Are permitted at summer programs and must be no shorter than mid-thigh.
* Head coverings, except for medical or religious purposes, are not to be worn when inside a building.
* This dress code may be modified for performers or participants at specific TASC events*.* The costumes and times they may be worn must be approved by a conference committee/director.
* This dress code may be modified for specific events. Advisors will be notified of any changes a minimum of two weeks prior to the event by the assigned TASC designee and are responsible for communicating with all their participants.
* TASC/TASC Districts retain the right to modify a specified dress code for events outside the TASC state calendar.

(Adopted August 2021)

TASC Board Orientation Handbook 2021-22

# Policies Related to SUMMER LEADERSHIP WORKSHOPS

1. Directors and Consultants are employed by the TASC Director and are expected to deliver curriculum and experiences that will teach goals and purposes as established by the TASC Board of Directors.
2. Workshop Director and Consultant Salary Schedule is differentiated according to the length and size of the workshop.
3. Assistant consultants and/or directors may be employed by the TASC Director for $500 plus room and board at a workshop for which attendance the previous year exceeded 275 participants. Travel expenses are not provided. (Policy amended in 2012.)
4. Consultants/Directors in training may be employed for the purpose of training them to become consultants and/or directors. Compensation for CIT/DIT level 1 and 2 is based on the TASC salary schedule.
5. Director expenses at each workshop are limited. The director's budget is outlined later in this document.
6. Registration fee and room is paid for staff members to be determined by the needs of the individual workshop. Small group facilitators will be provided for groups of at least 23 (HS) and 18 (ML).
7. The TASC Director is authorized to increase or decrease charges for workshop room and board in direct relation to increased or decreased costs, rounded to the nearest dollar, quoted on the host university contract for that year.
8. The policy on competition in summer workshops is as follows: The TASC Board of Directors recognized that competition between hypothetical councils at Summer Workshops is a desirable motivational tool. However, the practice of accumulating points and declaring a "winning" council at the end of the week does not contribute to the concept that each individual, and thereby, each council, should be recognized for its unique strengths. Similarly, the Board of Directors feels that the selection of an outstanding boy and/or girl at a workshop or in individual councils should not be practiced. Each director of a workshop, in cooperation with the consultant, is asked to provide suitable competitive experiences within the context of this policy.
9. A consultant or director at a TASC workshop is allowed to assume formal responsibility for a student not from his/her own school council if the student/adult ratio is not exceeded and the principals from both schools approve.
10. TASC registration fee is set as to net $20-25 per person (to cover staff development) in addition to the per person rate quoted by the university and any additional costs authorized by the TASC Board for insurance, staff, T-shirts, pizza, etc.
11. TASC allows schools to submit school registration with a guaranteed $100 deposit per delegate, (guaranteed by online registration) with balance due in one payment one month before the start date of each workshop. Necessary workshop paperwork would be provided to schools upon receipt of deposit.
12. Cancellations and refunds will be permitted until one month prior to the start date of a particular workshop and must be made in writing to the TASC office. When applicable, the refund amount will be applied to the balance due. Each time a cancellation is made, there will be a $100 transaction fee (the amount of the deposit) assessed per individual cancellation. No refunds or credits will be given for cancellations made less than one month prior to the start date of a workshop. Refunds will not be provided for workshop no-shows, regardless of the situation.
13. Each delegate at four-night workshops will receive a summer workshop t-shirt.
14. The number of student delegates at a specific workshop that each student council is allowed to register for a four-night workshop is limited to 18. At select HS workshops NHS advisers may register 18 students. Thirty six students including student council and NJHS students per school may attended ML workshops. There must be one adult advisor or principal designee at the workshop per 15 students. NJHS chapters are allowed registration at all ML Summer Leadership Workshops.
15. All students and adults attending a workshop will sign a participant agreement form that outlines the workshop expectations (see participant agreement forms published later in this document.
16. All adults attending a workshop will sign a criminal disclosure form.
17. If TASC must cancel a three or four-night workshop due to lack of registration, the director and consultant will each be paid an honorarium based on the TASC salary schedule. If TASC must cancel a one-day workshop, the director and consultant will each be paid a $75 honorarium. The registration bonus will not apply to a cancelled workshop. (Amended August 2016)
18. All adults and JC’s at workshops which are four nights or longer must have child abuse/molestation training and show proof of mastery of the material.

TASC Board Orientation Handbook 2021-22

# TASC SUMMER LEADERSHIP WORKSHOP GOALS & PURPOSES

**Mission Statement**: TASC summer leadership workshops will provide students with experiences and training which will develop leadership skills designed to improve the effectiveness of local level student councils and prepare students for lifelong leadership roles.

Workshop curriculum is based on the belief that leadership skills can be acquired through instruction, experiential learning activities and practice. Participants in a TASC Summer Leadership Workshop will be provided with experiences that teach concepts needed to operate an effective student council and develop leadership skills Participants should expect to gain an understanding of the four major areas of competency outlined below:

**I. Student Council Operation**

* Purpose and functions of a student council (based on TASC Minimum Standards)
* Concept of being governed by a local constitution
* Budgets and financial structure
* Relationship to school administration
* Officer & member job descriptions
* Basic meeting skills (parliamentary procedure, agendas, minutes)
* Voting and election procedures

**II. Project Planning**

* Steps to design, implement and complete projects
* Brainstorming
* Project proposals
* Evaluation tools
* Organization and function of committees
* Idea sharing
* Public relations and marketing of events

**III. Team Building/ Group Dynamics**

* Purpose of groups and teams
* Respect for others and diversity in groups
* Group processes and decision making
* Group and business etiquette
* Conflict management
* Listening and communication skills

**IV. Personal Leadership**

* Goal setting
* Time and resource management
* Ethics and decision making
* Self evaluation and awareness
* Public speaking and presentation skills
* Civic responsibility
* Personality styles
* Leadership styles

TASC Board Orientation Handbook 2021-22

# SUMMER LEADERSHIP WORKSHOP: DIRECTOR JOB DESCRIPTION

1. The workshop director shall be responsible to the TASC Director for all logistical aspects of the workshop.
2. The workshop director shall be responsible for coordinating workshop details with:
   1. The host university:
      1. Initial contacts should be made no later than February 1.
      2. A preliminary trip to the campus should be planned in the early spring, if necessary.
      3. Director should review all written communications, including contracts.
      4. With university liaison, arrange for meeting space, room & board details and audio-visual needs.
      5. At specific time, provide all guarantee numbers to university.
      6. Complete forms required by university.
   2. With the workshop staff:
      1. Confirm basic schedule, supplies, and activities with the consultant by March 1 and ensure all materials are provided when consultant arrives.
      2. Contact and invite selected Junior Counselors after TASC planning meeting. (Recommended: Ensure JC commitment by date of HS Annual Conference and notify JC advisor of invitation, commitment, or lack of commitment.)
      3. Recruit and invite all staff.
      4. Communicate job descriptions and expectations with all staff before start of workshop.
      5. Communicate with assigned DIT/CIT, if applicable.
      6. Coordinate on-site planning/preparation meeting with consultant and JCs.
      7. With consultant, plan on-site staff meeting (council sponsors, deans, etc.).
   3. With the TASC Director/office:
      1. Directors are expected to attend the annual training/planning meeting with TASC Director and other workshop staff. Customary travel expenses will be paid.
      2. 2.Provide written list of workshop staff members to TASC as information becomes available. Include number of spaces to be help at workshop for staff member’s school.
      3. Review and edit workshop brochure and forms by early March.
      4. The director shall be responsible for compiling and mailing all workshop reports to the TASC office within 10 days of the conclusion of the workshop. Refer to the Final Report checklist.
      5. Within one month of workshop completion, provide a written summary of all evaluation techniques reviewed to TASC Director.
3. The director will supervise all workshop activities:
   1. Preregistration: collect and organize all workshop individual registration forms and ensure that all participants are accounted for.
   2. Arrange for all group and housing assignment, according to TASC policy and university requirements.
   3. Director will accept and account for all monies collected on-site, provide appropriate safeguards for these funds, and submit to TASC within 10 days following the workshop.
   4. During workshop, will see that all facilities are available when needed (rooms, audio-visual needs, etc.)
   5. Provide each person with a schedule (provided by consultant) and see that deviations from the printed schedule are kept to a minimum.
   6. The director will administer the budget for the workshop and sign for purchases made within the budgeted funds. No money collected at the workshop is to be used for these purchases. The director is to pay for supplies and will be reimbursed following the workshop. The director’s budget includes consultant expenses.
   7. The director will enforce the student and advisor participant commitments (form is board policy).
   8. The director will make provisions for the security of students and advisors and their property.
   9. The director will issue signed certificates/professional development forms to all advisors who attend the workshop in its entirety.
   10. The director will see that rooms are checked each night at curfew. Any student missing over two hours shall be reported immediately to the TASC Director.
   11. The director shall support and enforce all TASC policies.
   12. It is the responsibility of the workshop director to ensure that a relevant daily program is provided for non-staff advisors at the workshop.
   13. The director shall personally check all university facilities for damage upon completion of the workshop. Any damage is to be charged to the person(s) responsible.
   14. Meet state requirements regarding Sexual Abuse Policy.
4. The director shall engage in ongoing evaluation of workshop effectives utilizing a variety of evaluation techniques, including but not limited to written school evaluations.
5. Should a Director in Training be assigned to the workshop, the Director will mentor the DIT and provide a written evaluation to the TASC Director.
6. The director shall perform any other duties required to aid in the success of the workshop.

TASC Board Orientation Handbook 2021-22

# SUMMER LEADERSHIP WORKSHOP: CONSULTANT JOB DESCRIPTION

1. The workshop director shall be responsible to the TASC Director for all curricular aspects of the workshop.
2. Under the supervision of the workshop director, the workshop consultant shall be responsible for the following aspects of the workshop:
   1. Curriculum and Structure of Workshop:
      1. Develop and deliver curriculum designed to provide student leaders with experiences that improve leadership skills and student council effectiveness (based on TASC Summer Workshop goals and purposes).
      2. Create opportunities for each individual's involvement in the workshop.
      3. Provide structure and instruction to advisors (staff and non-staff) regarding activities and methods to be used in organized groups.
      4. Create opportunities for non-staff advisors to be involved in workshop activities.
      5. With the director, coordinate the duties and supervision of the workshop Junior Counselors.
      6. Utilize a pre-determined theme to enhance workshop activities.
      7. Meet with advisors and contribute to the Advisor curriculum.
      8. Support and enforce all TASC Board policies.
   2. Materials and Supplies:
      1. Provide director with basic workshop schedule by March 1 and detailed schedule for distribution at least one month prior to workshop start.
      2. Coordinate with director concerning the necessary instructional materials at least one month prior to start of the workshop to determine who will be responsible for materials.
      3. Coordinate all purchases of workshop supplies with the director, who has final authority over expenditures of workshop funds. Workshop expenses include supplies that are to be used or distributed (i.e. paper, markers, tokens). Items that the consultant will keep in his/her personal possession to be re-used are not workshop reimbursable expenses (i.e. CDs, books, carry crates, etc.)
3. The workshop director is responsible for organizing and administering the workshop and coordinates all contacts with the university and other outside persons on behalf of the workshop. Consultants should not make arrangements with the university or outside agencies without the director's involvement.
4. The consultant shall engage in ongoing evaluation of workshop effectives utilizing a variety of evaluation techniques, including but not limited to written school evaluations.
5. Should a Consultant in Training (CIT) be assigned, the consultant will mentor the CIT and provide a written evaluation to the TASC Director.
6. In relation to the TASC Director/office:
   1. Consultants are expected to attend the annual training/planning meeting with TASC Director and other workshop staff. Customary travel expenses will be paid.
   2. Upon request, be prepared to provide a copy of all instructional materials to TASC.
   3. Within one month of workshop completion, provide a written summary of all evaluation techniques reviewed to TASC Director.
7. The consultant shall perform any other duties required to aid in the success of the workshop.

TASC Board Orientation Handbook 2021-22

# Summer Leadership Workshops: Junior Counselor (JC) Job Description

Each summer, TASC conducts leadership workshops for high school and middle level student councils. More than 2500 students and advisors are trained in student council operation and leadership concepts at university campuses around the state. Each workshop is staffed by a team of professional educators with experience in student activities. Additionally, each workshop is assigned a team of Junior Counselors. Students apply for these positions and are invited based on their experience and skill set.

**What is a JC?**

JC’s are high school students in advanced leadership training who serve as an assistant to the Workshop Director and Workshop Consultant. Their role may include the following: facilitator, janitor, stage manager, performer, and public speaker.

**Expectations of a TASC Summer Workshop JC:**

* Coordinate all responsibilities with the workshop director and consultant.
* Arrange for travel to and from workshop site.
* Arrive one day prior to start of the workshop to be trained and conduct pre-workshop preparation.
* Stay until the director and consultant release you on the final day of workshop.
* Dress a “step above” the regular workshop participant.
* Follow all workshop/TASC rules and guidelines.
* Be positive at all times
* Be aware of all delegates. Focus in on those that don’t seem to be a part of the workshop and alert the consultant.
* Eat with different people at every meal.
* Avoid spending excessive workshop time with your hometown council if they attend.
* Report any issues you see or hear about to the workshop director or consultant.
* Interact with student and adult participants in a professional manner.
* Be prepared to not get much sleep
* Model appropriate behavior and group etiquette at all times.
* Exhibit appropriate stage presence.
* Be prepared to lead icebreakers, songs, activities, concurrent sessions, and group discussions.
* Work behind the scenes.
* Set up and clean up all for activities.
* Exhibit appropriate cell phone etiquette
* Avoid workshop romantic or personal entanglements at workshop.
* Exhibit time management skills and self-discipline.
* Follow through on your commitments.
* Tell the Workshop Consultant or Director if you have trouble with a task.

TASC Board Orientation Handbook 2021-22

# TASC Summer Leadership Workshop: Staff Salary

**Four Night Workshops**

STANDARD SALARY:

* All directors will receive a base salary of $875.00
* All consultants will receive a base salary of $775.00
* $140 will be added to the base salary for each night (actual workshop).
* Director Salary: 875 + 560 = $1435.00
* Consultant Salary: 775 + 560= $1335.00

SALARY FOR ASSISTANT DIRECTORS OR ASSISTANT CONSULTANTS:

* If a workshop has more 275 or more participants, a paid Assistant Consultant or Director may be added. An additional paid Assistant Director or Consultant can be added upon agreement of the State TASC Director and the Workshop Director if special circumstances are determined.
  + Assistant Consultants/Directors may receive $500 plus room and board (based on preparation prior to the workshop as well as work done at the workshop).
* The decision to add an Assistant Director or Consultant will be made by the TASC Director.
* Upon agreement between the Workshop Director and the TASC Director, an assistant consultant/director who will receive room and board only may be added to workshops of 275 or more.

DIRECTOR OR CONSULTANT IN TRAINING:

* A person in the second phase of the director/consultant in training program will receive a stipend of $100 and reimbursement for half of travel expenses. See training program details for phase designation information. \*(Phase does not mean year. One phase may take more than one year.)

SALARY BONUS:

* The following bonus structure will be applied based on actual registration at the workshop site. (Amended August 2016)
  + 200-249 registrants: $100 will be added to the salary of the consultant and $125 to the salary of the director.
  + 250 + registrants: $200 will be added to the salary of the consultant and $250 to the salary of the director.
  + 300 + registrants: $300 will be added to the salary of the consultant and $375 to the salary of the director.
  + 350 + registrants: $400 will be added to the salary of the consultant and $500 to the salary of the director.
  + 400 + registrants: $500 will be added to the salary of the consultant and $625 to the salary of the director.
* In the case of co-consultants, the bonus will be split equally between the two.
* A director/consultant in training or an assistant director/consultant is not eligible for the bonus.

CANCELLED WORKSHOP:

* In the event a three- or four-night workshop is cancelled, the workshop director and consultant will be paid $300 each. The salary bonus based on registration will not apply in the case of cancelled workshops.

TASC Board Orientation Handbook 2021

**One Day Workshops**

STANDARD SALARY:

* All directors will receive a base salary of $350.00
* All consultants will receive a base salary of $300.00

SALARY BONUS:

* The following bonus structure will be applied based on actual registration at the workshop site. (Amended August 2016)
  + 70 – 99 registrants: $75.00 will be added to the salary of both the director and the consultant.
  + 100 – 124 registrants: $125.00 will be added to the salary of the both the director and the consultant.
  + 125 – 149 registrants: $175.00 will be added to the salary of both the director and the consultant.
  + 150 + registrants: $225.00 will be added to the salary of both the director and the consultant.

CANCELLED WORKSHOP:

* In the event a workshop is cancelled, the workshop director and consultant will be paid $75.00 each. The salary bonus based on registration will not apply in the event of cancelled workshops. (Amended August 2016)

NHS Workshops:

* Salaries will be determined by TASSP.

*Adopted by the Board: July 2012; amended November 2014; amended August 2015, amended Nov. 2021, amended 2022*

TASC Board Orientation Handbook 2021-22

# Director’s Budget for Four Night Workshops

Charges to the director’s budget include items billed by the university (other than room, board and facilities)

1. Office - (Limit to $50.00)

examples: first aid kits, office supplies

2. Printing - ($.50 per registrant)

category includes directory expense.

3. Supplies for Workshop Activities - ($2.00 per registrant

(Jr. Olympics, pens, butcher paper, dance, etc.) No **gifts** may be charged here.

4. Council budget allotment - (Limit to $15.00 per council)

5. Advisors' refreshments, activities - (Max of $4.00 per registrant).

7. Miscellaneous - ($140.00 limit)

Category includes DJ fee, JC meals

8. Pizza/Ice Cream/Refreshments (Max of $5.50 per attendee)

Director has the authority to transfer up to 15% of funds from one category to another, except that any new category of expenditures will be approved in advance by the TASC Director. If there are no costs for a particular category, the amount should be subtracted from the total allotment. The TASC Director can allot up to $25 per workshop to cover emergency needs.

Consultant: Can be reimbursed up to $25.00 for printing materials at school. (Other printing for the consultant can be done by the TASC Office if provided to the office at least 30 days prior to the workshop (maximum of 10 pages per registrant). All other consultant expenses **must be cleared in writing with the director and charged against his/her budget.**

**Any changes requested at the workshop site which will result in a charge must be cleared by the director**.

*Amended April 2013*

TASC Board Orientation Handbook 2021-22

# STUDENT PARTICIPANT COMMITMENT FORM

TASC Summer Leadership Workshops have a long history of excellence and success. Students participating in workshops gain invaluable leadership experiences and training. TASC Workshops should be regarded as an extension of the school environment. General rules that apply at school will also apply at workshop. To maximize the workshop experience for all involved and to ensure the safety of participants, all students must agree to uphold the following expectations.

**STUDENT EXPECTATIONS:**

1. Attendees attend the workshop from start to finish.
2. TASC prefers that students do not drive themselves to/from the workshop site. Should this be necessary, students must submit a signed waiver, relinquish their car key upon arrival, and may be expected to pay parking fees.
3. Attendees may room with someone from a different school.
4. Students attend all workshop sessions at the designated times and places and wear appropriate workshop identification to all workshop activities.
5. TASC DRESS CODE:

* All garments should meet the following standards:
* Be opaque (not see through);
* Have sleeves (Garments with no sleeves may have a cover up added up to bring the garment into dress code.);
* Have a front and back;
* Fit at or cover the waistline;
* Not show cleavage or chest;
* Be no shorter than mid-thigh;
* Have no rips or holes above mid-thigh through which skin shows; and
* Not display or refer directly or indirectly to alcohol or alcoholic products, drugs or drug paraphernalia, tobacco or tobacco products, profanity, race, politics, violence, offensive language, gender, or sexuality;
* Shorts
* Are NOT permitted at TASC events held during the school year, but
* Are permitted at summer programs and must be no shorter than mid-thigh.
* Head coverings, except for medical or religious purposes, are not to be worn when inside a building.
* This dress code may be modified for performers or participants at specific TASC events*.* The costumes and times they may be worn must be approved by a conference committee/director.
* This dress code may be modified for specific events. Advisors will be notified of any changes a minimum of two weeks prior to the event by the assigned TASC designee and are responsible for communicating with all their participants.
* TASC/TASC Districts retain the right to modify a specified dress code for events outside the TASC state calendar.

1. Students are not allowed in any sleeping room other than the one assigned to them and may not invite4 any student not assigned to the room to enter.
2. Attendees are expected to observe the workshop curfews and other site-specific workshop rules communicated by adult staff.
3. TASC will not tolerate harassment of any kind. This includes, but is not limited to verbal, physical, or sexual harassment based on age, disability, gender, national origin, race/color, religion, sex, sexual orientation, or any other status protected by law.
4. Attendees will respect the rights and safety of others.
5. Weapons of any type are strictly prohibited at TASC functions. Any person found in the possession of an item used as weapon or exhibiting irresponsible behavior that endangers the health, safety, or welfare of him/herself or others will be sent home from the workshop without delay at the expense of the student, his/her parents or the student’s school. Both the student’s principal and parents will be notified, and local and campus authorities may be contacted.
6. Attendees understand the use or possession or being under the influence of alcohol, illegal drugs, any controlled substances or mood-changing/mood-altering/behavior-affecting drug not prescribed for the individual in possession of the drug, or any tobacco products including electronic cigarettes, or any other electronic vaporizing device is strictly prohibited. Any student found in the possession or under the influence of these substances will be sent home from the workshop without delay at the expense of the student, his/her parents/guardians, or the student’s school. Both the student’s principal and parents/guardians will be notified, and local and campus authorities may be contacted.
7. Sexual activity of any kind is strictly prohibited. Any student found to have engaged in this will be sent home from the workshop without delay at the expense of the student, his/her parents or the student’s school. The student’s principal and parents will be notified, and when appropriate, campus and/or local law enforcement authorities will be notified.
8. Attendees must report illegal or questionable activity to an adult.
9. Violation of any of these guidelines could result in the student being sent home, along with notification to the school’s principal. A student sent home from a TASC event because of disruption of the workshop, a violation of TASC policies, or a concern for the safety of that student and/or others will not be allowed to attend another TASC state event for a calendar year. TASC would much prefer that everyone have a meaningful, exciting, and safe workshop experience.

Your signatures below indicate that you have read the above guidelines and agree with these expectations.

TASC Board Orientation Handbook 2021-22

# ADVISOR RESPONSIBILITIES

The mission of TASC Summer Leadership Workshops is to help all students and advisors discover and develop their leadership potential as they gather the tools to run effective student councils back home. A student council is a group of students working WITH an adult advisor to improve a local campus and community. Congratulations on choosing to be a part of that endeavor. All students attending the workshop must be accompanied by a school advisor or principal designee. Get involved at the workshop with your students - you’ll be glad you did!

**ADVISOR RESPONSIBILITIES:**

* Advisors are to review and discuss the TASC Student Participant Commitment responsibilities with their student delegates to clearly define expected and acceptable behavior. Advisors must model the same attire and behavior as expected of students.
* It is the responsibility of the advisor to monitor the behavior and dress of his/her students throughout the workshop.
* If an advisor witnesses a student who is not from his/her delegation behaving inappropriately, the advisor should speak to the student or the student’s advisor immediately.
* Advisors who are not on staff are expected to support the workshop in other ways. This will include room checks, chaperoning activities, assisting staff members, etc.
* Advisors should limit personal off campus activities and are expected to let the workshop director know where they are at all times.
* Advisors are expected to support and enforce the workshop rules and regulations and the workshop schedule.
* Advisors must attend and facilitate any scheduled meetings of their hometown council.
* Advisors will ensure that students in their delegation participate in all workshop activities and not separate from the planned group activities.
* Advisors should ensure that students not be given permission to arrive after the start date or to leave before the final day of the workshop.
* Advisors should notify students and parents that photos and videos taken at workshop may be used by TASC.
* All adults on campus must participate in Abuse and Molestation Prevention Training and pass the accompanying test.

TASC Board Orientation Handbook 2021-2022

# DISCLOSURE OF PRIOR CRIMINAL CONVICTIONS

*Note: Every adult and JC attending a TASC Summer Workshop must complete this form and return it to the workshop director along with the individual student and sponsor registration forms.*

**DISCLOSURE OF PRIOR CRIMINAL CONVICTIONS**

The Texas Association of Secondary School Principals is an advocate for school leaders. TASSP’s youth advocacy includes the sponsorship of several youth leadership conferences and events. Therefore, it is necessary for TASSP to request the following information from you as a potential employee or volunteer, since if you are working for TASSP you may have contact with students.

Have you ever been convicted of a crime, or received a verdict other than not guilty, in any court or similar proceeding. If yes, please describe the offense, the date of conviction, and rehabilitation undertaken. (Prior convictions do not necessarily bar employment.) \_\_\_\_\_ Yes \_\_\_\_\_ No

**AUTHORIZATION TO RELEASE INFORMATION**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorize the Texas Association of Secondary School Principals (TASSP) to obtain information from my current and former employers, references, government agencies and other parties, for the purpose of verifying the statements made in my application and otherwise determining my suitability and qualifications for being either paid or volunteer staff at events sponsored by TASSP.

I authorize TASSP to conduct a background investigation including, but not limited to, an investigation of my educational, military, and criminal conviction records to ascertain any and all information that may be pertinent to my qualifications. I agree to cooperate in such investigation, and release the TASSP, its directors, employees, and agents, and all persons and entities providing such information to the TASSP, from any and all liability in regard to requesting, supplying, or disclosing such information.

Name: (Please Print): (*First, middle, last name)*

Signature:

Date:

Parent/Guardian Signature (if under 18):

Drivers License Number:

State of Issue:

Date of Birth:

Witness Signature:

Date:

TASC Board Orientation Handbook 2021-2022

# Workshop Safety Plan for TASC Summer Leadership Workshops

*\* Thanks to Jeff Sherrill at NASC for sharing the National model from which much of this document is extracted.*

The safety record of the TASC Summer Leadership Workshops is excellent, but the possibility of an unexpected emergency that exceeds normal levels must also be anticipated and planned for. This paper is to describe situations and procedures to be utilized by workshop staff in such instances.

**It is imperative that TASC workshop directors make all adults at the workshop familiar with these guidelines in the first meeting of the adults. Students must also be told of their right to a safe/secure environment and given direction as to reporting situations that might interfere with that right.**

A *critical incident* is generally defined as an emergency situation that:

1. Involves the fatality or near fatality (serious injury) of one or more persons.
2. Involves the destruction of a program site, a shelter, or the displacement of persons from a shelter or dwelling.
3. Involves a large-scale and sustained interruption of communications and/or other utility services.
4. Involves domestic terrorism or other violent acts that threaten or cause substantial fear or injury to one or more persons. (Sexual Harassment/Assault, Bomb Threat/Scare, Hostage Situation)
5. Involves the evacuation from a program site.
6. Involves any accident or emergency situation with 6 or more victims (constitutes a mass casualty situation – by EMS definition).

**Any adult or student who becomes aware of such a situation should attempt to notify the Director of the TASC Workshop if feasible; otherwise, should contact Campus police.**

The safety, accounting for, and well-being of student and adult program participants are priorities for TASC staff. Once the critical incident has been identified, all patient/victim-related efforts are ultimately made and coordinated by and through the workshop director. Prior to the arrival of local emergency and/or protective services, the director should work with the site hosts to facilitate actions necessary to secure the safety and/or needed treatment of the students.

**WORKSHOP EMERGENCY RESPONSE TEAM**

If a critical incident occurs, each workshop should have an emergency team made up of the following adults: Director, Consultant, Dean of Men, Dean of Women. These individual's roles in an emergency are outlined below.

**Workshop Director:**

* assess the incident and formulate a plan of action to fulfill the following priorities: Life/Safety of participants, stabilizing the incident.
* coordinate staff efforts with local officials.
* communicate needs and directives to the workshop staff.
* Authorize press and other communications.
* produce a final report of the incident.

**Workshop Consultant:**

* work with council sponsors to identify missing delegates.
* pre-plan an emergency meeting arrangement understood by all.
* Give support to delegates NOT involved in the incident.

TASC Board Orientation Handbook 2021-2022

**Deans:**

* one assist Director
* one assist Consultant
* keep logs of what transpires

**TASC State-level Staff involvement:**

In a critical incident involving serious injuries, fatality, and/or large numbers of affected participants, it will be necessary for the director to involve additional TASC staff from Austin. When this occurs, the TASC Director should be notified immediately and will in turn inform the TASSP Executive Director and/or Associate Executive Director.

**RESPONSES TO VARIOUS TYPES OF INCIDENTS**

**Weather**

In circumstances where a natural event interrupts an activity and or forces the evacuation of a venue or geographic area, incident management procedures for camps and local protocols should be employed to the degree necessary to expedite the safe movement and relocation of the students. In all cases where severe weather is forecast or occurs, a camp staff member should be assigned to monitor local weather information. This will include monitoring television, radio and the Internet (www.weather.com and www.noaa.gov) for current updates, watches or warnings.

**Lightning, Thunderstorms**

In the event of NOAA watches and warnings, a Director or designee shall:

* Determine the need for suspending out of door activities and/or relocating delegates to sheltered areas.
* Alert a pre-determined TASC Workshop staff member to monitor weather reports via Internet, weather radio, and local news channels along with site management or security personnel.

Except in cases where participants are out of doors or preparing for transit, it will not normally be necessary to engage local procedures. It should be remembered that strong storms producing lightening might also spawn tornadoes, damaging winds and hail.

**Tornado**

In the event that a tornado watch or warning is issued, the director or designee shall, in consult with the site manager:

* Determine the need for activating the site tornado preparedness system.
* Assign a pre-determined camp staff member monitor weather reports via Internet, weather radio, and local news channels.

In addition to local guidelines, workshop staff will address the following:

* Participants are out of doors – Students should be relocated to appropriate shelter areas.
* Loading of buses – The loading process is to be suspended and all students directed to return to designated shelter areas. If buses are in being unloaded, the process should be safely expedited.
* During a bus ride – In the event that weather conditions deteriorate or become threatening while students are in transit, determination must be made to redirect to the nearest possible shelter.

**Transportation Incident (Air, Land, Sea)**

In the event of a transportation-related accident that involves camp participants, camp staff will follow local Law and EMS protocols. As soon as it can be verified that camp students or staff members are involved in a transportation incident, the state office will need to be notified.

In addition to local guidelines, workshop staff will:

* Victim status – Assigned camp staff should attain the status and locations of all participants involved in the accident and maintain a current record for use with parent/relative notification assistance.
* Staff assigned to medical facilities – One camp staff member shall be assigned to each medical facility receiving participant/victims to assist with identification and provide assistance with public information.
* Establishing a call center – A director shall work with the site manager and local emergency relief to establish a call center for family/school communications.
* Public Information - Appropriate TASC staff and local emergency officials will control Public Information. TASC Workshop staff should provide information only to the director.

**Fire (Structural, Wilderness)**

In the event of a structural fire or wildfire that threatens the camp program or site, local fire and evacuation procedures will be followed.

In addition to local guidelines, workshop staff will:

* Assist with the evacuation of students and staff to emergency shelters.
* Manage the accounting and supervision of all students evacuated or relocated to emergency shelters or designated safe areas.

**Violent Acts/Civil Disturbance/Acts of Terror/Report of a Weapon**

In the event that a violent act, civil disturbance, acts of terror or report of a weapon threatens to any camp activity, the first priority will be to isolate or remove students from the area of threat. If local protocols are applicable, they will be utilized. In all cases of a violent act resulting in student or staff injury, a director will notify the local law enforcement agency having jurisdiction over the camp facility. If the host site for the camp is a college campus, campus security will also be contacted and involved. Directors must notify the state office of the incident.

**For Violent Acts/Civil Disturbances**

* Secure camp buildings where students are being sheltered.
* Move students from outdoor areas or evacuating them from the immediate problem area.
* Check to see that security is in place at all outside doors or entrances.
* Account for all students.

**For Report of a Weapon**

* Immediately contact local law enforcement as to the situation, including information that would identify the type of weapon and its location.
* To the extent possible, isolate students from the area of the weapon by moving them to a secure and/or distant area of the camp facility.
* Refrain from alerting students to suspicions of a weapon except in situations when failing to do so could further jeopardize student safety.

**Intruder/Suspicious Person**

Workshops sites are often used in coordination with other student or adult groups, making it much more difficult to identify a possible intruder. Camp staff should be cognizant of the possible presence of unknown youth or adults who may constitute a threat to students and staff. Wristband identity bracelets should be relied up to help identifying an outsider.

There are several indicators of such threats that include persons loitering in and around camp delegates during breaks, meals, and between sessions. Staff should also be alert to persons who are found on repeated occasion to be directing extra attention towards one or more specific delegates, or persons found on more than one occasion to be loitering in close proximity to delegate housing.

In the event an intruder is suspected or identified, camp staff must take steps to isolate students from the suspect and provide a secure environment for them until the threat is abated. Directors should also contact the site managers and local law enforcement or campus security.

When the incident of a suspicious person or suspected intruder arises, camp staff should take the following additional actions:

* Coordinate with facility personnel to locate and maintain surveillance of the person in question until security or local law enforcement arrives and takes control of the situation.
* Ensure that students are in secured and/or distant areas or that a secured buffer zone is established between the intruder and the students.
* Coordinate and provide debriefing (if necessary) to students following the conclusion of the situation.
* Account for all students throughout the situation.

**Missing Student**

A missing student situation is determined when one or more delegates remain unaccounted for following a reasonable search of the camp facilities and pre-established student boundaries.

Upon being notified of a possible missing student, director should take the following actions:

* Question staff members and delegates who were the last to see or interact with the missing student.
* Dispatch a staff member to the last known location of the student in question.
* Following an initial search, notify camp facility personnel and/or campus security for mutual aid in search efforts.
* In the event the student is not found on premises, local law enforcement and the state office must be notified \*\*
* Identify student and other witnesses
* Establish an interview area to question all persons proximal to or present at the missing student's last known location.

*During the interview process, try to obtain the following information:*

* + Description of student, clothing, carried items, etc.
  + Comments, remarks, or plans the student may have verbalized
  + Unknown, suspicious persons or others the student left with or who were observed in proximity to the missing student
  + Disposition, mood, attitude, behavior of the student when last observed
* If in a reasonable time, the missing student is not located, the director, in consultation with local law enforcement officials, must determine when to notify the parents of the missing student. If it becomes necessary to contact parents, the state office must be notified prior to the parent.

*\*\*Once law enforcement officials have been notified, they and any agencies called for mutual aid will normally assume command of the situation and have full control of subsequent search-related activities.*

**Dorm and Meeting Room Evacuations**

Workshops that house students in dorm environments offer unique challenges during incidents that require evacuation. The successful evacuation of large clusters of students via emergency stairwells could be delayed because of congestion precipitated by large numbers using a single route. It is important that at such times, staff disburse evacuees to as many exits as is possible.

Prior to the beginning of all camps, staff will meet to discuss and review evacuation procedures. On the first day of camp evacuation procedures will be reviewed with students and a safe evacuation area will be identified. Students should be reminded to become familiar with their meeting and lodging evacuation plans and routes. This will help ensure that students and staff are aware of what to do if they are required to exit a building during an emergency.

*\*\*Staff must be aware of students who may require special assistance during an evacuation and plan accordingly.*

**Dorm Evacuation Procedures**

In the event that an evacuation is called for while students are in their dorm rooms:

* Students should use the nearest exit and move to meet in a pre-determined safe area outside of the dorm and look for their adult counselor, JC or other staff member in that area.
* Adult staff should account for all students in their care and report all missing students and injuries to the director and emergency personnel.
* Staff and students should remain at the evacuation meeting area until site staff or emergency persons relocate them to a shelter.
* If students are able to return to their rooms following an evacuation, camp staff should do room checks to see that students did return and address any questions or fears that may have resulted.

**Evacuation from Meeting Room**

When it becomes necessary to evacuate the building while students are in their meeting or general session rooms:

* Workshop staff will help facilitate moving students to the nearest exits and away from the building.
* Evacuated students should move to a pre-determined safe area and look for their counselor.
* Students and camp staff should remain in the evacuation area until directed by director or emergency staff to relocate or return to their meeting room.
* Advisers should account for all students in their care and report all missing students and injuries to director and emergency personnel.

TASC Board Orientation Handbook 2021-2022

# Collection of Records and Data from Staff and Outside Agencies

For liability purposes and purposes of record, it is paramount that accurate records, notes, phone logs, and any other information pertaining to a crisis be maintained throughout the incident. During the post-crisis period, all information should be collected and that which is not written should be transposed into written form.

The information will be used to develop the incident report and will also be reviewed by TASSP/TASC staff to evaluate current procedures and determine ways for improving the management of future incidents. Data will also be requested from outside agencies when they are involved in a program crisis.

**Data that should be collected:**

* List of all staff utilized to address the crisis and the responsibility of each
* List of assisting agencies (EMS, Law, Fire, etc.)
* List of all local school personnel directly involved with crisis efforts
* A chronological accounting of the crisis and all actions taken in response
* All notes, memos, directives, or communiqués

An accurate accounting should be made in the case of any critical incident. To do so, persons involved in each area of the critical incident chain should keep individual logs and a separate, comprehensive log must be maintained in the command area that includes in chronological order, all actions and decisions that are made. Following the incident, logs must be collected and from them a final report composed by a team made up of the incident manager(s) and the support staff assigned as Aide.

**Log entries:**

1. During which program did the incident occur?
2. Who assumed the position of incident manager(s)?
3. What type of incident occurred?
4. Date and time the incident occurred: When was notification received? What time did staff arrive on scene? What date and time did the incident end?
5. What was the cause of the incident?
6. How many program participants were directly affected?
7. What outside agencies and additional TASC staff were involved?
8. What were the names and roles of TASC and local staff working the incident?
9. Were there any injuries or fatalities?
10. Where were affected participants transported and by what modes of transportation?
11. Were parents notified? Who contacted them? When was contact made? What were they told?
12. How were reunification efforts made?
13. How did the incident affect the program schedule?
14. When was the incident debriefing held? Where? Who attended?

TASC Board Orientation Handbook 2021-2022

# Workshop Site Information Form

Workshop Site:

Date:

**KEY PERSONNEL NAME AND ROOM/OR CONTACT NUMBER**

Director:

Consultant:

Dean of Men:

Dean of Women:

University Contact:

**EVACUATION ROUTES AND DESTINATION**

Event Site:

Evacuation Route:

Assembly Area:

**EMERGENCY AGENCIES AND NUMBERS OTHER THAN 911**

Campus Law Enforcement:

Local/county law enforcement:

Poison Control:

**SHELTER LOCATIONS**

On-site Shelter(s):

Off-site Shelter(s):

Location of AED Devices:

TASC State Level Contact Information:

TASC Office: (512) 443-2100

TASC Director: Terry Hamm (512) 308-7088 (cell)

TASSP/TASC Executive Director: Archie McAfee (512) 750-4684 (cell)

TASC Board Orientation Handbook 2021-2022

# General Workshop Safety Practices

Professionals, employees, and volunteers of the Texas Association of Student Councils (TASC) make the safety of attendees at their events paramount.

**SAFETY GUIDELINES FOR TASC SUMMER LEADERSHIP WORKSHOPS:**

* All adults in a supervisory position at workshops are required to show proof of all background checks required for educators by the State of Texas.
* All advisors at TASC Summer Workshops and all Junior Counselors will take the Abuse and Molestation Prevention training and demonstrate mastery of the material.
* Medical Release information and emergency contact information will be collected for every person at the workshop.
* When advisors leave campus, they will check in and out with the Workshop Director and ensure the director has contact information. Students may leave campus only during the free time allowed on one day of workshop or for emergency situations. They must be accompanied by an advisor, and the workshop director must be made aware of any emergency situations.
* Room checks are performed each night by adult advisors.
* Roll is checked at each small group meeting.
* When students return to a general session from a transition period, they will check in.
* Students will only be released from a workshop to the advisor responsible for them or to an identified guardian.
* Should a JC drive his/herself to workshop, a travel release form is required.
* Adults associated with the workshop will not be alone in private restrooms or individual dormitory restrooms with minors.
* Workshop Directors will maintain a method of contacting participating advisors and students in case of emergencies at the workshop.
* Workshop Directors will maintain a list of nearby emergency facilities and 24-hour pharmacies.
* Workshop Directors will assign appropriate supervision should students be engaged in swimming/water activities during workshop hours.
* TASC policy requires that an advisor approved by the school principal is registered and attends workshop with students assigned to him or her.
* School advisors are solely responsible for students when they are in transit or off-campus with the advisor during scheduled workshop “free time.”
* Workshop Directors will maintain a check in sheet for councils during scheduled workshop “free time.”
* During TASC Workshop and Director Training the following videos will be shared with directors, and the Abuse/Molestation Prevention materials will be reviewed. TASC Workshop Directors will share the videos with the workshop Deans.
  + First Aid for seizures in schools: <https://learn.epilepsy.org.uk/first-aid-for-seizures-in-schools/>
  + Use of an epi pen: <https://learn.epilepsy.org.uk/first-aid-for-seizures-in-schools/>
  + Use of an AED Device: <https://www.youtube.com/watch?v=7ukk5hOV8e0>
  + Hands on CPR: <https://www.youtube.com/watch?v=XpEvQuOWME0>

TASC Board Orientation Handbook 2021-22

# Workshop Incident Report Form

Workshop Site:

Date:

Incident: (which required emergency medical treatment and/or notification of school principal)

School Involved:

School Advisor:

Principal notified:

Parent notified:

Action taken:

TASC Office notified:

For TASC use: If action requires that student not be allowed to attend another TASC state event for a calendar year, letter to the school must be sent.

TASC Board Orientation Handbook 2021-22

# TASC Abuse and Molestation Policy

**Texas Association of Secondary School Principals**

**Texas Association of Student Councils**

**Texas Association of Future Educators**

STATEMENT OF POLICY: Professionals, employees, and volunteers of the Texas Association of Secondary School Principals (TASSP), the Texas Association of Student Councils (TASC), and/or the Texas Association of Future Educators (TAFE) shall not engage in sexual abuse, sexual harassment, sexual misconduct, physical abuse, and/or emotional mistreatment of children, youth and adults.

Persons in the role of leadership with children, youth, and adults shall include all employees and volunteer staff who have direct or indirect contact with any and all who participate in any activities or events sponsored by TASSP, TASC or TAFE.

**DEFINITIONS:**

1. Sexual Abuse: Sexual abuse means unwanted physical contact of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, other physical contact and sexual relations. Child/youth/adult sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. It includes but is not limited to: (1) incest, (2) rape, (3) prostitution, (4) any sexual intercourse, or (5) deviant sexual conduct such as fondling of a child, youth, or adult in the program or at sponsored activities.
2. Sexual Harassment: Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.
3. Sexual Misconduct: Sexual misconduct means a chargeable offense.
4. Physical Abuse: Any act of omission or an act that endangers a person’s physical or mental health. This definition includes any non-accidental physical injury caused by a caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual’s age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to the physical health of a child, youth or adult.
5. Emotional Mistreatment: Persistent or extreme thwarting of a child’s, youth’s, or vulnerable person’s basic emotional needs (such as the need to feel safe and accepted).

Implementation: Professionals, employees and volunteers shall be provided a copy of this policy and shall receive training information to assist in the implementation of this policy.

Making a complaint: Persons who have knowledge of possible violations of this policy by professionals, employees or volunteers should report to appropriate supervisors and administrators. The administration will take action in investigation, reporting and due process, and take action to seek justice.

Introduction: It shall be the policy and covenant of each organization, TASSP, TASC or TAFE, to do everything in its power to prevent physical, emotional or sexual abuse against children, youth and adults involved in its operations and with any event sponsored by TASSP, TASC or TAFE. Each organization, TASSP, TASC or TAFE, is aware of its legal responsibilities and the need to comply with those responsibilities. Each organization, TASSP, TASC or TAFE will go beyond those responsibilities when necessary to act justly in the best interest of those who have been abused or those who are most vulnerable to abuse.

Scope: This policy and its provisions shall apply to all professionals, employees and volunteers who have any direct or indirect contact with children and/or youth and/or adults who participate in any activities or events sponsored by TASSP, TASC or TAFE.

**Screening for Volunteers or Staff:**

* Careful screening is one way to prevent the abuse of children, youths and adults. Screening calls for careful gathering and review of information in search of persons who can and will provide safe and caring supervision in a safe environment.
* Prior to employment as a paid staff person or acceptance as a volunteer, each prospective worker shall be required to complete and sign the application form. By signing the form, applicant gives the respective organization TASSP, TASC or TAFE, permission to contact references, conduct criminal background check (if indicated), search official records, and perform any other investigation necessary to enable a complete review and evaluation of the application.
* All employees directly hired and all volunteers directly accepted by TASSP, TASC or TAFE who are not current employees of a school district will be screened by such organization prior to employment or acceptance.
* In all cases where an event or activity sponsored by TASSP, TASC or TAFE involves school districts or school campuses sending students to attend, monitor or participate in such event or activity, it is the responsibility of the school district or school campus administration to conduct the screening process and certify to the sponsoring organization that all sponsors, advisors, directors, or other personnel or volunteers accompanying the students have been properly screened and approved to supervise students.
* Incidents occurring at an event or activity sponsored by TASSP, TASC or TAFE which involve school district or school campus employees, volunteers, or students who are attending the event or activity are considered extensions of the school guidelines and policies of the school district sending them to the event or activity, making the resolution of any such incident the primary responsibility of such school district.

The Program Director of the event or activity shall be responsible for the conduct of the screening process:

* He shall receive and review all completed application forms, rejecting those, if any, which are not completed and properly signed.
* He shall evaluate each application form and determine the need for and extent of any investigation necessary to determine eligibility of the applicant.
* He shall check references and conduct other investigation he feels is necessary to determine the fitness of the applicant.
* He shall follow training provisions outlined in Texas Education Code, Chapter 51, Subchapter Z, §51.976, Training and Examination Program for Employees of Campus Programs for Minors on Warning Signs of Sexual Abuse and Child Molestation.
* He shall approve or disapprove each application and promptly notify each applicant of his decision. If the investigation of any application raises a serious question as to the fitness of the applicant, the application shall be disapproved.

Notwithstanding the forgoing, the application must be disapproved by the Program Director if it is determined from the investigation or otherwise that:

* The applicant has been involved in any activity in which he abused or exploited children, youths or adults; or
* The applicant has been convicted of a crime against children, youths or adults.

Notwithstanding the decision of the Program Director, the sponsoring organization of each event or activity reserves the right to disapprove any application.

Results of all screening activities shall be kept confidential.

Reporting Incidents:

1. When the necessity of reporting occurs, the protection of children, youths and adults must be paramount.
2. Reporting:
   1. Immediately upon receipt of an allegation of violation of policy the Director of the Program or the Associate Executive Director or the Executive Director of TASSP shall be notified.
   2. The Executive Director or his/her designee shall notify the insurance carrier.
   3. The Executive Director or his/her designee shall notify the Crisis Management Team.
   4. The Executive Director or the Crisis Management Team will facilitate reporting to SRS and/or law enforcement agencies, as appropriate according to State and Federal reporting guidelines.
3. The person against whom an allegation has been made (Respondent) immediately will be suspended from working with children, youth, adults.
4. If a minor is involved, that person’s parent(s)/guardian(s) shall be notified of the alleged violation of policy by a person designated by the Crises Management Team.
5. The Crisis Management Team shall assist the investigation of the complaint and the process to work through the complaint. This may include assistance with legal and public relations issues as well as interviews necessary for the investigation of the complaint. Decisions on all complaints shall ultimately rest with the Board of Directors of TASSP.
6. The Crisis Management Team will determine who needs to be interviewed to determine the nature of the alleged violation and its impact. All conversations shall be documented including such things as (but not exclusive of) date, time, place, and names of person or persons involved. In addition, the substance of the conversation shall be documented, with the person interviewed asked to review notes for accuracy and to sign such notes. In addition, all contacts made and actions taken by the Crisis Management Team are to be documented.
7. If a formal complaint is made, the Crisis Management Team shall provide the Respondent with a copy of the complaint.
8. Those making the allegations (Complainant), the parent(s)/guardians(s) of any minor involved, the Respondent, and any person who supervises such persons shall be notified of any results of the investigating and final decision of the Crisis Management Team. In all cases, all documentation shall be retained in a confidential, personal file.
9. The Crisis Management Team will determine when and with whom information needs to be shared. If investigations or allegations of abuse should come to the attention of the media, a response will come from the Executive Director of TASSP or rom his/her designee.
10. It shall be the goal of TASSP to provide supportive care to both the Complainant and the Respondent, and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system and appropriate counseling referrals.
11. If the Complainant should desire to appeal the decision of the Crisis Management Team or the Board of Directors, legal counselor will be consulted.

*The Crisis Management Team, appointed by the TASSP Executive Director, consists of: TASSP Associate Executive Director, TASSP Director of High School Services, TASSP Director of Middle Level School Services, TAFE Director, and the TASC Director. Updated 3/9/11*

TASC Board Orientation Handbook 2021-22

# Policies Related to the HIGH SCHOOL ANNUAL CONFERENCE

1. Each individual advisor is responsible for the housing, transportation, conduct and supervision of their student delegates.
2. All middle level advisors are invited to attend the Annual Conference.
3. Middle level schools are excluded from the Annual Conference, except that the middle level district president or coordinator schools, the schools of middle level Board of Directors members, and the middle level Conference Coordinator School may each bring up to five delegates.
4. Schools seek state office based on the guidelines outlined in the formal Campaign Rules and Regulations.
5. \*Schools (with the exclusion of the Conference Coordinator School) may bring 5 voting delegates, 12 non-voting delegates and foreign exchange students (limited to one for candidate schools), plus an additional non-voting delegate for each of the following:
   1. Table talk leader (up to two for two table talks topics submitted)
   2. District officer school or district coordinator for current or upcoming year
   3. Candidate for state office
   4. Current state officer school
   5. Serving on a conference committee
   6. Submitted an entry to district for Energy/Environment school recognition
   7. Submitted an entry to district for D.A.S.H. recognition
   8. Submitted an entry to district for Pride and Patriotism recognition
   9. Submitted an entry to district for Outstanding Student Council recognition
   10. Submitted an entry to district for Community Service
   11. Submitted an entry for Top Ten Projects
   12. Submitted an entry for Top Ten Video Project
   13. Submission of application for NASC Council of Excellence Award
   14. Submission of TASSP Council Scholarship Application
6. \*Based on conference facilities, TASC will allow a limited number of guests to register without payment. Those may include a school administrator, one guest per candidate school, and up to four guests per state officer school (student officer representative family members).   
   \*This policy may be modified by the TASC Director should conference facilities create the need to limit attendance.
7. Exhibitors: TASC will invite commercial firms to exhibit at the Annual Conference. Student travel firms may be approved as exhibitors if student travel is well supervised and their policies meet appropriate safety and security measures.
8. Registration fee is set by the Board of Directors and includes a conference T-shirt for pre-registered delegates.
9. All attendees, other than the aforementioned guests and additional conference coordinator school students, for any part of the conference must be registered either as guests or paid attendees.
10. The TASC Board of Directors has set a no refund policy once the deadline for cancellation has passed. If registration is not cancelled in writing by the stated deadline, schools will be charged the full amount for the registered delegates

Updated November 2022

TASC Board Orientation Handbook 2021-22

# On-site TASC OFFICER SCHOOL ELECTION: CAMPAIGN RULES AND REGULATIONS

*Revised by Board of Directors action, August 2021*

TASC expects all candidate schools to be familiar with the rules and regulations and abide by them. Any questions or suggestions prior to the filing deadline should be sent via email to [terry@tassp.org](mailto:terry@tassp.org), the TASC Director. Please request a read receipt. Following the filing deadline, questions should be sent via email to the TASC Vice President School’s advisor. Please request a read receipt.

**NOTE: All campaign materials, including the skit, should reflect the HIGH STANDARDS of Student Council and TASC in a positive manner.**

1. **Goals** 
   1. To equalize opportunities among schools of different sizes, economic resources, etc. seeking to run for office.
   2. To allow each candidate school an opportunity to present its views.
   3. To ensure an organized and safe campaign for all entities involved.
2. **Statement of Standards**
   1. All campaign materials should

1. Reflect the Campaign platform

2. Showcase the qualifications of your school/council

3. Be in good taste

* 1. Materials should NOT Include references to any other candidate school
     1. Reflect violence
     2. Be demeaning or degrading to any gender, sexual orientation, race, and/or religion.
     3. Include any sexual innuendo (such as, but not limited to, cross-dressing, revealing clothing, suggestive language, and/or body language.) This applies to all multimedia materials.
  2. Dress Code - Candidate schools must follow the TASC dress code while campaigning and during skit performances unless there is a valid reason that an item is an integral part of a costume. (Ex: a hat, shorts, dance tights, etc.) Campaigning includes onsite campaigns, commercials, videos, still images, and social media posts. Costumes not meeting TASC dress code must be approved by the Vice President school prior to the conference. The Vice President advisor must be notified via email at least one week in advance of digital posting or at least one day prior to Day One of the conference for onsite campaigning.. Request a read receipt and answer via email.
  3. General Rule: If there is any question or doubt about whether something is inappropriate, it probably is, so avoid using it.

1. **Filing for Office**
   1. Schools should file for state office as early as possible, but the final application is due no later than Sixty **(60) days prior to the established date of the Annual Conference**, as required by the TASC Constitution. Modifications on early submissions may be made up until the 60-day deadline.
   2. An application and letter of intent signed by the advisor and school principal is required to officially file for office.
   3. Each candidate school must fill out the candidate resume form with its intent to run packet. This resume will be posted on the TASC website.
   4. After filing its official candidacy, any candidate school may request a TASC contact list from the state office for campaigning purposes
2. **Platform and Theme Clearance**
   1. A general platform idea should be submitted when the candidate school initially files to seek office, but

TASC Board Orientation Handbook 2021-22

NO LATER than 60 days prior to the Annual Conference.

* 1. Specific and thorough details regarding the campaign platforms and themes should be submitted as soon as possible to the TASC Director and the current Vice President School advisor. The final deadline to submit **detailed** platforms and themes is **6 weeks prior to the Annual Conference.** Failure to do so is grounds for disqualification. Please see the Guide to Writing Your Platform document on the TASC website.
  2. All campaign platforms and campaign themes must be cleared through the Vice-President School advisor so that duplication among schools can be avoided.
  3. A school submitting a campaign platform or theme that is similar to one previously submitted by another school will be advised of the duplication. It is politically inadvisable to use a similar theme when running for the same office. In the case of exact replication, the second school submitting the campaign theme or platform will be required to make a change to the submission.
  4. Written communication from the Vice President School advisor will indicate clearance of platform and theme.
  5. Campaigning via electronic communication or word of mouth may begin after theme clearance from the Vice President School. See Section VII for specifics regarding electronic campaigning.
  6. Campaign platform proposals which would cost TASC more than $300 must include a plan for raising the necessary funds for implementation. Due to the budget and structure of TASC, campaign proposals may or may not be adopted by the TASC Board of Directors.

1. **Campaign Finance**
   1. Campaign expenditures are limited to $1200.
   2. All items purchased or borrowed to be used specifically for the campaign must be accounted for in the expense report. This includes items distributed at the local, district, and state levels by the candidate school or by any other school or organization on behalf of the candidate school.
      1. **Purchased or rented items:** Items purchased or rented must be claimed at cost (actual amount spent).
      2. **Donated Items:** Schools may accept donated items; however, these donated items must be counted against the $1200 total. Reasonable market value or rental fee of the donated items must be assigned and noted in the Campaign Financial Statement.
      3. **School items:** Standard school uniforms (i.e., football, cheerleader, or drill team, etc.) or equipment (i.e., flats used in performances, audio visual equipment, etc.) may be used in the campaign and will not be charged against the $1200. If MOST schools would easily have access to a standard school item, it does not count against the $1200. HOWEVER, if the school item used is not standard (i.e., special stage sets, specialty costumes, etc.), the item must be accounted for at a reasonable amount.
      4. **Clothing/costumes:** Clothing that is purchased, made, rented, or borrowed to be used specifically in the campaign must be counted (see #1 and #2). If t-shirts or clothing items are something that students would normally have, the cost does not have to be counted. Student Council t-shirts or clothing items that refer to the campaign or election, regardless of when they are purchased and worn, must be counted.
      5. **Travel expenses:** Travel for the purpose of campaigning to any activities other than those a school would normally attend shall be computed at a rate of 53.5 cents per mile plus actual room and board and charged against the $1200. Travel expenses to the conference will not be charged against the $1200.
      6. **Campaign Party:** A party is defined as a gathering of more than four persons that includes people from any schools other than the schools in the candidate’s TASC district. Refreshments or items used in a campaign party at or before the conference shall be charged against the $1200.
      7. **General Items**: Any items easily accessible by most schools do not count against your budget. For example, a hammer, screwdriver, power strip, tape measure, drill, computer, or other general items that are available to most schools are considered general items. If you have ANY questions, contact the Vice-President School.
   3. A preliminary financial statement showing the budget for the campaign must be submitted to the Vice President advisor along with the platform and theme **6 weeks prior to the Annual Conference.** (No receipts are due at this time.)
   4. A school may spend up to $1200 on the campaign. An official budget sheet must be presented to the Credentials Committee on Day One of the Annual Conference. (See Excel spreadsheet provided for that purpose on TASC website.) Please make three (3) copies of the budget sheet and attach the original receipts to one and copies of the receipts to the other two. The original will be given to the Credentials Committee at check-in. One copy will be used for the second check by the Credentials Committee, and one copy will be given to the Vice President School. The budget sheet should include all booth expenses, give-away items, t-shirts, skit expenses, banner cost, and any miscellaneous expenses related to the campaign. The budget should not include expenses related to convention registration, transportation, hotel, or food expenses

**A statement to verify expenditures will be given to schools on-site which states:**

**I certify that \_\_\_\_\_\_ (Name of school) \_\_\_\_\_\_\_has not had expenditures in excess of $1200 for materials, outside labor, etc., in seeking the office of TASC\_ (Position Running For).**

**\_\_\_ (Advisor’s signature) \_\_\_\_\_ \_\_\_\_\_\_ (Date) \_\_\_\_\_\_\_**

1. **Candidate Requirements**
   1. Officer school candidates (student representative and advisor) must attend all formal meetings of candidate schools conducted on-site at the TASC State Conference. Failure to be on time and present at any formal meetings may result in the candidate school’s being disqualified from the election
   2. Officer school candidates must name the student and the advisor who will represent the school (if elected) on the Board of Directors. **It is recommended that the student and advisor selected to represent the school on the Board have substantial experience in Student Council and TASC programs.** Both will be involved in policy discussions and decisions, so the more exposure and experience with TASC activities and programs, the more knowledge he/she will have in order to be an effective officer.
   3. The student representative will be required to deliver an introduction to his/her school’s candidacy during the Opening General Session following a nomination and second. **The nomination, second and introduction is not to exceed two minutes and 30 seconds.** Student representatives will be silently alerted when two minutes and 30 seconds have passed. A **five second grace** period will be allowed. If the student representative continues beyond the two minute and thirty-five second time limit, the school **will** be disqualified.
      1. This formal introduction of the school’s candidacy should specifically include the following:
         1. Nomination
         2. Second
         3. Acceptance of nomination
         4. Introduction of self and school
         5. Qualifications of school to serve in the position
         6. A detailed explanation of platform.
      2. Representatives from two separate schools should nominate and second the candidate school and representative. The student who will represent the school as student officer should accept the nomination and should clearly be identified to voters as the school representative. An appropriate statement of acceptance could be: “If \_\_\_ high school is elected, I will do my best to ....” **Please** write the nomination and acceptance speeches and include practicing them in your speech so you will not be surprised by the extra time.
      3. Students from current officer schools, conference coordinator school, TASC elected advisor schools, or schools represented on the Credentials, Tabulations or Meet the Candidates Session Committees may **not** nominate or second a candidacy.
   4. The student who will represent the school on the board if elected will be required to participate in a virtual “Meet the Candidates Session.” Each candidate school’s student representative will be asked questions from delegates in attendance regarding platform and qualifications. The Meet the Candidates Session will be conducted by a conference committee led by the current Parliamentarian School prior to the conference. All candidates will be given one minute to introduce themselves and their platforms at the beginning of their “Meet the Candidates Session.” The procedures for the “Meet the Candidate Session” are as follows:
2. We will have five Meet the Candidate Virtual Rooms:
   1. President
   2. Vice-President
   3. Secretary
   4. Parliamentarian
   5. Elected Advisor to the Board
3. The moderator (the current state officer) will introduce themselves and give a brief description of the office.
   1. Moderator will give each student candidate one minute to introduce themselves and their platform.
   2. Students will receive time cue warnings.
   3. Schools will be introduced in alphabetical order.
4. After all schools have introduced themselves, we will move to the question/answer segment.
   1. All students will be asked to answer the same questions.
   2. Candidates will alternate who is asked the question first.
   3. Each Student Representative Candidate will have one minute to answer each question and will be given time cues.
   4. This process will repeat throughout the session.
5. The following are required to attend this virtual session:
   1. All candidates seeking the position along with their advisors
   2. Current State Officer for that position
   3. Committee members assigned to that room (Student & Advisor)
6. Questions will be created by a committee.
7. Recording will take place 4 weeks prior to the Annual Conference. Each session will last 45 minutes. Dates and times will be emailed once they are confirmed.

7. Videos will be uploaded to the TASC website under the “State Officer Election” page

to create a one stop shop for all campaign information.

1. Student Reps are encouraged to dress up for the virtual “Meet the Candidate” Sessions and to block off the time for your call and ensure there are no disruptions.
2. **Campaign Materials**
   1. Candidate schools may unload materials at the convention starting at 9:00 a.m. on Day 1. They should report to the campaign area with all budgeted items but should not begin to unpack anything or set up their booths. Please pack your items according to your campaign budget sheet. This will make for a more efficient check-in process.
   2. Candidate schools will submit required documentation to the Vice President at the check-in table in the campaign area upon arrival prior to verification.
   3. The Credentials Committee will begin checking each candidate school’s budget form and materials at approximately 9:30 a.m. All documentation will be checked and approved, but no one may begin unpacking and setting up until the official notification is given for all schools to begin setting up their booths. Candidates must have three copies of their budget on hand.
   4. A meeting with the production company will take place at approximately 10:00 a.m. in the general assembly room. The student representative, the advisor, and one (1) tech student should attend the production meeting. An exact time and location will be provided on arrival at the Convention Center on Day One. Please see the Technical Guidelines to reference the materials needed for the meeting.
   5. Signage. Signage for your campaign booth is optional. Each booth will have a piped and draped wall, supplies to hang your signs are not provided, and must count towards your budget.
   6. Other Materials
      1. Campaign materials may include “give-away” items. No noisemakers are allowed as a “give-away,” and all novelty items must be approved by the Vice President School BEFORE the items are ordered. Past candidate schools have advised that approximately 3,500 are needed. Please verify tentative numbers with Vice President school before purchasing.
      2. All campaign “give-away” items must be wearable. No food, snacks, or drinks can be used as “give-away” items. Stickers or gummed-backed items are not allowed, with the exception of badge ribbons or self-adhesive bracelets.
      3. **Not acceptable are the following:**
         1. Helium balloons, rubber balls, etc.
         2. Confetti-type materials or fog machines
         3. Gummed labels, stickers with gummed backing, band-aids, etc.
         4. Hooks, screws, or nails for hanging materials
         5. Skateboards, roller blades, roller-skates, or similar items
         6. Combustible or explosive materials including fireworks, flash powder, etc.
         7. Glitter
   7. Props and set pieces used in skits will be stored in a designated, marked area backstage. Spaces will be marked by tape on the floor (approximately 3’x4’) and identified for each candidate school. The space may or may not include a wall to lean items against. Please consider this as you plan. All pieces must be able to fit through standard doorways (7’ x 3’) and be maneuvered up and down stairs.
   8. Each candidate school may create digital campaign material. Digital content may include the following: websites, videos, graphics, and other digital materials and should follow the statement of standards-

TASC Board Orientation Handbook 2021-22

1. **8. Distribution of Materials at the TASC Annual Conference**
   1. No tangible materials may be distributed prior to the TASC Annual Conference.
   2. Campaigning may be conducted, and materials may be distributed according to the following schedule, provided it does not interfere with any other conference activity.
      1. Day 1:12:00 p.m.-7:00 p.m. After **clearance by the Credentials Committee** until the start of the First General session.
      2. Day 2:8:00 a.m.-9:00 a.m. Prior **to the start of the 2nd General Session.**
      3. All materials related to the campaign must be removed from the Convention Center by the end of Day 1.
   3. All distributed items are to be passed hand-to-hand and must be worn excluding social/digital campaign material.
   4. No distribution of materials may take place in the general session room at any time. Nothing is to be thrown into the audience during the rally or candidate’s speech the first night.
   5. Nothing may be distributed after the Political Rally on the morning of Day 2.
   6. Campaign materials may **NOT:**
      1. Be posted on doors, walls, door handles, curtains, or other fabrics.
      2. Be hung from light fixtures, air conditioners, air supply ducts, return air grills, or diffusers.
      3. Obstruct exits.
      4. Be plugged into any exit light fixture or socket.
      5. Black-out or deface an exit light or obstruct it from its original line of sight.
      6. Be posted in hotels or outside the Convention Center.
2. **Campaigning Face to Face and through Digital Materials/Social Media**
   1. Once your campaign platform has been approved by the Vice President School and is posted on the TASC website, you may begin campaigning face to face and through digital materials and social media**; however,** any financial expenditures (including social media), must be reflected in your campaign budget.
3. **Booths**
   1. Each candidate school will be assigned a designated campaign area with two 6' or 8’ tables and two chairs located in the campaign area of the Convention Center. Candidate schools will use the allotted space to create a campaign and informational booth. An informational storyboard about your school’s qualifications and platform should be included in your booth. The space will be “open” meaning there will be no wall available to use as support for any structure created. The booth structure, as well as any activities (games, etc.), may not be set up or conducted outside of the allowed space.
   2. Booth location is determined by a drawing, and a draft diagram will be sent to each candidate school prior to the conference.
   3. Noisemakers, musical instruments, amplifiers, and other approved demonstration materials may be used only inside a candidate school's booth and may not detract from others' booths.
   4. Electrical hook-ups for booths will be available on-site. Candidate schools should inform the Vice President School of the need in advance and must provide their own extension cords and surge protectors. Candidate schools will be financially responsible for any electrical hook-ups if a cost is incurred. This cost must be included on the campaign budget report.
   5. All booths must be torn down, and all items removed from the campaign area by a time designated by the Credentials Committee
4. **Political Rally**

All distribution of campaign materials by candidate schools must CEASE before the Political Rally (second general session) begins on Day 2**.**

* 1. Each school will have **seven** minutes during which time **setup occurs, campaign skits are performed, and the stage is exited**. Schools will receive silent notification after six and one-half minutes, after which schools will have 30 seconds to complete all presentations and exit the stage. Any continuation of presentation beyond the allotted seven minutes is grounds for disqualification. A five second grace period will be allowed. The Parliamentarian School will provide a large clock / timer to be set off stage (center) and visible to the candidate schools.
  2. For technical specifications, candidate schools should refer to the official “State Officer Campaign Skit Technical Guidelines” document. This document provides detailed specifications concerning scripts, music, video, lighting, power, and microphones.
  3. Skits should reflect the candidate school's platform and a call to action for TASC schools rather than being solely for entertainment.
  4. The space available on stage at the Convention Center for skit performances is approximately 30’ wide by 20’ deep.
  5. Any mechanical or technical delay, upon request of the advisor immediately upon occurrence, will be timed, and an extension equal to that amount of time will be added to the presentation. Please remember that any audience participation or audience reaction is included as part of the seven-minute total.
  6. All presenters will enter from backstage, specifically entering from one side and exiting from the opposite side as directed by the production company (traditionally entering stage right and exiting stage left).
  7. Do not plan to hang a backdrop from the battens at the Convention Center for the skit. If a backdrop is necessary, plan to use a freestanding frame.
  8. On the day of the Political Rally, each candidate school’s skit performers will line up in performance order designated by the production company and the Vice President School. A representative from the Vice President School will escort schools to this area. Schools will have pre-set all set pieces/props during rehearsal in the designated storage space. The conference coordinator school will provide students that act as guides once schools are in the holding area. All sets and props must fit in designated area, approximately 3’x4’, and through a standard 7’ x 3’ door frame.
  9. Schools may leave props and sets behind the curtain after their skit is completed in a pre-marked area. All props and set pieces must be removed from the backstage area immediately after the Political Rally is completed.
  10. If a candidate school plans to use technology in the skit or campaign and the technology is not addressed in the “Technical Guidelines” document, the candidate school must contact the Vice President advisor before proceeding. Some additional technologies could be available for your use. Contact the Vice President advisor with any questions.
  11. A limit of twenty-five (25) registered student delegates (not including the nominator and second) may participate in the campaign skit performed on Day Two. A practice time will be given on Day One, and all students participating in the skit MUST attend the practice.
  12. No one may come to the stage from the audience as part of the skit. All stage skit participants must enter from backstage. Nothing may be tossed or thrown from the audience during the skit.
  13. No fire code violations or TASC safety issues (running in the aisles, standing on chairs, etc.) are allowed as a part of the skit or the campaign. If you have any questions, contact the Vice President School.
  14. Timing for the skits at the Political Rally begins when the first person on the candidate team steps on stage and will continue until the last person on the candidate team exits the stage. A five second grace period will be allowed. A limit of seven (7) minutes is allowed for each school for setup, skit and exiting the stage. Candidates should practice the timing of entering and exiting the stage prior to the conference. A violation of this rule is grounds for disqualification.

1. **Rehearsal of Skits**
   1. Candidate schools are required to rehearse skits on the Convention Center stage on the first day of the conference. Each school will be allotted approximately 10 minutes; the number of schools running for office will determine the final length of rehearsal time. A schedule will be sent to candidate schools before the conference start date.
   2. Each candidate school is required to complete a full-dress rehearsal (costumes, stage set, etc.) and to rehearse its skit in its entirety so there are no surprises for the stage manager or the Credentials Committee during the Political Rally.
   3. Schools are expected to have their presentations completed before rehearsal. The time allowed is to rehearse and make necessary adjustments based on the stage.
   4. A rehearsal schedule will be sent to each candidate school approximately two weeks before the Conference. Schools must be on time. Skits will be rehearsed in the same order as they are performed at the Political Rally. This is in reverse order of their position on the ballot, which is determined by a drawing.
   5. Representatives from the Credentials Committee will be present during skit rehearsal to monitor appropriateness of skits (see "standards" statement above). If anything in the skit is determined to be inappropriate by the Credentials Committee, the candidate school must remove the line/behavior/song/etc. from the skit. If the banned portion of the skit is performed during the skit at the Political Rally, the skit will be stopped, and the candidate school will be disqualified for violation of campaign rules and regulations.
   6. Each candidate school will be allowed to send one student, one tech student, and advisor to tour the skit area prior to the start of skit rehearsal at the meeting of all schools.
2. **13. Opening General Assembly**  
   Each candidate school representative is allowed a two-minute and 30 second speech on Day One of the conference. The timing of the speech begins when the student nominating says his/her first word. The candidate will receive a silent two-minute and 30 second warning. A five second grace period will be granted. The candidate school **will** be disqualified if the student representative continues to speak after the two minutes and thirty-five seconds.
3. **Campaign Violations**
   1. Any report of suspected campaign rule violations any time during or prior to the campaigning should be made immediately to the appropriate official. Depending on the severity of the alleged violation, the offending school may be asked to correct the infraction or to report to the Credentials Committee which will take appropriate action. A candidate school may be disqualified if the violation is intentional or flagrant. Each candidate school should avoid using any questionable materials or procedures that circumvent the intent of campaign rules.
   2. A campaign violation is a breach of the rules. There are two ways that a campaign violation may be reported. One is that a Vice President School and/or Credentials Committee member observe(s) a violation before or during the State Conference. The second is when another school reports a violation by filing a formal complaint in writing against the school campaigning for the office.
   3. A formal complaint may be filed against a candidate school by another school. The complaint must be filed within three hours of the violation at the state conference on Day One. If a violation occurs prior to the annual conference, the complaint must be filed via the form found on the TASC website within five days of the observed violation to the Vice President School’s advisor. If a complaint is filed on site at the conference, the school filing the complaint must fill out the appropriate form (found on the TASC website or at the Vice President booth at the Conference) and given to the Vice President School advisor or President School advisor at the conference. Complaints will be taken to the Credentials Committee. A complaint about run-off campaigning must be filed before 8:30 a.m. on Day Three of the conference. A complaint will be examined, and a decision will be made as quickly as possible.
   4. If a violation occurs or is reported, the Vice President School advisor and/or a Credentials Committee member will speak to the offending school’s advisor in an effort to allow the candidate school to correct the violation. If the offending school refuses to correct the violation, then the school will be disqualified.
   5. A time violation on the two minutes and thirty second speech on Day One or the seven (7) minute skit on Day Two is grounds for disqualification.

1. The Campaign Violation Formal Complaint Form is printed at the end of this information and will be available on the TASC website and at the Vice President School booth at the conference. Appeal forms are provided as well at the credentials table locations.  
   **Campaign Delegation**
   1. According to the TASC Constitution, the Board of Directors shall determine the number of delegates each school may bring to the Annual Conference. Candidate schools must follow the current guidelines for registering a delegation to the TASC Annual Conference.
   2. No non-registered students or adults may attend any conference activity, unless approved a minimum of two weeks in advance by the TASC staff. All approved guests must check in with the TASC staff and wear a valid name badge and wrist band.
   3. Violation of any campaign rule or regulation may be considered grounds for disqualification.
2. **Elections**
   1. The election shall be by secret ballot and shall be held following the Political Rally.
   2. Position on the ballot is determined by a drawing.
   3. Only advisors or student designees may pick up balloting materials.
   4. Elections are decided by a majority vote (50% + 1 of the popular votes to make a winner). In the event no school receives 50% + 1 of the votes, the two schools receiving the highest number of votes enter a run-off election.
   5. Run-off Election Guidelines
      1. If a run-off is required, candidate schools involved in the run-off will be notified
      2. In the case of a run-off, the same procedures as used for the original elections will be utilized.
      3. All schools involved in a run-off election may campaign after the second day **verbally** and through **social media** only once informed of run-off. T-shirts and costumes may be worn at Six Flags. . All distribution of physical campaign materials must CEASE before the final General Session (third general assembly) on Day Three. No schools are allowed to campaign the morning of Day Three before or during the run-off balloting inside the Convention Center or within ten (10) feet of the Convention Center doors.
   6. In the event of a tie vote in a run-off election, the school with the greatest number of votes in the general election on Day Two will win the election. In the event that two schools have a tie vote in both the general election and in the run-off election, the current TASC board members on site will convene on Day Three of the Conference and select a school to fill the office.
   7. In the event a school running unopposed for an office is disqualified, the current TASC Board members on site will convene during the Annual Conference to select a replacement from the remaining qualified candidate schools.
   8. Election results will be announced at the Final General Session. The student representatives from the newly elected officer schools will report to the stage when announced for a formal induction/oath of office before the close of the general session.
3. **Appeal Process**
   1. Candidate schools have the right to an appeal a Credentials Committee decision following proper appeal procedures. Candidate schools may appeal by submitting an appeal form within one hour of being notified of a formal complaint or being disqualified. Forms are on the TASC website and located at the credentials committee table at the conference. Appeals must be submitted to the Vice-president or President school advisor.
   2. Appeals at the annual conference will be voted on by an appeals committee consisting of the following board members: Past President Advisor, Elected Advisors to the Board who are on-site, and students and advisors from elected officer schools. Decisions made by the appeals committee are final and may not be appealed.
4. **Obligations and Duties of Elected Schools**

Consult officer duties listed on the TASC website for specifics.

Adopted August 2022

TASC Board Orientation Handbook 2021

# TENTATIVE CAMPAIGN SCHEDULE OF EVENTS FOR CANDIDATE SCHOOLS

*SCHEDULE IS SUBJECT TO CHANGE.*

*MISSING A MANDATORY EVENT WHEN FINAL SCHEDULE IS SET IS GROUNDS FOR DISQUALIFICATION*

February 18th, 2022 Deadline to file for state office and submit general campaign platform. (60 days prior to Conference)

March 7th, 2022 Deadline for submitting specific and thorough details regarding campaign platforms, themes, preliminary financial statements give away items, and detailed skit descriptions (including any reference to a particular movie, song, TV program, etc.) to the state office and Vice President School for approval. (6 weeks prior to Conference)

March 2022 Conference Call – Date and Time to Be Announced

**April 10, 2021**

9:00 a.m. Candidate schools may begin unloading materials at the Convention Center. Do not begin any type of assembly or setting up until notified of clearance by the Credentials Committee. Candidate schools may open boxes and get materials organized for set up, but NO ASSEMBLY of materials should occur.

10:00 – 10:30 a.m. Candidate School Meeting/Tour Stage Area/Technical Issues Meeting (**MANDATORY**)

The advisor and student representative from each candidate school will meet with the Chairpersons of the Credentials Committee and TASC staff. The person(s) who will be in the booth providing cues to the Production Company during your skit should report to this meeting. Meeting participants should report to the back-left corner (facing the stage) of the Convention Exhibit Hall (Main Assembly Room).

10:00 a.m. Credentials Committee checks each candidate’s campaign materials. (posters, booth materials, handouts, skit props, financial report/receipts, etc.) Booth set up must not begin until the Credentials Committee notifies all candidates. **MANDATORY** – all candidate materials must be unloaded by this time for the Credentials Committee to begin checking materials.

11:30 a.m. – 3:45 p.m. Speech and Skit Rehearsal (**MANDATORY**) This may vary depending on the number of candidates. Specific schedule will be sent out prior to conference

12:00 - 7:00 p.m. Conference Registration/Exhibits open - Campaigning allowed

7:30 - 10:00 p.m. Opening General Session. The student representative from each candidate school will deliver a two-minute introduction to the school’s candidacy during this session.

TASC Board Orientation Handbook 2021-22

**April 11th, 2022**

7:30 - 9:00 a.m. Campaigning allowed

8:00 - 8:45 a.m. Meet the Candidates Session (**MANDATORY**)

The student representative from each candidate school will be given an opportunity to discuss qualifications and platforms in a guided format. **The audience, made up of a delegate from each school, will be allowed to submit questions**

9:00 - 11:30 a.m. General Session & Political Rally (**MANDATORY**)

Note: All campaign materials (skit props, booth, signs, etc.) must be removed from the Convention Center immediately after the rally

12:45 - 1:30 p.m. Balloting for Officer Schools

4:00 – 4:45 p.m. (approx.) Candidate school post campaign session with TASC Staff. Student designee and advisor from each candidate school are required to attend. (**MANDATORY**). If a run-off is necessary, a notification will be sent following the post campaign session.

5:00 - 10:00 p.m. Six Flags Over Texas

**April 12th, 2022**

8:30 - 9:15 a.m. Run-off balloting, if necessary

9:30 - 11:00 a.m. Final General Session - (**MANDATORY**) Winners will be announced at the end of the last general session. The student representative from the winning school will come to the stage to take an oath of office.

11:30 a.m.(approx.) New officers (student & advisor) will meet with TASC staff immediately following close of session. (**MANDATORY**). This meeting may run over an hour.

**COVID Considerations**- During this time of uncertainty all items as present are subject to change in accordance with County, State, and Federal rulings concerning COVID and Social Distancing.

TASC Board Orientation Handbook 2021-22

# Campaign Violation Complaint Form

A campaign violation is a break of the rules. A formal campaign violation complaint must be completed in full in a timely manner and e-mailed to the Vice President advisor if the offense is prior to the state convention. This form must be given to the TASC Vice President or President School advisor within three hours if the violation occurs at the state convention. The advisor will take the complaint to the Credentials Committee who will determine appropriate action.

Name of advisor filing the complaint:

Name of advisor’s school:

TASC District # Number where advisor may be reached:

Name of offending school:

Description of violation (please be specific):

Date of violation: Time of violation:

Please attach any documentation to support your violation report.  
I have received this formal campaign violation report. I will take it to the Credentials Committee.  
  
Signature of Vice President or President School Advisor:

Date: Time:

TASC Board Orientation Handbook 2021-22

# Appeal of Disqualification from the TASC State Board Election

Reason for Disqualification:

Time of Notification:

# Appeal of Disqualification from the TASC State Board Election

From the time a school is disqualified from the election, the school will be allotted 30 minutes to write and file an appeal by presenting it to the State Vice President School’s advisor. The TASC Board will vote to determine if the appeal will be accepted or denied. The decision of the TASC Board is final.

School Name:

Advisors Name:

Student Representative Name:

Office Filed For:

Reason for the appeal:

Candidate Advisor Signature:

Candidate Student Rep Signature:

Board decision: (circle one) Accepted Denied

Signature of TASC VP Advisor:

Signature of TASC President Advisor:

Signature of VP Student Rep:

Signature of President Student Rep:

*Adopted By TASC Board Action August 2020*

TASC Board Orientation Handbook 2021-22

# Virtual TASC OFFICER SCHOOL ELECTION: CAMPAIGN RULES AND REGULATIONS

*Revised by Board of Directors August 2020*

TASC expects all candidate schools to be familiar with the rules and regulations and abide by them. Any questions or suggestions prior to the filing deadline should be sent via email to [terry@tassp.org](mailto:terry@tassp.org). the TASC Director. Please request a read receipt. Following the filing deadline, questions should be sent via email to the TASC Vice President School’s advisor. Please request a read receipt.

**NOTE: All campaigning (via social media, website, commercial video or any other communication) should reflect the HIGH STANDARDS of Student Council and TASC in a positive manner.**

1. **Goals**
   1. To equalize opportunities among schools of different sizes, economic resources, etc. seeking to run for office.
   2. To allow each candidate school an opportunity to present its views.
   3. To ensure an organized and safe campaign for all entities involved.
2. **Statement of Standards**
   1. All campaign materials should
      1. Reflect the Campaign platform
      2. Showcase the qualifications of your school/council
      3. Be in good taste
   2. Materials should NOT
      1. Include references to any other candidate school
      2. Reflect violence
      3. Be demeaning or degrading to any gender, sexual orientation, race, and/or religion.
      4. Include any sexual innuendo (such as, but not limited to, cross-dressing, revealing clothing, suggestive language, and/or body language.) This applies to all multimedia materials.
   3. Dress Code - Candidate schools must follow the TASC dress code while campaigning unless there is a valid reason that an item is an integral part of a costume. (Ex: a hat, shorts, dance tights, etc.) Campaigning includes commercials, videos, still images, and social media posts. Costumes not meeting TASC dress code must be approved by the Vice President school prior to posting. The Vice President advisor must be notified via email at least one week in advance of digital posting. Request a read receipt and answer via email.
   4. General Rule: If there is any question or doubt about whether something is inappropriate, it probably is, so avoid using it.
3. **Filing for Office** 
   1. Schools should file for state office as early as possible, but the final application is due no later than **Sixty** (**60) days prior to the established date of the Annual Conference**, as required by the TASC Constitution. Modifications on early submissions may be made up until the 60-day deadline.
   2. An application and letter of intent signed by the advisor and school principal is required to officially file for office
   3. Each candidate school must fill out the candidate resume form with its intent to run packet. This resume will be posted on the TASC website.
   4. After filing its official candidacy, any candidate school may request a TASC contact list from the state office for campaigning purposes.
   5. Once your intent to run has been posted on the TASC website, you may begin campaigning face to face and on social media**; however,** any financial expenditures (including social media), must be reflected in your campaign budget.
4. **Platform and Theme Clearance**
   1. A general platform idea should be submitted when the candidate school initially files to seek office, but NO LATER than 60 days prior to the Annual Conference.
   2. Specific and thorough details regarding the final campaign should be submitted as soon as possible to the TASC Director and the current Vice President School advisor. The final deadline to submit **detailed** information on your campaign is  **Three (3) Weeks prior to Virtual State Convention.** Failure to do so is grounds for disqualification. Please see the Guide to Writing Your Platform document on the TASC website.
   3. All campaign platforms and campaign themes must be cleared through the Vice-President School advisor so that duplication among schools can be avoided.
   4. A school submitting a campaign platform or theme that is similar to one previously submitted by another school will be advised of the duplication. It is politically inadvisable to use a similar theme when running for the same office. In the case of exact replication, the second school submitting the campaign theme or platform will be required to make a change to the submission.
   5. Written communication from the Vice President School advisor will indicate clearance of platform and theme.
   6. Campaigning via electronic communication or word of mouth may begin after theme clearance from the Vice President School. See Section VII for specifics regarding electronic campaigning.
   7. Campaign platform proposals which would cost TASC more than $300 must carry a plan for raising the necessary funds for implementation. Due to the budget and structure of TASC, campaign proposals may or may not be adopted by the TASC Board of Directors.
5. **Campaign Finance**
   1. Campaign expenditures are limited to $1200.
   2. All items purchased or borrowed to be used specifically for the campaign must be accounted for in the expense report. This includes items distributed at the local, district, and state levels by the candidate school or by any other school or organization on behalf of the candidate school.
      1. **Purchased or rented items:** Items purchased or rented must be claimed at cost (actual amount spent).
      2. **Donated Items:** Schools may accept donated items; however, these donated items must be counted against the $1200 total. Reasonable market value or rental fee of the donated items must be assigned and noted in the Campaign Financial Statement.
      3. **School items:** Standard school uniforms (i.e., football, cheerleader, or drill team, etc.) or equipment (i.e., flats used in performances, audio visual equipment, etc.) may be used in the campaign and will not be charged against the $1200. If MOST schools would easily have access to a standard school item, it does not count against the $1200. HOWEVER, if the school item used is not standard (i.e., special stage sets, specialty costumes, etc.), the item must be accounted for at a reasonable amount.
      4. **Clothing/costumes:** Clothing that is purchased, made, rented, or borrowed to be used specifically in the campaign must be counted (see #1 and #2). If t-shirts or clothing items are something that students would normally have, the cost does not have to be counted. Student Council t-shirts or clothing items that refer to the campaign or election, regardless of when they are purchased and worn, must be counted.
      5. **Travel expenses:** Travel for the purpose of campaigning to any activities other than those a school would normally attend shall be computed at a rate of 53.5 cents per mile plus actual room and board and charged against the $1200. Travel expenses to the conference will not be charged against the $1200.
      6. **Campaign Party:** A party is defined as a gathering of more than four persons that includes people from any schools other than the schools in the candidate’s TASC district. Refreshments or items used in a campaign party at or before the conference shall be charged against the $1200.
      7. **General Items**: Any items easily accessible by most schools do not count against your budget. For example, a hammer, screwdriver, power strip, tape measure, drill, computer, or other general items that are available to most schools are considered general items. If you have ANY questions, contact the Vice-President School.
   3. An estimated financial statement showing the budget for the campaign must be submitted to the Vice President advisor along with the platform and theme by  **Three (3) Weeks prior to Virtual State Convention.** (No receipts are due at this time.)
   4. A school may spend up to $1200 on the campaign. An official budget sheet and original receipts must be sent to the Vice President school **10 days prior to the virtual conference.** (See Excel spreadsheet provided for that purpose on TASC website.) The budget sheet should include give-away items, t-shirts, video/commercial expenses, and any miscellaneous expenses related to the campaign. The budget should not include expenses related to convention registration.

I certify that \_\_\_\_\_\_ (Name of school) \_\_\_\_\_\_\_has not had expenditures in excess of $1200 for materials, outside labor, etc., in seeking the office of TASC \_\_\_(Position Running for)\_\_\_\_.

\_\_\_ (Advisor’s signature) \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_(Date)\_\_\_\_\_\_\_\_\_\_\_\_

A statement to verify expenditures will be emailed to the Vice President school which states:

1. **Candidate Requirements**
   1. Officer school candidates (student representative and advisor) must attend all scheduled formal meetings for candidate schools. Failure to be on time and present at any formal meetings may result in the candidate school’s being disqualified from the election.
   2. Officer school candidates must name the student and the advisor who will represent the school (if elected) on the Board of Directors. **It is recommended that the student and advisor selected to represent the school on the Board have substantial experience in Student Council and TASC programs.** Both will be involved in policy discussions and decisions, so the more exposure and experience with TASC activities and programs, the more knowledge he/she will have in order to be an effective officer.
   3. Officer school candidates (student representative and advisor) must send in all commercials, videos for the political rally, and webpage links **Three (3)weeks prior to the virtual conference.** The final budget with receipts is due **Ten (10) days prior to the virtual conference.** Failure to do so on time may result in the candidate school’s being disqualified from the election.
   4. Each officer candidate school must participate in and be registered for the virtual conference.
      1. Each candidate school must create virtual/digital campaign materials which shall include- A candidate school website (additional requirements may be found in section VII. Technical Guidelines.)
      2. Student and Advisor Speeches
      3. Nominations
      4. A Two minute campaign presentation video
      5. Two 30 second commercials to be used on TASC social media platforms
2. **Technical Guidelines**  
   1. Campaign Videos (presentations, speeches and possible nominations and seconds) must be presented in 1920x1080 mp4 format.
   2. All Campaign Materials must be submitted to the designated digital document repository no later than **Three (3) weeks prior to the virtual conference.** Each candidate school will receive an email from the Vice President school containing information pertaining to the digital document repository. Please ensure all materials are uploaded by the corresponding deadlines. Failure to meet deadlines may result in the candidate school’s disqualification.
   3. Candidate School Website-
      1. Each Candidate school must develop a website (with all videos/technology embedded) that will serve as their virtual campaign booth. Each candidate site should be designed to reflect the qualifications and platform of the candidate school.
      2. The website should include-
         1. The candidate school’s resume and intent to run
         2. A detailed platform
         3. Student & Advisor campaign speech video
         4. Student & Advisor Meet the Candidate Page
         5. Nominations and Seconds
         6. 30-second Commercials
         7. Links to candidate school social media accounts
      3. Upon completion, website links must be sent to the Vice President school by established deadlines. Failure to meet deadlines may result in candidate school’s disqualification.
   4. Campaign Presentation Videos
      1. Each Candidate school must produce a two (2) minute campaign presentation video that will be displayed during the political rally of the virtual conference.
         1. The Campaign Video should include- A detailed description of the platform
         2. The candidate school’s logo
         3. Office they are running for
      2. The video shall be included on the candidate school’s website.
      3. The campaign presentation video must be submitted by the established deadlines. Failure to meet deadlines may result in the candidate school’s disqualification.
   5. Campaign Speech Videos include two separate one (1) minute videos-
      1. Student Representative speech
      2. Advisor Speech
      3. Each video must be filmed separate and no longer than 1 minute
      4. Each video should include the school’s logo and the office for which they are running.
   6. Nominations and seconds may be written or videos. If video format, each video must be no longer than 30 seconds and follow campaign video guidelines. Schools who are nominating the candidate must be in attendance of the virtual conference.
   7. Student and Advisor Meet the candidate section. This section is meant to introduce the student and advisor with a quick bio, accomplishments, and any other information they deem important for their candidacy.
   8. 30 Second Commercials
      1. The 30 second commercials will be used to introduce the candidate school’s platform and qualifications and will be posted on TASC social media platforms. The commercials should include-
         1. One commercial should Introduce the school's platform
         2. A second Commercial should show the qualifications of School to serve in the position.
      2. Commercials will also be used on the candidate school website.
      3. Commercials may not include references to any other candidate school.
      4. Failure to remain within the allotted time frame may result in disqualification.
      5. The 30 second commercials must be submitted by the established deadlines. Failure to meet deadlines may result in the candidate school’s disqualification.
3. **Political Rally** 
   1. Campaign materials should reflect the candidate school's platform and a call to action for TASC
   2. Campaign materials should not be solely for entertainment.
4. **Campaign Violations**
   1. Any report of suspected campaign rule violations any time during or prior to the campaigning should be made immediately to the appropriate official. Depending on the severity of the alleged violation, the offending school may be asked to correct the infraction or to report to the Vice-President school through e-mail who will take appropriate action. A candidate school may be disqualified if the violation is intentional or flagrant. Each candidate school should avoid using any questionable materials or procedures that circumvent the intent of campaign rules.
   2. A campaign violation is a breach of the rules. There are two ways that a campaign violation may be reported. One is that a Vice President School and/or Credentials Committee member observe(s) a violation before or during the State Conference. The second is when another school reports a violation by filing a formal complaint in writing against the school campaigning for the office.
   3. A formal complaint may be filed against a candidate school by another school. All complaints must be filed with the Vice-President school before the conclusion of the virtual conference. If a complaint is filed before the virtual conference, the complaint must be filed via the form found on the TASC website within five days of the observed violation to the Vice President School’s advisor. If a complaint is filed during the virtual conference, the school filing the complaint must fill out the appropriate form (found on the TASC website) and **submit via email to the Vice President School advisor, and a text notification must be sent to the Vice-President Advisor and to the Vice-President student officer at the time of email submission**. Complaints will be taken to the Credentials Committee. Complaints will be reviewed, and a decision will be made as quickly as possible; however, due to time restraints, the decision may not be final until after the election results have been announced.
   4. If a violation occurs or is reported, the Vice President School advisor and/or a Credentials Committee member will contact the offending school’s advisor in an effort to allow the candidate school to correct the violation. If the offending school refuses to correct the violation, then the school will be disqualified.
   5. A time violation on the 30 second commercials, 2 minute video and/or both the candidate and advisor speech is grounds for disqualification. Any time violations may be grounds for disqualification.
   6. The Campaign Violation Formal Complaint Form is printed at the end of this information and will be available on the TASC website. Appeal forms are provided as well.
5. **Elections**
   1. The election shall be by secret ballot and shall be held at the virtual conference.
   2. Position on the ballot is determined by a drawing.
   3. Electronic ballot codes will be sent to advisors to be distributed to voting delegates.
   4. Elections are decided by a majority vote (50% + 1 of the popular votes to make a winner). In the event no school receives 50% + 1 of the votes, the two schools receiving the highest number of votes enter a run-off election.
   5. Run-off Election Guidelines
      1. If a run-off is required, candidate schools involved in the run-off will be notified.
      2. In the case of a run-off, the same procedures as used for the original elections will be utilized.
   6. In the event of a tie vote in a run-off election, the school with the greatest number of votes in the general election will win the election. In the event that two schools have a tie vote in both the general election and in the run-off election, the current TASC board members will convene and select a school to fill the office.
   7. In the event a school running unopposed for an office is disqualified, the current TASC Board members will convene at the earliest time possible to select a replacement from the remaining qualified candidate schools. The replacement school will be notified at the time of selection.
   8. Election results will be announced at the conclusion of the virtual conference.
6. **Appeal Process**
   1. Candidate schools have the right to appeal a Credentials Committee decision following proper appeal procedures. Candidate schools may appeal by submitting an appeal form via email within one hour of being notified of a formal complaint or being disqualified. Forms are on the TASC website. Appeals must be submitted to the Vice-president advisor.
   2. Appeals will be voted on by an appeals committee consisting of the following board members: Past President Advisor, Elected Advisors to the Board who are on-site, and students and advisors from elected officer schools. Decisions made by the appeals committee are final and may not be appealed.

**Obligations and Duties of Elected Schools**  
Consult officer duties listed on the TASC website for specifics.

*Adopted by TASC Board Action 2022*

TASC Board Orientation Handbook 2021-22

# Policies Related to ADVANCED LEADERSHIP WORKSHOPS

1. School delegation size is set by the Board of Directors and depends on the space available.
2. Current ALW delegation size: 18 students to Lakeview and Mo-Ranch.
3. All delegates must be active, involved student council members.
4. TASC registration fee is set by the TASC Director and is based on the per person rate quoted by the host facility.
5. If space allows, attendees may be added immediately after registration closes.
6. The TASC Board of Directors has set a no refund policy once the deadline for cancellation has passed. If registration is not cancelled in writing by the stated deadline, schools will be charged the full amount for the registered delegates.

TASC Board Orientation Handbook 2021-22

# Policies Related to the MIDDLE LEVEL STATE ANNUAL CONFERENCE

1. The Middle Level State Annual Conference is held in November and is open to any junior high/middle level TASC member schools and NJHS chapters. All delegations must be accompanied by an advisor or advisor designee.
2. Each individual advisor is responsible for the housing, transportation, conduct and supervision of their student delegates.
3. Registration fee is set by the Board of Directors and includes a conference T-shirt for pre-registered delegates. The TASC Board of Directors has set a no refund policy once the deadline for cancellation has passed. If registration is not cancelled in writing by the stated deadline, schools will be charged the full amount for the registered delegates.
4. Through an application process, a Middle Level Conference Coordinator may be selected.

TASC Board Orientation Handbook 2021-22

# Policies Related to SUMMER NATIONAL and/or OUT OF STATE CONFERENCES

1. TASC will pay the registration fee, pre-trip events, meals on site, and hotel room costs for the five state student officers, President, Vice-President, Secretary, Parliamentarian, and Conference Coordinator School student representative, to attend an out of state conference. TASC will pay for registration, meals on site, and hotel for one student to attend the National Student Council Conference should the state student officer delegation attend a conference other than the National Conference.
2. When TASC sponsors a delegation an out of state conference, a set of policies adopted by the Board directors will apply.
3. TASC pays the registration fee for up to 10 summer leadership workshop directors and consultants to attend the NAWD/NCSA (National Conference on Student Activities). Positions are filled first-come; first served. Individuals are responsible for all other expenses related to this conference.
4. The State Commissioner of Education appoints two students from Texas to attend the Senate Youth Conference, normally held in March in Washington, D.C. Traditionally, he/she has chosen a TASC student officer as one of his/her appointees.
5. TASC will pay the conference registration fee and travel costs for a nominee to an out of state Advisory Board if an interview is required.
6. TASC will pay travel costs and hotel for TASC advisors or TASC student members being recognized at the regional or national level at an out of state conference.

*Revised July 2018*

TASC Board Orientation Handbook 2021-22

# Texas Delegation to a Summer Out of State Conference

1. TASC will organize the state delegation registration and conference hotel housing arrangements.
2. TASC will organize a state delegation pre-trip of at least one day.
3. Individual student registration will not be accepted without an adult advisor. The advisor does not necessarily need to be from the student’s school. But the arrangements must be made between the student, local advisor, principal(s) and advisor designee before registering as part of the state delegation.
4. TASC will not assign adult “chaperones” for students; the adult chaperone must actually register the student with Texas as part of his/her team.
5. The following registration polices will be adopted: An individual advisor may not supervise more than 20 students.

**ADULT RESPONSIBILITIES**

1. Adult advisors will be responsible for all assigned duties and expectations related to student delegates.
2. Adult advisors will be responsible for all hotel stay duties on the trip related to student delegates.

**TRIP FEES**

1. A pre-trip fee set by TASC will include t-shirts, trading items, and pre-trip of at least one day.

**TRAVEL**

1. Travel to and from the conference will be the responsibility of the advisor or advisor designee.
2. Travel will not be arranged by TASC, nor will the cost of travel be included in the trip fee.
3. An official “start/arrival time” will be pre-determined, and the delegates must conform to those set times. Failure to do so may incur additional costs or may mean the delegate may not be part of the delegation.

*Revised November 2018*

TASC Board Orientation Handbook 2021-22

TASSP / TASC Policies

# TASC PRIVACY POLICY

The Texas Association of Student Councils (TASC) respects the privacy of its members and other visitors to its websites, including www.tasconline.org, www.tafeonline.org, and (the “Site”). This policy describes the type of information we collect, how the information is used and for what purposes, to whom we disclose the information, and how we safeguard your personal information through this Site, as well as through other channels.

TASC reserves the right to change this Privacy Policy at any time. If we make changes to this Privacy Policy, we will post those changes at this location and provide you with notice of any material changes so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. Please review this Privacy Policy on a periodic basis.

If you do not agree with the terms set forth in this Privacy Policy, you may opt to not use the TASC site and provide TASC with your information.

**INFORMATION WE COLLECT**

**Anonymous Data**

We do not collect any personal information from visitors browsing the public areas of our Site. We do collect data such as the Internet Protocol (IP) address and domain name of a visitor’s computer. This information is used only as anonymous aggregate data to help us customize our website content and advertising to make our sites more useful. We may share this anonymous data with advertisers, business partners, sponsors and other third parties.

For some emails that we send in HTML format to our members through our list-serves and electronic newsletters, we track whether a recipient subsequently clicks through to links provided in the message and collect specific information such as: email address of a user, the date and time of the user’s "click," a message number, name of the list from which the message was sent, tracking URL number and destination page. We use this information solely to enhance our products and their distribution to our members. This information is not sold or distributed in any other manner.

**Personal Information; Purposes**

You can access some areas of the Site without submitting any information to us. However, if you wish to access additional content available on the Site or participate in some of TASC’s activities, you may be asked to provide certain personal information for the following purposes:

1. Apply for TASC membership
2. Register for TASC events, conferences, or seminars
3. Order products and services from TASC.
4. Apply for TASC scholarships
5. Access our Members-Only resources

You will be entering into a contract with us by participating in any of the activities described in A through C.

TASC only collects personal information you voluntarily submit to TASC. TASC collects the following types of personal information:

* Your name
* Date of birth
* Ethnicity
* Your school or business name
* Mailing address
* Email address
* Phone
* Fax

It is TASC’s general policy to keep your personal information for a period of 7 years following your last contact with us, or your last business transaction with TASC, including all activities described in A through E above. Notwithstanding the foregoing, TASC may keep your personal data for a longer period as required by law or as needed in legal proceedings.

**WHEN WE DISCLOSE YOUR INFORMATION**

TASC uses email, social media, phone numbers and fax numbers to fulfill member benefits and to promote our own programs, products and services. We may send a limited number of emails promoting the products or services of our top sponsors. You may elect to opt-out of receiving these emails from TASC by contacting us at 512-443-2100, ext. 8515. Per TASC Board Policy, we may provide your email address to TASC partners.

**CREDIT CARD ACCOUNT INFORMATION**

We do not disclose credit card account information provided by our members and customers. When members and customers choose to pay using their credit cards, we submit the information needed to obtain payment to the appropriate clearinghouse for processing. After you type or call it in, your complete credit card number is transferred to this secure machine across a proprietary one-way interface. This computer is not accessible by network or modem, and the number is not stored anywhere else, with the exception of facilitating our normal data backup requirements.

Notwithstanding the foregoing, TASC may disclose your personal information as required by law or as needed in legal proceedings when TASC believes in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request.

**SECURITY**

For site security purposes and to ensure that this service remains available to all users, TASC uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and 18 U.S.C. Sec. 1001 and 1030. Information also may be used for authorized law enforcement investigations. Except for the above purposes, no other attempts are made to identify individual users or their usage habits.

**LINKS TO OTHER WEBSITES**

Our website contains links to other websites. TASC has no control over these sites and they are not subject to this Privacy Policy. Please check the privacy policies of these sites to determine how your personal information will be used.

**SOCIAL MEDIA**

The TASC website includes social media features, such as the Twitter and Facebook buttons that run on our site. These features may collect your IP address or log which page you are visiting on our site, and/or may set a cookie to enable the feature to function properly. Social media features and widgets are either hosted by a third party or hosted directly on our Site. Your interactions with these Features are governed by the privacy policy of the company providing it.

**HOW WE PROTECT YOUR INFORMATION**

TASC places a premium on making sure that personal identifying information remains private and secure and is not subject to misuse or manipulation. Our Site has industry standard security measures in place, including storage of personal identifying information in a secure environment, to protect against the loss, misuse, and alteration of the information under TASC’s control. Although we have endeavored to create a secure and reliable Site, the confidentiality of any communication or material transmitted via the Internet cannot be guaranteed. Accordingly, you should consider carefully if you want to submit sensitive information via the Internet.

**AMENDMENTS AND UPDATES**

TASC will occasionally update this Privacy Policy. Any changes to our Privacy Policy will be posted here so that Users will know what information we gather, how we might use that information, and whether we will disclose it to anyone. We encourage you to periodically review this page for the latest information on our privacy practices and this Privacy Policy.

*Section Updated: September 2020*

TASC Board Orientation Handbook 2021-22

# Conflict of Interest Policy and Disclosure Form

Members of the Board of Directors of the Texas Association of Student Councils (TASC), officers, and key employees each have an affirmative obligation to act at all times in the best interests of TASC. This policy serves to define the term “conflict of interest,” to assist members of the Board, officers, and key employees in identifying and disclosing such conflicts, and to minimize the impact of such conflicts on the actions of TASC whenever possible. (Collectively, this policy will refer to directors, officers, and key employees as Covered Officials.)

***Fiduciary duty***. Each Covered Official has a fiduciary duty to conduct himself or herself without conflict to the interests of TASC. When acting within his or her capacity as a Covered Official, he or she must subordinate personal, business, third-party, and other interests to the welfare and best interests of TASC.

***Conflict of interest defined***. A “conflict of interest” is any transaction or relationship which presents, or may present, a conflict between a Covered Official’s obligations to TASC and his or her personal, business, or other interests.

***Disclosure***. The Board of Directors recognizes that conflicts of interest are not uncommon, and that not all conflicts of interest are necessarily harmful to TASC. However, the Board requires full disclosure of all actual and potential conflicts of interest. Each Covered official shall disclose any and all facts that may be construed as a conflict of interest, both through an annual disclosure process and whenever such actual or potential conflict occurs.

***Process and remedy***. The Board of Directors will determine whether or not a conflict of interest exists, and whether or not such conflict materially and adversely affects the interests of TASC. A Covered Official whose potential conflict is under review may not debate, vote, or otherwise participate in such determination. If the Board of Directors determines that an actual or potential conflict of interest does exist, the Board shall also determine an appropriate remedy. Such remedy may include, for example, the recusal of the conflicted Covered Official from participating in certain matters pending before the Board or other TASC body.

***Delegation***. The Board of Directors may delegate its authority to review and remedy potential conflicts of interest to the TASC Executive Officers. Only disinterested members of the Executive Officers may participate in any such review. The Executive Officers shall inform the Board of its determination and recommended action. The Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

***Annual disclosure process***. On an annual basis, each member of the Board of Directors shall be provided with a copy of this policy and shall complete and sign the acknowledgement and disclosure form below.

TASC Board Orientation Handbook 2021-22

# Document Retention and Destruction Policy

This Document Retention and Destruction Policy of the Texas Association of Student Councils identifies the record retention responsibilities of executives, officers, staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the TASC’s documents and records.

**1. Rules*.*** TASC’s executives, officers, staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

**2. Terms for retention.**

**a. Retain permanently:***Governance records* – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.  
*Tax records* – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.  
*Intellectual property records* – Copyright and trademark registrations and samples of protected works.  
*Financial records* – Audited financial statements, attorney contingent liability letters.

**b. Retain for ten years:***Pension and benefit records* -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.*Government relations records* – State and federal lobbying and political contribution reports and supporting records.

**c. Retain for four years (State of Texas):***Employee/employment records* – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for four years after departure of each individual).*Lease, insurance, and contract/license records* – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for four years after the termination, expiration, non-renewal of each agreement).

**d. Retain for one year:***All other electronic records, documents and files* – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

**3. Exceptions.** Since the Texas Association of Student Councils is under the umbrella of the Texas Association of Secondary School Principals, exceptions to these rules and terms for retention may be granted only by TASSP’s Executive Director or President of the TASSP Board of Directors.

TASC Board Orientation Handbook 2021-22

# Whistleblower Policy

**Purpose**: This Whistleblower Policy is designed to provide a mechanism for employees and other organization leaders to raise good faith concerns regarding suspected violations of law or TASC policy; to facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement, or other governmental body; and to protect individuals who take such action from retaliation or any threat of retaliation by any other employee or agent of TASC.

**Scope**: This Policy applies to all TASC employees, including part-time, temporary, and contract employees, as well as directors, officers, and other organization volunteers.

**Policy**: TASC is committed to maintaining a workplace where employees are free to raise good faith concerns regarding TASC’s business practices. Employees should be encouraged to report suspected violations of the law on the part of TASC; to identify potential violations of TASC policy, including those contained in the TASC Policies and Procedures Manual; and to provide truthful information in connection with any official inquiry or investigation.

TASC expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of TASC policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

**Procedure**: Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. Since the Texas Association of Student Councils is under the umbrella of the Texas Association of Secondary School Principals, the TASSP Executive Director will manage such investigation, and may request the assistance of counsel or other outside parties as he or she deems necessary. The TASSP Executive Director will prepare a report of the findings of the investigation and submit such report to the Board of Directors of TASSP and TASC.

In the event that a report concerns the TASSP Executive Director, he or she shall recuse himself or herself from the proceedings, and the Board of Directors of TASSP shall select an appropriate officer of TASSP to continue the investigation.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report such incident to the TASSP Associate Executive Director or the TASSP Executive Director. Other staff members who receive complaints of retaliation must immediately inform the TASSP Associate Executive Director or TASSP Executive Director.