

# **SOUTH CAROLINA SCHOOL COUNSELOR CONFERENCE COMMITTEE PROCEDURES MANUAL**

## **PURPOSE OF COMMITTEE**

According to the Bylaws, Article VII, Section 18, the SC Guidance Conference Committee is responsible for planning and implementing the annual series of SC Guidance Conferences held each fall in conjunction with the SC Educational Opportunity Program.

## **RESPONSIBILITIES OF THE CHAIR**

The Chair of the Committee is appointed by and reports to the Vice President of Admissions.

The Chair is a one-year appointment. Responsibilities of the Chair include:

- selecting members for the Guidance Conference Committee
- preparing and submitting a budget request
- scheduling the conferences in conjunction with the Ed Op Scheduling Committee
- planning programs for the conferences which meet the needs of secondary and post-secondary institutions
- ensuring the successful handling of all details associated with the conferences, including publicity
- chairing all meetings of the committee
- evaluating the conferences and submitting recommendations for improvements
- suggesting a successor to chair the committee

## **TIMETABLE**

January	Select guidance conference planning committee. The Vice President for Admissions is an ex-officio member of the committee.
February	Print CACRAO letterhead and envelopes. Meet with guidance conference planning committee; select dates, program, and tentative sites. Contact Army and ask if they will be able to co-sponsor conference. Contact program participants.
March	Contact State Department of Education. Request three sets of high school mailing labels.
April	Print invitations for high schools and colleges. May mail high school invitations.
June	Mail college invitations. Meet at sites with Army representatives.
July	Print program and evaluations.
September	Attend South Carolina Guidance Conferences. Send notes of appreciation as appropriate. Compile and submit to the Vice President for Admissions a report on the actual costs of the conferences as well as the actual numbers in attendance; include suggestions for improvement and suggestions for the next chair. Update this Procedures Manual and submit to the Vice President for Admissions no later than October 1.
December	Attend CACRAO Annual Meeting. Give all records/working notebook, etc. to the new Vice President for Admissions by January 1.

## **SOUTH CAROLINA GUIDANCE CONFERENCES SITE COORDINATORS' RESPONSIBILITIES**

### **PARKING**

1. Reserve parking area. Mark it clearly on the campus map and in the directions to the college.
2. Choose site for drive through pick up of boxes.

### **DRIVE-THROUGH BOX PICK-UP**

1. Provide enough boxes for your site for each high school to have two (one set of materials per school). Boxes will be provided by CACRAO, and arrangements need to be made to pick them up about a week before the event.
2. Provide room large enough for boxes to be arranged for easy filling. Location needs to near site for drive-through pick up.
3. Appoint someone to coordinate the filling of boxes. This will take place in the afternoon or evening before the conference. Some time will also be provided the morning of the conference.
4. Provide someone to supervise the pick-up. Also provide strong backs for loading, i.e., student workers, ROTC, Greek organizations, etc.

### **REGISTRATION**

1. Reserve registration area (lobby). Include place for breaks. It is of extreme importance that we have a list of all people attending for reimbursement from the Army. Each site coordinator will need to provide some type of lunch ticket and a way to collect them before people eat.
2. Furnish portfolios for registration materials. You may add pads, pencils, etc. if you wish.
3. Furnish two tables and chairs.
4. Provide at least two people to register participants.
5. Provide space for 2-6 eight foot tables for vendors (recommend at least 2 vendors per table)

### **WELCOME AND ANNOUNCEMENTS**

1. Reserve auditorium or room large enough for approximately 250 people.
2. Provide podium and microphone.
3. Request college president to welcome guests (5 minutes).

### **BREAKS**

1. Reserve area for breaks.
2. Make arrangements for refreshments.
  - A. Morning: coffee, tea, juice or fruit punch, Danish, donuts.
  - B. Mid-morning: coffee, tea, sodas
3. Make sure rest rooms are clearly marked.

### **SESSIONS**

1. Reserve auditorium (typically same as where the welcome occurs) for sessions.
2. Reserve appropriate audio-visual equipment (if applicable).

### **MOTIVATIONAL SPEAKER**

Please obtain a motivational speaker; someone entertaining, yet informative. Someone with ties to secondary education is preferable. Allotted time: 20 minutes.

### **LUNCH**

1. Reserve large eating area - buffet style suggested - 3 lines.
2. Select menu. (The host institution does not pay for food).
3. Devise a way at your location to get school counselors and college reps to interact during lunch.

**DIRECTIONS (Needed by May 1)**

1. Typed directions will be included in registration materials.
2. Provide two sets of directions...
  - A. For college reps: from last program to drop-off point for materials and from recommended hotel (include parking location)
  - B. For guidance counselors: from interstate (include where to pick up materials and parking location).

**HOTEL RECOMMENDATIONS (Needed by May 1)**

1. Recommend a hotel(s) convenient to your college.
2. Ask for special CACRAO rate - approximately 50 colleges.
3. Consider location and reputation for safety when making recommendation.

**MAP (Needed by May 1)**

1. Provide a map of your campus.
2. Indicate where to park and location of building. Add arrows and street names if appropriate.
3. Indicate where materials will be packed and distributed.

*Updated December 14, 2005*