

CHSAA Student Leadership Fall Conference Selection Process for Hosting

The CHSAA Fall Conference must be held between the 1st Monday in October and 2nd Tuesday in November – Applicant school may select the day and half that best fits their school calendar when applying to host.

I. Method of Applying:

- A. After a school has indicated an interest (by calling or writing a letter to CHSAA) to host a state fall conference, the CHSAA office will send an information packet and application forms.
- B. For further consideration, the school must return the written application signed by the student council advisor, director of athletics and/or director of activities, and principal by the date indicated (applications are due no later than September 15th-one year prior to the conference).
- C. The CHSAA Assistant Commissioner in charge of CHSAA Student Leadership programs will provide the school applicant's bid to the CHSAA Student Leadership Advisory Committee.
- D. The CHSAA Student Leadership Advisory Committee will review applications at their annual meeting and will work through the CHSAA Assistant Commissioner in charge of CHSAA Student Leadership programs and other appropriate personnel regarding the school applicant bid.
- E. The successful school applicant selected by the CHSAA Assistant Commissioner in charge of CHSAA Student Leadership will be sent a signed letter of agreement.
- F. Upon signature of the letter of agreement by appropriate school district officials and the CHSAA, the conference host will be officially named at the January Board of Control, pending approval of the Student Leadership Committee report. The host school or CHSAA may make no public announcements regarding the conference host, prior to this official completion.

II. Desired Site Characteristics

A. Location

1. Community should be accessible by standard school district vehicles (bus, van, activity bus, etc.)
2. In an area where other CHSAA members schools could assist the host, if needed.
3. CHSAA will attempt to balance site selection (over the years) between the following geographic regions of Colorado:
 - a. Western Slope
 - b. Denver Metro Area (7 County Metropolitan Area)
 - c. North (North of the Denver Metro Area)
 - d. South (South of the Palmer Divide)
 - e. Eastern Plains

B. Local Facilities

1. School campus or site must be large enough to handle large and small group meetings for a total of 800 people
2. Access to audio/visual and other equipment necessary to handle physical arrangements. Electrical power to support A/V media for large group sessions.
3. Parking to accommodate vehicles for all attending schools and CHSAA personnel.

C. Local Support

1. Endorsement by administration, student council, and building staff.

D. Hotel

1. Must have approximately a 150 sleeping room block for advisors, CHSAA staff, speaker, and delegates.
2. Easy access for bus loading
3. Ideal travel time to the school should be no longer than 15 minutes, but in **NO CASE** more than 30 minutes at any time of day.

E. School Commitments

1. Access to gym, common area, auditorium, and 20 classrooms (minimally).
2. For the host advisor, released time from teaching on one day prior to the conference and the day(s) of the conference. The host school will cover this expense.
3. The host school must have a non-student contact day during the scheduled conference time (i.e., in-service, fall break, and/or teacher work day)
4. Supplies and in-kind services to be determined during planning, i.e. office supplies, air conditioning, etc.
5. General support from faculty and administration

F. Necessary facilities

1. Approximately 15-20 classrooms to be used for adult and student presentations.
2. Large auditorium or gymnasium to seat 600-700 delegates.
3. Nurse/health room with accessibility for all delegates.
4. Large room meeting space for adults.
5. An advisor hospitality location.

The CHSAA Student Leadership Staff welcomes the input of the host school into the planning of the overall conference and will provide as much assistance as possible so the host school can effectively carry out its responsibilities. Every conference is different and situations change. As they do, tasks that fall under one area may be transferred to another. The most essential ingredient for a successful conference is constant communication between the host school and CHSAA Assistant Commissioner in charge of CHSAA Student Leadership or their designee.

The CHSAA Student Leadership Fall Conference is a wonderful experience for all who attend; but it is also one of the best educational learning experiences for those students involved in its planning and execution. Student leadership in conference planning and decision-making is essential.