

Committee Guidelines

Facilitator/Workshop Committee

- Collaborate with Board to determine workshops.
- Identify and contact potential workshop facilitators.
- Schedule Life Skills training for presenters using the Iowa State University Life Skills Model, manual, recommendations from student evaluations and ability to use the CSU partners for training.
- Schedule facilitator practice session and provide feedback (instructions & tips) to the facilitators on workshop presentation regarding the use of the Life Skills Model during their workshop.
- Create folders for facilitators with log information.
- Evaluate the workshops and facilitators using student evaluations (online)
- Evaluate your work process (what went well and opportunities to make committee work easier)

Logistics Committee

- Collaborate with Registration Chair for registration sign-up.
- Collaborate with Volunteer Chair for volunteer sign-in.
- Collaborate with Workshop Chair for facilitator sign-in.
- Set sandwich boards with conference information on the street.
- Set up easels with registration information and conference agenda in lobby.
- Make sure main meeting area is set up for conference by setting up stage, podium, microphone, music, and banners.
- Collaborate with Public Relations Chair for set-up of banners, photo display, etc.
- Ensure food and beverage for breakfast, lunch and afternoon snack are appropriately set-up.
- Clean up general session and workshop rooms.
- Provide necessary technical support to facilitators in classrooms with assistance of Conference Chair.
- Make sure someone will greet students and parents.
- Create environment of excitement and warmth.
- Evaluate your work process (what went well and opportunities to make committee work easier)

Publications Committee

- Prepare printed information packets for schools (registration flyers, posters, conference brochure, flyers, signs, etc.)
- Prepare printed brochure for fundraising.
- Prepare fundraising letters/
- Collaborate with Recruitment Committee and prepare school materials (posters, flyers and save the dates).
- Contact printing company and/or get bids for printing conference program.
- Get board approval for printing expenditures.
- Collaborate with Facilitator/Workshop Committee and get bios and photos of facilitators for program.
- Collaborate with Volunteer Committee for volunteer names.
- Collaborate with printing company preparing all pictures, agendas, bios, and donor names/logos for conference program.
- Prepare all conference Certificates and Awards.
- Evaluate your work process (what went well and opportunities to make committee work easier)

Public Relations

- Review previous year's PR contacts.
- Prepare database of all PR contacts for future committee.
- Review, revise and prepare press release.

- Collaborate with webmaster for website updates
- Contact news medias such as; La Voz, El Seminario, KUVU, PBS and other news sources for conference exposure to the greater Latino community.
- Arrange for photographer for day of Conference.
- Evaluate your work process (what went well and opportunities to make committee work easier)

Recruitment Committee

- Review and revise letter to be sent to principal/counselor and identify school contact.
- Prepare conference packets.
- Individual board members sign-up for schools to target.
- Identify target schools and school contact for each school (see list)
- Follow-up with principals and school contacts.
- Meet with each of the targeted schools.
- Attend Open House/Offer School contact assistance/meet latino organization
- Weekly follow-up conversations.
- Collaborate with registration committee to review registered students.
- Assist registration committee on Conference day.
- Evaluate your work process (what went well and opportunities to make committee work easier)

Registration Committee

- Review/update the registration forms form last year including parent's authorization and picture release.
- Collaborate with Recruitment Committee to begin pre-registration process.
- Send registration packets out to students who pre-register.
- Prepare registration lists and report of students who attended by school.
- Prepare students conference resource bags – collaborate with Fundraising Committee to obtain donations for the bags.
- Collaborate with Volunteer Committee to prepare name badges
- Collaborate with Logistics Committee for registration set-up
- Organize method to direct students to workshop classrooms
- Prepare final registration lists including students names, school age, address, phone/cell number, and email to contact for the Summer leadership Program
- Evaluate your work process (what went well and opportunities to make committee work easier)

Volunteer Committee

- Ask other committees for the number of volunteers needed day of the conference
- Review volunteer contacts from previous year and check new volunteer registration (Google Form) make initial contact.
- Keep contact information of volunteers (Google Forms)
- Solicit additional volunteers as requested by each committee
- Assist registration committee in preparing name tags for volunteers, facilitators, and students
- Evaluate your work process (what went well and opportunities to make committee work easier)