**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.)

5. Consultants/Directors-in-Training (CTs/DTs) may be employed for the purpose of training them to become consultants and/or directors. In the first level of training, the assistant consultant/director is provided room and board only; current payment for the second level of training is $100 plus ½ of the individual’s travel expenses. CTs/DTs may not take their own students in the second phase of training. CTs/DTs are expected to arrive at workshop one day early with the Director and Consultant. (Policy amended August 2016)

6. Director expenses at each workshop are limited. The director's budget is outlined later in this document.

7. 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 20 (HS) and 16 (ML).

8. 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.

9. 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.

10. No consultant or director at any TASC workshop can assume formal responsibility for any student other than from his own school council.

11. 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.

12. TASC allows schools to submit school registration with $100 deposit per delegate, 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. (Policy adopted November 2005).

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**Policies Related to SUMMER LEADERSHIP WORKSHOPS (continued)**

13. 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. Councils will be billed for all registrations not cancelled by the stated deadline.(policy adopted November 2005; amended November 2009; amended July 2013)

14. Each delegate at four night workshops will receive a summer workshop t-shirt.

15. The number of student delegates that each high school student council can register for a four-night workshop is limited to 18. At select HS workshops, NHS advisers may register 18 students. Thirty students including student council and NJHS students per school may attend ML workshops. There must be one adult advisor or principal designee per 18 students. (Updated April 2018).

16 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).

17. All adults and JC’s attending a workshop will sign a criminal disclosure form. (Updated April 2018)

18. If TASC must cancel a three or four-night workshop due to lack of registration, the director and consultant will each be paid a $200 honorarium. 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)

19. All employees at workshops which are four nights or longer must have child abuse/molestation

 training and show proof of mastery of the material.

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