2017 Southern Association of Student Councils Conference

October 27th-29th

Ocoee High School

1925 Ocoee Crown Point Parkway
Ocoee, FL 34761
407-905-3024

Advisor Wendy Cartwright: ocoeesasc2017@gmail.com
Co-President Kacy Cartwright: kacy.a.cartwright@gmail.com
Co-President Joshua Wilkerson: Jpwilkerson2@gmail.com

School Registration:

Please check one of the following: ☐ First Registration ☐ Additional Registration

PLEASE NOTE: All registration forms must be submitted with full paperwork, payment, AND the online form to be considered complete.

****YOU MUST ALREADY BE AN SASC MEMBER IN ORDER TO REGISTER****

Please print legibly and fill out completely.

School Name_____ ☐ High School ☐ Middle School

School Mailing Address_____

City_____ State_____ Zip_____

Primary Advisor's Name_____ Advisor's Cell_____

Advisor's Email_____

Principal's Name_____ Contact #_____

Each school may bring **14 delegates,** including advisors, and earn **4 bonus delegates**.
Please mark the boxes for any extra delegates that apply to your school.

Diamond Member	+1 delegate	
Running for SASC office	+2 delegate	
Workshop Presenter	+1 delegate	
	Total Bonus	

Online form at:

www.tinyurl.com/SASC2017Register

2017 Conference Rates

Your conference registration materials, including payment, MUST BE **postmarked and mailed** by the listed dates.

- **$200.00 per delegate/Advisor** before **September 26th** -regular registration deadline. Includes outing to SeaWorld Orlando.
- **$225.00 per delegate/Advisor** before **October 6th** -late registration deadline.
  - Late registries are not guaranteed t-shirts and other delegate handouts, but will include outing to SeaWorld Orlando.
- **School or District** Checks Payable to: Ocoee High School
- Please use this chart below to calculate your total expense for conference registration.

Number	Registration rate	Total
	x $200/225	

By signing below, you are agreeing to the amount above and that no refunds will be given. Registration is not complete until full payment, all paperwork, and online form is complete and received by the host school.
Once all registries are received- after the September 26th deadline, schools already registered will be alerted about bringing additional delegates. To expedite this process, please send Additional Registration information along with First Registration information, as a separate document. Those that are completed will have first priority of acceptance. Checks can be sent upon acceptance. **We are limited to 1100 delegates in total.**

_____ _____ _____ _____

Advisor's Signature Date Principal's Signature Date

Advisor Registration Form

Please print legibly and fill out completely.
This form is REQUIRED for each advisor/chaperone participating in the conference.

First Name_____ Last Name_____

School Name_____ State_____

Daytime Phone #_____ Mobile Phone #_____

Email Address_____

Emergency Contact_____ #_____

Special Health Concerns/Allergies_____

_____

Advisor & Chaperone Responsibilities

Advisors/Chaperones are responsible

- For registration of the group upon arrival at Ocoee High School.
- To review and discuss the SASC Conference Rules with the student delegates.
- For ALL actions made by student delegates.
- To attend EVERY part of the program to supervise student delegates and to remain at the site for the duration of the conference.
- To ensure that students follow ALL conference and Hotel Rules.
- For hotel room checks at designated *lights out* time.

Advisors and chaperones are asked to sit with their respective delegations during general sessions. Please monitor for and curtail any behavior that is interfering with a delegate's ability to participate or that is creating an intimidating, hostile, or offensive environment.

_____ _____ _____

Advisor's Name (printed clearly) Advisor's Signature Date

Principal Approval Form

This form is REQUIRED for a school's participation in the 2017 SASC Conference.

School_____ **State**_____

My signature below indicates that I have read, understand, and agree with the rules, regulations, and expectations as outlined in the **Conference Student Delegate Behavior & Responsibility Policy** and **Conference Dress Policy**. I understand that a violation of any conference guideline or expectation contained in either of these documents or communicated to my students at the conference by any adult advisor or host school official may result in me being notified and/or my student being sent home at his/her or his/her parent/guardian's expense. I expect my students to exhibit their best behavior and to represent our school in a positive manner. I wish to be informed should any issue arise involving any member of our school delegation that needs my attention upon their return to our school. I approve the individuals listed below to be a part of the school delegation to the 2017 SASC Conference.

School Delegation

First and last name	Student OR Advisor
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	

Principal's Signature_____ **Date** _____

Preferred contact method_____

SASC 2017 School Registration Organizer

School Name _____ **State** _____ **Advisor Name** _____

	Type of Delegate:			Shirt Size:						Dietary Needs:				Forms:	
Delegate Names	**Advisor**	**Student**		**S**	**M**	**L**	**XL**	**XXL**		**Veg.**	**Gluten Free**	**Other**		**Student Reg. Form**	**Insurance Card**
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15*															
16*															
17*															
18*															

Please provide the following information to help us with our planning:

*Bonus Delegates as applicable

Name of Student Council President (if attending): _____

Name of Voting Delegate: _____

Name(s) of Workshop Presenter(s): _____

Do you plan to submit projects? ___ YES ___ NO

Will you attend an optional worship service on Sunday? ___ YES ___ NO

Delegate Behaviors & Responsibilities

The SASC Conference is an opportunity for student leaders to gather for the purpose of meeting other student leaders, hearing quality speakers/presenters, sharing ideas, enhancing their leadership skills by actively participating in all conference sessions, and experiencing the culture of the host school and the community in which it is located. SASC is committed to the safety and well-being of every participant, student or adult, so everyone will have an enjoyable time and have a positive conference experience. The following guidelines have been developed to communicate the expectations for delegate behavior prior to the conference. Delegate and parent signatures on the **SASC Permission / Agreement Form** indicate that both have read and discussed the guidelines below and are in agreement with these expectations.

All delegates are expected to:

1. Attend all conference sessions at the designated times and places. Once the conference begins and until it ends, delegates cannot deviate from the stated schedule with alternative plans, or visit relatives or friends in the area.
2. Respect the rights and safety of others. Students exhibiting irresponsible behavior that endangers the health, safety, or welfare of themselves or others will be sent home immediately at their expense. Students are expected to demonstrate respect toward other students, advisors, presenters, and guests. Always display the appropriate mode of behavior of any student council position.
3. The following will **NOT** be allowed during presentations unless otherwise specified: cell phones/texting, hand held games, or other electronic devices. Delegates will be occupied throughout the conference; advisors should be called if a student needs to be contacted.
4. Understand that the use of alcohol, tobacco, or illegal drugs is strictly prohibited. Any student found in possession or under the influence of any illegal drug or alcohol will be expelled from the conference and turned over to his or her advisor. The student will be sent home without delay at his/her expense. An SASC representative will notify both the student's principal and parents of the infraction. Law enforcement will be notified if a delegate violates any civil or criminal laws.
5. No food or drink is allowed in general sessions.
6. Stay in a safe, supervised environment. Unsupervised students may not leave the conference at any time.
7. Respect the property of others. Students are not to take objects from conference areas or any other property or venue that is visited. Theft and vandalism will not be tolerated.
8. Acknowledge that all advisors at the SASC conference are authority figures and are to be treated as such.

A violation of any of these guidelines could result in a student being sent home at the student's or his/her parent's or guardian's expense. We appreciate your support of our mission to provide leadership-development events.

Conference Dress Policy

Conference attire is casual, yet we hope that all delegates will dress appropriately for a leadership conference throughout the event. We plan for SASC 2017 to be a fun event, but we expect all delegates to dress accordingly. In light of this, please follow the guidelines below about conference dress:

Delegate Conference Attire

****ADVISORS: Please attend to your delegates' clothing: style and length.****

- Shirts and pants must "meet in the middle." No midriffs showing.
- Conference t-shirts are not to be altered in any way until after the conference ends.
- Pants or Jeans may not have holes or large tears/rips, above the knee.
- Shorts/skirts must be no shorter than mid thigh in length.
- Pants should be worn on the waste, no sagging
- NO bare feet at any time
- NO tank tops, spaghetti straps, or side cut-out shirts
- NO midriff shirts, cut-off shirts

Delegate Stage Attire

Anyone who appears on stage as a candidate, to give a speech, etc. must be dressed in business attire. On-stage attire guidelines are as follows:

- GIRLS—skirts must come to at least the crease IN THE BACK OF THE KNEE, including any slit in the skirt.
- GIRLS—Dresses, shirts, and all other tops must have sleeves.
- GUYS—ties and long sleeved, collared-shirts.
- NO flip-flops or tennis shoes on stage.

****Candidate skits must follow conference attire, but are exempt from stage attire.****

The Executive Director and Advisors may make determinations about appropriate attire during skit preview if necessary. Candidates may be asked to purchase items at their own expense to meet dress code standards.

Student Registration Form

Print legibly. This form is REQUIRED for each student participating in the 2017 SASC Conference. *Please fill in this form COMPLETELY. All information is important in the event of an emergency.*

School & State			
First Name & Last Name			
Age, Gender, Grade			
Parent's Name & Mobile #			
Emergency Contact & Phone # (not parent)			
Delegate's Physician & Phone #			
Medical Insurance Provider			
Policy/Group # & Member ID # (See note below for card copy)			
Who is responsible for medical payments if uninsured?			
Special Health Concerns or Allergies			
What medications, if any, are you currently taking (prescription or over-the-counter)? Please indicate dosage.			
What prescription or over-the-counter drugs should NOT be administered?			

Important: Attach a copy of the FRONT and BACK of the insurance card; print your name on that page. Make 2 additional copies of all medical forms/insurance card- one for the student to have at all times and one for the advisor to have at all times.

Medical Treatment Authorization & Liability Release

I, the parent or legal guardians of the named minor, authorize the Southern Association of Student Councils, Ocoee High School, or an adult from my child's school who is supervising my child at this conference to obtain medical care for my child in the event such care is necessary. I understand that I will be contacted, if possible, in the event my child requires medical attention. I grant to a licensed health care provider or accredited hospital permission to perform any medical and/or surgical procedures that are essential for the treatment of my child and agree to be responsible for any payment of such care. I release SASC and its agents, Ocoee High School, and the conference advisor from any damages, liability, or loss resulting from their securing in good faith medical care for my child.

I HAVE ATTACHED A COPY OF THE DELEGATE'S MEDICAL CARD

_____	_____	_____
Student Delegate's Signature	Parent's Signature	Date

Participation Agreement

My signature below indicates that I have read, understand, discussed with my parent/ guardian/ advisor/ principal and agree to abide by all the rules regulations and expectations as outlined in the ***Conference Student Delegate Behavior & Responsibilities*** **and the** ***Conference Attire***. I understand that a violation of any conference guideline or expectation contained in either of these documents or communicated to me at the conference by any adult advisor or host school official may result in my parents, my home school advisor, and principal being notified and/ or my being sent home at my parents/ guardian's expense.

_____	_____	_____
Student Delegate's Signature	Parent's Signature	Date

Photographs/Video Recording

By allowing my child to attend the 2017 SASC Conference, I give my permission, understand, and acknowledge that he/she may be photographed, video-taped, or audio- taped and indicated by name. Such photographs and tapes will be used only for the purpose of promoting SASC as a youth leadership organization through the association's newsletter, brochures, websites, and print media.

_____	_____	_____
Student Delegate's Signature	Parent's Signature	Date

SASC 2017 Registration Checklist

****Mail your complete registration packet, payment, and submit online form before the Sept. 26th deadline.****

- ☐ **Complete the Online Delegate Registration Form for EACH attendee (including advisors)**
- ☐ **Mail your completed Registration Packet with the following included in the envelope:**
  - ☐ School Registration Form (pgs. 2-3)
  - ☐ Advisor Registration Form **for EACH Advisor** (pg. 4)
  - ☐ Principal Approval Form (pg. 5)
  - ☐ SASC School Registration Organizer (pg. 6)
  - ☐ Student Registration Form **for EACH Student** (pg. 9)
  - ☐ Medical Authorization and Liability forms **for EACH student** (pg. 10)
  - ☐ Copy of insurance card **for EACH Student**
  - ☐ **School or District Check** for full registration amount made out to Ocoee High School and mailed to:

Ocoee High School
ATTN: Wendy Cartwright, SGA Advisor
1925 Ocoee Crown Point Parkway
Ocoee, FL 34761

Hotel Information

PLEASE MAKE SURE TO READ VERY CLOSELY, AS MANY NEW PAYMENT POLICIES ARE IN PLACE WITH OUR HOTEL

There are two hotels to choose from, but they are basically the same hotel, separated by a restaurant, fabulous pool area and workout facility. They are the SpringHill Suites and the TownePlace Suites by Marriott Orlando at Flamingo Crossings. The address and contact information are listed below. The hotel is about 20-25 minutes from the school and 10 minutes from Walt Disney World. The rooms comfortably hold 5 people, but could potentially hold 6 if you have two smaller students who can share the fold out sofa bed. The hotel rate includes a full hot breakfast each day, with overflow seating just for our group.

Our block will be taking up 50% of the entire facility, so there are some "rules" for booking and payment. **Make sure you pay close attention to those regarding cancellation of rooms and payment by check and deadlines for all payments.**

All reservations will need to be booked directly with the hotel by 9/26/2017. The conference rate is $129.00 per night + 12.5% tax (unless tax exempt). When booking more than 3 guestrooms, please fill out attached rooming list, credit card authorization form and send tax exempt form if applicable. Please email janet.wild@marriott.com (407-778-4908).

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card by each individual school. Therefore if the individual school(s) cancel any reservations after the time the reservation is made, reservations will be charged (1) night's room & tax fee. If cancellation occurs after **9/26/2017** a 100% cancellation fee will apply for the entire stay.

Executive Director, Dana Gros, sent out rooming list forms and credit card authorization forms with this information. Contact Wendy Cartwright if you are in need of the forms.

Those paying by credit card must make the full payment prior to **October 6th, 2017.** **Those paying by check** will need to inform the hotel so they can create an invoice for you. They can make the invoice for the total amount, because **full payment by school check is due 30 days prior to arrival** date. For the school to be tax exempt, you will need a Florida State or Federal exempt form. If paying by check, a **deposit check must be received within one week of the time the reservation is made.** So, make sure the hotel knows they have to send you an invoice for the deposit in enough time to get a check cut. If there is a problem with that quick turn around time, you will need to work out an agreement of time with our Sales contact Lisa Williams 407-778-4903 lisa.williams4@marriott.com.

JANET WILD
Orlando at Flamingo Crossings / Western Entrance
13295 Flamingo Crossings Blvd, Winter Garden, FL 34787
Email: janet.wild@marriott.com FAX: (407) 507-1301

Tentative Schedule

(Detailed schedule will be included in confirmation materials)

Day 1- Friday, October 27th

9:00am-2:00pm Shuttles from airport to hotels- SpringHill Suites/TownePlace Suites
12:30pm Shuttle from hotel to school for **candidate schools only**
2:30pm-4:00pm Shuttles from hotel to school

1:00pm-1:30pm Candidate meeting
1:30pm-3:00pm Skit/Speech/Campaign Material Previews

3:00pm-5:00pm Registration in State Rooms- project submissions due
3:00pm-5:00pm Activities

3:30pm Workshop Presenters Meeting
4:00pm State President (or designee) Meeting

5:00pm-6:40pm Dinner/State Meeting rotations
6:45pm-7:00pm State rooms

7:00pm-9:00pm First General Session with keynote speaker Judson Laipply

9:00pm-10:40pm Activity/Mixer with Judson Laipply/Advisor project judging

10:45pm Board buses to hotel

Day 2- Saturday, October 28th

7:15am-8:15am Breakfast at hotel
8:00am-8:30am Board buses to school

9:00am-9:15am State rooms
9:15am-11:00am Second General Session/Activity

9:40am-11:00am Advisor Session with Judson Laipply

11:15am-2:10pm Workshop/Community Service/Lunch rotations/ AOY/MOY/Speech Interviews/Contest

11:15am-12:40pm Advisor Round Tables – presenters needed

12:45pm- 2:10pm Advisor lunch/business meeting

2:15pm- 3:55pm Seminars for students and Advisors/Advisors with Mike Smith

4:20pm- 5:35pm Swap Shops – Advisor facilitators needed
5:45pm- 7:15pm Dinner/School reflection rotations

7:15pm-7:30pm State rooms
7:30pm-9:30pm Third General Session with keynote speaker Mike Smith/Candidate Skits

9:30pm-10:15pm Concert with Deejay Young

10:15pm Board buses to hotel

Day 3- Sunday, October 29th

7:00am-8:30am Breakfast at hotel
7:30am-8:00am Board buses for those attending worship service
8:00am-8:30am Board buses for those not attending worship service
8:30am-9:00am Non-denominational worship service

9:00am-9:15am State rooms
9:15am-11:00am Fourth General Session with keynote Kyle Scheele/Election/State Fashion Show

11:00am-11:45am SASC Picture on the Field
11:45am-12:45pm Lunch

12:45pm-1:45pm Fifth General Session/Awards and Induction Ceremony

2:00pm Board buses for SeaWorld Orlando

3:00pm-10:15pm SeaWorld Orlando/free time/Candle lighting/dinner/Private after party

10:15pm Board buses to hotel

SeaWorld
ADVENTURE PARK
Orlando