

ARKANSAS HEAD START ASSOCIATION

***ANNUAL TRAINING CONFERENCE
MANUAL***



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ARKANSAS HEAD START ASSOCIATION

ANNUAL TRAINING CONFERENCE MANUAL



The Arkansas Head Start Association's Annual Training Conference Manual was developed to assist in the planning of the annual training conference.

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TABLE OF CONTENTS

	<u>Page</u>
Responsibilities of the Arkansas Head Start Association (AHSA)	1
Responsibilities of the AHSA President	2
Responsibilities of the AHSA Vice President	4
Responsibilities of the AHSA Secretary	5
Responsibilities of the AHSA Treasurer	6
Responsibilities of the Conference Coordinator(s)	7
I. Preliminary Plans	8
II. General Sessions/Special Events/Room Arrangements	11
III. Meal Functions	12
IV. Conference Checklist	13
V. Committee Responsibilities	15
Conference Committee Assignments	16
Annual Training Conference Expenses	17
Committee Time Lines/Responsibilities	18
Committee Responsibilities	
Conference Packet Committee	24
Decorations Committee	25
Door Prize Committee	26
Equipment Committee	27
Evaluations Committee	28

TABLE OF CONTENTS

	<u>Page</u>
Responsibilities of Conference Committees	
Exhibits/Conference Sponsors Committee	30
Facilitators Committee	33
Finance/Budget Committee	35
Hospitality Committee	36
Nominations Committee	37
Program Committee	38
Publicity Committee	41
Registration Committee	43
Signs/Printed Materials Committee	46
Exhibit A: 1995 Hotel Contract	48
Exhibit B: 1996 Hotel Contract	51
Exhibit C: Call For Papers	54
Exhibit D: Presenter/Session Confirmation	55
Exhibit E: 1995 Registration Flyer	56
Exhibit F: 1996 Registration Flyer	57
Exhibit G: Conference At A Glance	58
Exhibit H: Schedule At A Glance	59
Exhibit I: Breakdown of Sessions/Room Assignments	60
Exhibit J: Breakdown of Sessions/Room Assignments	61

TABLE OF CONTENTS

	<u>Page</u>
Exhibit K: Breakdown of Sessions/Room Assignments	62
Exhibit L: General Evaluation Form	63
Exhibit M: Workshop Evaluation Form	64
Exhibit N: Sample Exhibitor Letter	65
Exhibit O: Information for Exhibitors	66
Exhibit P: Application for Exhibit Space	67
Exhibit Q: Sample Letter for Corporate Sponsors	68
Exhibit R: Corporate Sponsor Form	69
Exhibit S: Sample Letter for Program Ad	70
Exhibit T: Special Event Program	71
Exhibit U: Certificate of Participation	72
Exhibit V: Registration Committee Report	73
Exhibit W: Sample Installation Ceremonies	74
Exhibit X: Individual's Schedule of Workshops/Small Sessions	81

ANNUAL TRAINING CONFERENCE

RESPONSIBILITIES
ARKANSAS HEAD START ASSOCIATION (AHSA)

RESPONSIBILITIES

ARKANSAS HEAD START ASSOCIATION

Approves dates and location for annual training conference.

Selects member(s) to serve as Conference Coordinator(s).

Selects members to serve as conference committee chairmen.

Distributes conference assignments to the AHSA, officers, conference coordinator(s) and conference committee chairmen. (A complete copy of the Annual Training Conference Manual is prohibited as approved by the AHSA on February 20, 1997.)

Approves conference theme, program cover, and design.

Makes recommendations for keynote speakers, workshop leaders, and special guests. It is recommended that expenses be kept to a minimum.

Approves keynote speakers.

Approves registration form, deadlines, fees for early bird registration, on-site registration, and other fees, if applicable.

Approves budget, if applicable.

All members of the AHSA shall pay full conference registration fees.

Adheres to Robert's Rules of Order (Newly Revised).

ANNUAL TRAINING CONFERENCE

***RESPONSIBILITIES
AHSa PRESIDENT***

RESPONSIBILITIES

PRESIDENT

Directs overall planning of the annual training conference.

Works with Conference Coordinator(s) concerning activities of conference committees.

Signs contracts concerning the annual training conference as approved by the AHSA.
(Exhibit A & B)

Works with the AHSA, Conference Coordinator(s), and the Program Committee Chairman to select keynote speakers, workshop leaders, and special guests. Expenses should be kept to a minimum.

After approval of the AHSA, works with Conference Coordinator(s) and Program Committee Chairman to confirm participation of keynote speakers, workshop leaders, and special guests. Inquires about hotel arrangements, transportation, and travel arrangements, if necessary.

Works with the AHSA to extend invitations to ACF regional office staff and other special guests to participate in the annual training conference.

Works with Program Committee Chairman to secure entertainment, if applicable.

Works with Conference Coordinator(s) and Program Committee Chairman to obtain personnel to conduct invocations, present flags, and issue welcome/greetings to conference participants.

Secures letters for program book (i.e., Head Start Bureau, NHSA, regional office staff, class officers, governor, mayor of host city, etc.)

Works with the AHSA and the Nominations Committee Chairman to conduct ceremonies for installation of officers/board (Exhibit W).

Works with the Conference Coordinator(s) to determine menu selections, price commitment, and meal set-up (buffet, seated) with approval of the AHSA.

Works with Conference Coordinator(s) to determine physical requirements necessary at the head table (podium, microphone, etc.) for general sessions and special events.

RESPONSIBILITIES - PRESIDENT

Works with Conference Coordinator(s) regarding seating arrangements at head table for all meals and general sessions.

Approves materials proposed for distribution at the annual training conference.

Prepares agendas for general sessions, special events, etc.

Presides at the annual training conference and gives a report of the association during general session.

Makes suggestions for additions, deletions, and corrections to the Annual Training Conference Manual.

ANNUAL TRAINING CONFERENCE

***RESPONSIBILITIES
AHSA VICE PRESIDENT***

RESPONSIBILITIES

VICE PRESIDENT

Assists the AHSA President in all aspects of the annual training conference.

In the absence of the AHSA President, presides at the annual conference.

Makes suggestions for additions, deletions, and corrections to the Annual Training Conference Manual.

ANNUAL TRAINING CONFERENCE

***RESPONSIBILITIES
AHTA SECRETARY***

RESPONSIBILITIES

SECRETARY

Records conference committee meetings as requested.

Provides copies of the Arkansas Head Start Association Bylaws at the annual training conference as directed by the AHSA.

Calls roll at the Annual Meeting.

Prepares and distributes minutes of the annual training conference.

Includes copy of the conference program book in the annual meeting minutes.

Maintains records of annual training conference as a part of permanent files of the AHSA.

Makes suggestions for additions, deletions, and corrections to the Annual Training Conference Manual.

ANNUAL TRAINING CONFERENCE

***RESPONSIBILITIES
AHTA TREASURER***

RESPONSIBILITIES

TREASURER

Works with the AHSA and Registration Committee Chairman to determine system for monies to be deposited in account.

All monies collected in relation to the annual training conference shall be deposited in the AHSA account unless otherwise approved by the AHSA Board.

Works with the Conference Coordinator(s) and the Registration Committee Chairman to develop function tickets and system for collection at the annual training conference.

Submits a complete written report concerning financial status of the AHSA. Report to be distributed at the conference and made a part of the annual training conference minutes.

Submits to the association a report of the annual training conference. Report to include income and expenses.

Makes suggestions for additions, deletions, and corrections to the Annual Training Conference Manual.

ANNUAL TRAINING CONFERENCE

***RESPONSIBILITIES
CONFERENCE COORDINATOR(S)***

RESPONSIBILITIES

CONFERENCE COORDINATOR(S)

Assignments are separated into five categories. Duplication of activities will be found in each category as it relates to specific functions.

- I. Preliminary Plans
- II. General Sessions
- III. Meal Functions
- IV. Conference Checklist
- V. Committee Responsibilities

I. PRELIMINARY PLANS

When the date and site of the conference is determined, contacts hotel/convention center to begin preparation of contract. (Exhibit A & B) The AHSA President, with approval of the AHSA, signs all contracts related to the annual training conference.

Serves as contact with hotel/convention center for written confirmation of dates, number of sleeping rooms needed, reservations deadline cutoff, meeting room arrangements, and other space for planned activities as directed by the AHSA.

Requests hotel to plan for adequate personnel to handle room reservations and service.

Works with the AHSA President and Program Committee Chairman to determine needed space for the following areas during the conference.

- General Sessions
- Small Sessions/Workshops
- Open House/Receptions
- Meal Functions
- Breaks
- Registration
- Hospitality
- Exhibit Rooms
- Committee Meetings
- Class Meetings
- Component Networking
- Board Meetings

Directs the planning of the conference based on the decisions of the AHSA.

Works with the AHSA President and the AHSA to obtain approval on all aspects of the annual training conference.

Works with the Publicity Committee Chairman to send notification of the upcoming conference to the NHSA, Region VI, etc. Information to include meeting dates, city, hotel, and names of Conference Coordinator(s).

Works with all conference committees to ensure a successful conference.

I. PRELIMINARY PLANS

Arranges conference committee meetings with the AHSA. Each committee chairman should come to meetings prepared to present a report of the committee's planned activities.

Arranges for special events, registrations, reservations, housing, decorations, entertainment, meals, with all arrangements being subject to the approval of the AHSA Board.

Coordinates order of each conference function with the AHSA President and the AHSA.

Works with the AHSA President and Program Committee Chairman to arrange participation of keynote speakers, workshop leaders, special guests, etc. Expenses should be kept to a minimum.

Makes hotel arrangements, transportation, and travel arrangements for keynote speakers, special guests, etc., as approved by the AHSA.

Works with the AHSA President to determine menu selections, price commitment, and meal set-up (buffet, seated) as approved by the AHSA.

Coordinates all meal functions with hotel or catering companies.

Works with Sign Committee Chairman to make available a message board to be displayed in appropriate place.

Ensures that American, State, and Head Start flags are available for posting of flags.

Works with AHSA President to determine seating arrangements at all general sessions, small/workshop sessions, special events, etc.

Determines physical requirements necessary at the head table (podium, microphone, etc.)

Ensures that microphones are available for general sessions and special events. Makes arrangements to have each microphone checked, as well as physical arrangements, before each session.

Furnishes list of officers of the AHSA, Board Members, Representatives to Region VI Board, Class Officers, and Conference Coordinator(s) to Program Committee Chairman for inclusion in the program book.

I. PRELIMINARY PLANS

Provides Program Committee with a floor plan of hotel/convention center to be included in program book.

Works with the AHSA President and the Program Committee Chairman to obtain personnel to conduct invocations, present flags, and issue welcome/greetings to conference participants.

Works to provide refreshments (water, coffee, etc.) at the annual training conference as directed by the AHSA.

II. GENERAL SESSIONS/SPECIAL EVENTS/ROOM ARRANGEMENTS

Works with hotel/convention center to confirm dates, number of sleeping rooms requested, meeting room arrangements, and other space for planned activities.

Requests hotel to plan for adequate personnel to handle room reservations and service necessary to accommodate conference participants.

Works to secure room assignments for the following areas during the conference: general sessions, small sessions/workshops, open house/reception, meal functions, breaks, registration, hospitality, exhibit rooms, etc. Will also make arrangements for committee meetings, class meetings, component networking, board meetings, etc.

Coordinates order of each function as directed by the AHSA President and the AHSA.

Works with the AHSA President to determine menu selections, price commitment, and meal set-up (buffet, seated) as approved by the AHSA.

Works with the AHSA Treasurer and the Registration Committee Chairman to develop function tickets for special events (receptions, meals, etc.)

Works with Sign Committee Chairman to make available a message board to be displayed in appropriate place.

Determines physical requirements necessary at the head table (podium, microphone, etc.)

Ensures that microphones are available for general sessions and special events. Makes arrangements to have each microphone checked, as well as physical arrangements, before each session.

Works to arrange seating at head table for all meal functions, general sessions, receptions/special events, etc.

Arranges special seating for guests as directed by the AHSA President.

Ensures that American, State, and Head Start flags are available for posting of flags.

Works with the AHSA President and the Program Committee Chairman to obtain personnel to conduct invocations, present flags, and issue welcome/greetings to conference participants.

Works to ensure that keynote speakers, workshop leaders, special guests, etc. are present at appropriate times.

Works to provide refreshments (water, coffee, etc.) at the annual training conference as directed by the AHSA.

III. MEAL FUNCTIONS

Works with the AHSA President to determine menu selections, price commitment, and meal set-up (buffet, seated) as approved by the AHSA.

Coordinates all meal functions with hotel/catering companies.

Requests hotel/convention center to plan for adequate personnel to handle meal functions.

Coordinates order of each meal function as directed by the AHSA President and the AHSA.

Works with the AHSA President to determine seating arrangements at head table for all meal functions, general sessions, receptions/special events, etc.

Ensures that all arrangements are complete prior to planned event.

Ensures that microphones are available for general sessions and special events. Makes arrangements to have each microphone checked, as well as physical arrangements, before each session.

IV. CONFERENCE CHECKLIST

Serves as contact with hotel/convention center for written confirmation of date, number of sleeping rooms requested, reservations deadline cutoff, meeting room arrangements, meal functions, and other space for planned activities as directed by the AHSA.

Requests hotel to plan for adequate personnel to handle room reservations and service.

Coordinates order of each function as directed by the AHSA President and the AHSA.

Works with the AHSA President to coordinate activities of conference committees.

Makes arrangements for the following areas during the conference: general sessions, small sessions/workshops, open house/reception/entertainment, meal functions, breaks, registration, hospitality, exhibit rooms, special functions, etc. Will also make arrangements for committee meetings, class meetings, component networking, board meetings, etc. All arrangements are subject to the approval of the AHSA.

Works with the AHSA President and Program Committee Chairman to arrange participation of keynote speakers, workshop leaders, special guests, etc.

Works with the AHSA President to determine menu selections, price commitment, and meal set-up (buffet, seated) as approved by the AHSA.

Works with the AHSA President to determine seating arrangements at head table for all meal functions, general sessions, receptions/special events, etc.

Coordinates all meal functions with hotel/catering companies.

Makes hotel arrangements for keynote speakers, special guests, etc., as approved by the AHSA.

Makes arrangement for desks or tables for registration and hospitality areas.

Works with Sign Committee Chairman to make available a message board to be displayed in appropriate place.

IV. CONFERENCE CHECKLIST

Ensures that microphones are available for general sessions and special events. Makes arrangements to have each microphone checked, as well as physical arrangements, before each session.

Works with the AHSA President and the Program Committee Chairman to obtain personnel to conduct invocations, present flags, and issue welcome/greetings to conference participants.

Works to provide refreshments (water, coffee, etc.) at the annual training conference as directed by the AHSA President.

Ensures that all arrangements are complete prior to planned event.

ANNUAL TRAINING CONFERENCE

***RESPONSIBILITIES
CONFERENCE COMMITTEES***

V. COMMITTEE RESPONSIBILITIES

Arranges meetings between the AHSA and committee chairmen. All committee chairmen should come to meetings prepared to present a report of the committee's plans and activities.

Furnishes list of officers of the AHSA, Board Members, Representatives to Region VI Board, Class Officers, and Conference Coordinator(s) to Program Committee Chairman for inclusion in the program book.

Provides Program Committee Chairman with a floor plan of hotel/convention center to be included in program book.

Works with the AHSA President to coordinate activities of conference committees.

Works with the AHSA President and Program Committee Chairman to arrange participation of keynote speakers, workshop leaders, special guests, etc. Inquires about hotel arrangements, transportation, and travel arrangements, if necessary.

Works with committee chairmen to arrange special functions, registrations, reservations, housing, decorations, entertainment, meals, with all arrangements being subject to the approval of the AHSA.

Works with committee chairmen to make arrangements for general sessions, small sessions/workshops, open house/reception, meal functions, breaks, registration, hospitality, exhibit rooms, etc. Will also make arrangements for committee meetings, class meetings, component networking, board meetings, etc.

Works with Registration Committee Chairman and Hospitality Committee Chairman to arrange for desks or tables for registration and hospitality areas.

Works with the Sign Committee Chairman to make available a message board to be displayed in appropriate place.

Tabulates conference evaluation forms and submits report at the following board meeting.

Compiles final written report of conference and presents to the AHSA.

Makes suggestions to the AHSA Board for additions, deletions, and corrections to the Annual Training Conference Manual.

RESPONSIBILITIES OF CONFERENCE COMMITTEES

Each committee chairperson shall come to conference committee meetings prepared to present a report of the committee's plans and activities. Committee plans must be approved by the AHSA. Reports should include copies of any forms used.

All Committee Chairmen and committee members shall pay conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s) concerning the work of that committee. Report is to be made a part of the annual training conference history. Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included in this report.

Individual committee assignments are printed in this Annual Training Conference Manual.

General committees:

- Conference Coordinator(s)
- Conference Packet Committee
- Decorations Committee
- Door Prize Committee
- Equipment Committee
- Evaluations Committee
- Exhibits/Conference Sponsors Committee
- Facilitators Committee
- Finance/Budget Committee
- Hospitality Committee
- Nominations Committee
- Program Committee
- Publicity Committee
- Registration Committee
- Signs/Printed Materials Committee

ANNUAL TRAINING CONFERENCE

EXPENSES

ANNUAL TRAINING CONFERENCE EXPENSES

Meeting expenses will be approved by the AHSA.

ANNUAL TRAINING CONFERENCE

COMMITTEE TIME LINES/RESPONSIBILITIES

ANNUAL TRAINING CONFERENCE

TIME LINES/RESPONSIBILITIES

ADVANCE TIME LINE	COMMITTEE	ASSIGNMENT
1 year	AHSA	Sets dates of annual training conference.
1 year	AHSA	Selects members to serve as Conference Coordinator(s).
1 year	AHSA	Selects members to serve as committee chairmen.
1 year	AHSA, Conference Coordinator(s)	Works to prepare hotel/convention center contract.
1 year	AHSA President Conference Coordinator(s)	Determines needed space for conference.
1 year - 10 months	AHSA Conference Coordinator(s) Publicity Committee	Sends notification of upcoming conference to NHSA, Region VI, etc.
1 year - 8 months	AHSA	Approves conference theme.
11 - 8 months	Exhibits/Conference Sponsors Committee Chairman	Distributes request forms for exhibitors.
10 - 8 months	AHSA AHSA President Conference Coordinator(s) Program Committee Chairman	Selects keynote speakers.
10 - 8 months	Program Committee Chairman	Distributes Call for Papers for workshop/small sessions.
8 - 6 months	Exhibits/Conference Sponsors Committee Chairman	Distributes request forms for program ads and program sponsors.

ADVANCE TIME LINE	COMMITTEE	ASSIGNMENT
8 months	AHSA Registration Committee Chairman	Determines registration fees. Approves registration form, deadlines, etc.
8 months	Program Committee Chairman	Distributes Call for Papers. Secures keynote speakers, workshop/small session leaders. Confirms participation of speakers.
6 months	AHSA Conference Coordinator(s) Conference Packet Committee Chairman Program Committee Chairman Signs/Printed Materials Committee Chairman	Determines design and cost of conference packets.
6 months	Program Committee Chairman	Confirms speakers.
6 months	Signs/Printed Materials Committee Chairman	Prepares conference banner.
6 months	AHSA President	Extends invitation to ACF regional office staff, etc.
4 months	AHSA President Conference Coordinator(s) Program Committee Chairman	Obtains personnel to conduct invocations, present flags, and issue welcome/greetings.
4 months	AHSA President Conference Coordinator(s)	Determines menu selections.
4 months	AHSA AHSA Treasurer Registration Committee Chairman	Determines system for collection of monies.

ADVANCE TIMELINE	COMMITTEE	ASSIGNMENT
4 months	AHSA Conference Coordinator(s) Registration Committee Chairman	Determines appropriate hours for registration desk to be open.
4 months	Conference Packet Committee	Obtains complimentary note pads, pens/pencils, etc. for conference packets.
4 months	Conference Coordinator(s) Program Committee Chairman	Determine room assignments for workshop/small sessions.
3 months	AHSA Treasurer Conference Coordinator(s)	Develops function tickets.
3 months	Registration Committee Chairman	Distributes registration packets.
3 months	Decorations Committee Chairman	Works to acquire decorations and favors.
3 months	AHSA Door Prize Committee	Develops system for collection of door prizes.
3 months	AHSA Treasurer Finance/Budget Committee Chairman	Develops system for collection of registration fees.
2 months	AHSA President	Secures letters for program book.
2 months	Conference Coordinator(s)	Ensures that American, state, and Head Start flags are available at conference.
2 months	Hospitality Committee Chairman	Determines hospitality needs at training conference.
2 months	Nominations Committee Chairman	Works to secure nominations for AHSA Board and Officers.

ADVANCE TIMELINE	COMMITTEE	ASSIGNMENT
2 months	Program Committee Chairman	Develops breakdown of sessions/room assignments. Works to provide CEUs. Begins to develop program book.
2 months	Publicity Committee Chairman	Contacts media regarding coverage at training conference.
1 month	Equipment Committee Chairman	Works to secure equipment for conference.
1 month	Evaluations Committee Chairman	Develops evaluations forms. Develops system for distribution and collection of evaluations forms at conference.
1 month	Facilitators Committee Chairman	Provides training for facilitators.
1 month	Registration Committee Chairman	Prepares conference badges. Prepares special events and meal tickets.
1 month	Signs/Printed Materials Committee Chairman	Prepares conference signs.
At conference	AHSA President	Presides at conference. Gives report of the association.
At conference	AHSA Secretary	Takes minutes of board meetings and annual business meeting.
At conference	Door Prize Committee	Distributes door prizes.
At conference	Equipment Committee	Ensures that all equipment is working properly prior to session beginning.

ADVANCE TIMELINE	COMMITTEE	ASSIGNMENT
At conference	Evaluations Committee Chairman	Distributes and collects evaluation forms.
At conference	Exhibits/Conference Sponsors Committee Chairman	Works with exhibitors during set-up/tear-down of exhibits. Coordinates arrangements for ribbon cutting.
At conference	Facilitators Committee Chairman	Arranges for facilitators to be present at each session.
At conference	Finance/Budget Committee Chairman	Submits income and expense report to the AHSA Treasurer.
At conference	Hospitality Committee Chairman	Ensures that all participants are welcome and assisted in any way.
At conference	Nominations Committee Chairman	Gives report of nomination committee. Installs new officers/board at end of annual meeting.
At conference	Publicity Committee Chairman	Works to maintain media coverage of conference activities.
At conference	AHSA Treasurer	Submits report concerning the financial status of the AHSA.
At conference	Registration Committee Chairman	Oversees registration area and the distribution of registration packets. Gives registration report at first board meeting and again at the annual board meeting.
At conference	Conference Coordinator(s) AHSA Treasurer Registration Committee Chairman	Collects monies.

ADVANCE TIME LINE	COMMITTEE	ASSIGNMENT
At conference	Signs/Printed Materials Committee Chairman	Prepares any additional signs as needed.
At conference	AHSA Treasurer	Submits report at the annual board meeting.
Within 10 days after conference	Conference Committee Chairmen	Submits receipts/invoices, if applicable.
Within 30 days after conference	AHSA Secretary	Distributes minutes.
Within 30 days after conference	Evaluation Committee Chairman AHSA	Sends evaluation forms to state office for tabulation. State office to present at the following board meeting.
Within 30 days after conference	Registration Committee Chairman	Sends registration packet to Head Start programs registered but not attending training conference.
Within 30 days after conference	Conference Committee Chairmen	Writes thank you notes to all who assisted in the work of the committee. Sends copy of notes to the state office.

ANNUAL TRAINING CONFERENCE

CONFERENCE COMMITTEE ASSIGNMENTS

**ARKANSAS HEAD START ASSOCIATION
ANNUAL TRAINING CONFERENCE
CONFERENCE PACKET COMMITTEE**

The Conference Packet Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Works with the AHSA, Conference Coordinator(s), Program Committee Chairman, and the Signs/Printed Materials Committee Chairman to determine design and cost of conference packet, if applicable.

Works with the AHSA and Conference Coordinator(s) to decide what information/material should be included in packets (i.e., list of restaurants, department stores, special interest places, etc.)

Obtains complimentary note pads, pencils, pens, souvenirs, etc., to be inserted in conference packets.

Arranges with the Conference Coordinator(s) and Registration Committee Chairman for a place and time to stuff conference packets. Conference packets should be assembled prior to the conference.

Writes thank you notes to all who assisted with the work of the committee. Sends copies to the state office.

If applicable, works within the committee budget and receives authorization for all expenses to be incurred. Submits all vouchers, with receipts/invoices attached to Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.

**ARKANSAS HEAD START ASSOCIATION
ANNUAL TRAINING CONFERENCE**

DECORATIONS COMMITTEE

The Decorations Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections of the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Works closely with the AHSA and conference committee chairmen to determine what decorations and favors would work best for each event.

Works to acquire decorations and favors in sufficient quantities. Decorations and favors should be set up prior to the appropriate event.

Writes thank you notes to all who assisted in the work of the committee. Sends copies to the state office.

If applicable, works within committee budget and receives authorization from the AHSA for all expenses to be incurred. Submits all vouchers, with receipts/invoices attached to Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.

**ARKANSAS HEAD START ASSOCIATION
ANNUAL TRAINING CONFERENCE**

DOOR PRIZE COMMITTEE

The Door Prize Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Provides door prizes throughout the conference as requested by the AHSA.

Works with Exhibit/Corporate Sponsor Committee Chairman to solicit door prizes.

Works with the AHSA and Conference Coordinator(s) to develop system of distribution of door prizes.

Designates others to help distribute door prizes.

Writes thank you notes to all who assisted in the work of the committee. Sends copies to the state office.

If applicable, works within the committee budget and receives authorization for all expenses to be incurred. Submits all vouchers with receipts/invoices attached to Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.

ARKANSAS HEAD START ASSOCIATION ANNUAL TRAINING CONFERENCE

EQUIPMENT COMMITTEE

The Equipment Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Works with Program Committee Chairman and the Conference Coordinator(s) to obtain a list of equipment needed for all sessions and functions.

Works with the Program Committee Chairman to ensure that all equipment and supplies for general sessions, workshop/small sessions, special events, and receptions are in place and working properly prior to session beginning.

Ensures that equipment is returned to designated room after each use.

Writes thank you notes to all who assisted in the work of the committee. Sends copies to the state office.

If applicable, works within the committee budget and receives authorization for all expenses to be incurred. Submits all vouchers, with receipts/invoices attached to Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.

ARKANSAS HEAD START ASSOCIATION ANNUAL TRAINING CONFERENCE

EVALUATIONS COMMITTEE

The Evaluations Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Submits for approval to the AHSA the annual training conference and workshop/small session evaluation forms (Exhibits L & M). After approval, reproduces sufficient number and distributes at appropriate times during the conference. General conference evaluations may be included in program book.

Develops procedure for obtaining evaluations from conference attendees at general sessions, workshop/small sessions, etc.

Works with Facilitators Committee Chairman to ensure that adequate personnel are stationed at designated places and times to distribute and collect evaluation forms.

Distributes and collects evaluation forms at annual meeting. Gives evaluation forms to the Conference Coordinator(s) immediately following the annual training conference.

EVALUATIONS COMMITTEE

Writes thank you notes to all who assisted in the work of the committee. Sends copies to the state office.

If applicable, works within the committee budget and receives authorization for all expenses to be incurred. Submits all vouchers, with receipts/invoices attached to Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.

**ARKANSAS HEAD START ASSOCIATION
ANNUAL TRAINING CONFERENCE
EXHIBITS/CONFERENCE SPONSORS
COMMITTEE**

The Exhibits/Conference Sponsors Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Works with the AHSA to develop Exhibitor Letter (Exhibit N), Exhibitor Information Letter (Exhibit O), and Application for Exhibit Space (Exhibit P).

Works with the AHSA to develop Program Ad Letter (Exhibit S), Corporate Sponsor Form Letter (Exhibit Q), and Corporate Sponsor Form (Exhibit R).

Works with the AHSA to establish applicable fees (i.e., exhibitor registration, corporate sponsors, program ad sponsors, etc.)

Works with the AHSA to establish necessary deadlines.

Works with Conference Coordinator(s) and the AHSA to determine times of set-up/tear-down of exhibits.

EXHIBITS/CONFERENCE SPONSORS COMMITTEE

Contacts perspective exhibitors, quotes prices, and encloses floor plan of space available (Exhibit N & O). Sends letter of confirmation. Encloses Exhibitor's Contract (Exhibit P) and requests that it be completed and returned.

The Exhibits Committee Chairman makes all pre-conference contacts with exhibitors and finalizes the official contract with each.

Works to obtain corporate sponsors (Exhibit R). All corporate contributions must be requested in the name of the AHSA Annual Training Conference and must be deposited in the annual conference account.

Works with the AHSA, Program Committee Chairman and the Conference Coordinator(s) to solicit program ads for inclusion in the program book (Exhibit S).

Serves as the liaison between the AHSA and company representatives, after contracts have been formalized.

Works with the Door Prize Committee Chairman to solicit door prizes from exhibitors.

Collects funds on behalf of the annual training conference and transmits to Finance/Budget Committee Chairman as approved by the AHSA.

All monies received from exhibitors, corporate sponsors, and program ad sponsors shall be deposited in the annual conference account, unless otherwise approved by the AHSA.

Furnishes list of conference sponsors, program ad sponsors, and exhibitors to Program Committee Chairman for inclusion in program book.

Gives list of exhibitors with company names to the Registration Committee Chairman for badges and requests program books be given to each.

Works with Sign/Printed Materials Committee to provide signs for exhibitors.

Coordinates arrangements for ribbon cutting. Works with the AHSA President to conduct ribbon cutting ceremonies.

EXHIBITS/CONFERENCE SPONSORS COMMITTEE

Ensures that the following events occur as scheduled.

- Exhibit booths are set up by the approved floor plan
- Identification signs are spelled correctly and placed in the proper booth space
- Supervises freight delivery, if necessary
- Welcomes exhibitors and remains available to answer questions, etc., during display set-up
- Serves as liaison between exhibitors and the AHSA
- Supervises drawing for door prizes (if any)
- Ensures that printed conference programs, badges, and/or packets from Registration Committee Chairperson are distributed to exhibitors

Writes thank you notes to all who assisted with the work of the committee. Sends copies to the state office.

If applicable, works within the committee budget and receives authorization for all expenses to be incurred. Submits all vouchers, with receipts/invoices attached to Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.

**ARKANSAS HEAD START ASSOCIATION
ANNUAL TRAINING CONFERENCE**

FACILITATORS COMMITTEE

The Facilitators Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Provides training on what is expected of a facilitator.

Arranges for facilitators to be present at each interest session. Facilitators distribute and collect evaluation forms at the end of each session and returns them to the Evaluation Committee Chairman at the end of each session.

Introduces session leaders if approved by the AHSA. The AHSA may choose to let presenters introduce themselves.

Works with Equipment Committee to ensure that all equipment is available prior to session beginning.

FACILITATORS COMMITTEE

Writes thank you notes to all who assisted in the work of the committee. Sends copies to the state office.

If applicable, submits all vouchers, with receipts/invoices attached to Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.

**ARKANSAS HEAD START ASSOCIATION
ANNUAL TRAINING CONFERENCE
FINANCE/BUDGET COMMITTEE**

The Finance/Budget Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

As directed by the AHSA, prepares a budget for annual training conference after receiving cost of anticipated expenses.

Collects monies in relation to the annual training conference. All monies shall be deposited in the AHSA account unless otherwise approved by the AHSA.

Works with the AHSA, Registration Committee Chairman, and Conference Coordinator(s) on system to receive funds prior to conference and at conference site.

Prepares income and expense report and submits to the AHSA Treasurer.

Ensures accurate financial records.

Writes thank you notes to all who assisted in the work of the committee. Sends copies to the state office.

If applicable, works within committee budget and receives authorization for all expenses to be incurred. Submits all vouchers with receipts/invoices attached to the Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.

**ARKANSAS HEAD START ASSOCIATION
ANNUAL TRAINING CONFERENCE**

HOSPITALITY COMMITTEE

The Hospitality Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Works with the AHSA and Conference Coordinator(s) to decide on the needs for hospitality.

Works with the AHSA and Conference Coordinator(s) to make committee visible, as type of hat, clothing, etc.

Assigns personnel to help with committee assignments.

Works with Signs/Printed Materials Committee Chairman to provide message board to be placed in prominent place.

Maintains message board for messages, lost and found articles, etc.

Ensures that all participants are welcomed and assisted in any way possible.

Writes thank you notes to all who assisted in the work of the committee. Sends copies to the state office.

If applicable, works within committee budget and receives authorization for all expenses to be incurred. Submits all vouchers with receipts/invoices attached to the Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.

**ARKANSAS HEAD START ASSOCIATION
ANNUAL TRAINING CONFERENCE**

NOMINATIONS COMMITTEE

The Nominations Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Gives report of the Nominations Committee during general session at the annual training conference. (Arkansas Head Start Association Bylaws Article V: Board of Directors, Section 5 and Article VI: Officers: Section 3.)

Works with AHSA to install new officers and board members (Exhibit W) at the end of the annual meeting.

Writes thank you notes to all who assisted in the work of the committee. Sends copies to the state office.

If applicable, works within committee budget and receives authorization for all expenses to be incurred. Submits all vouchers with receipts/invoices attached to the Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.

ARKANSAS HEAD START ASSOCIATION ANNUAL TRAINING CONFERENCE

PROGRAM COMMITTEE

The Program Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Works with the AHSA President and the Conference Coordinator(s) in making recommendations for keynote speakers, small session leaders, etc. Expenses should be kept to a minimum.

Works with the AHSA to develop Call for Papers (Exhibit C).

Sends Call for Papers to Head Start programs in the State of Arkansas and to others as designated by the AHSA.

After approval of keynote speakers, negotiates fees and expenses if applicable. Sends confirmation to speakers and gives pertinent information about the annual training conference. With direction from the AHSA, inquires about hotel arrangements, transportation, and travel arrangements.

Uses Presenter/Session Confirmation Form (Exhibit D) to confirm participation of keynote speakers and presenters of workshop/small sessions.

PROGRAM COMMITTEE

Works with the AHSA and Conference Coordinator(s) to schedule conference sessions and rooms (Exhibits I, J, and K).

Compiles Conference At A Glance (Exhibit G) and Schedule At A Glance (Exhibit H) and submits to the AHSA for approval. After approval, gives to the Registration Committee Chairman so that they can be included in the mailing of registration information.

Works with the AHSA, Conference Coordinator(s), and the Conference Packet Committee to design program book cover and conference packet.

Arranges for entertainment, if desired.

Works to provide CEUs for participants. Completes necessary paperwork and collect monies. Forwards monies to the Finance/Budget Committee Chairman, AHSA Treasurer, or credentialing academy as directed by the AHSA.

Works with the Exhibit/Conference Sponsor Committee Chairman to obtain program ads to be included in program book (Exhibit S).

Furnishes list of presenters with addresses to be included in program book.

Uses Presenter/Session Confirmation Form (Exhibit D) to secure information about session leaders to be used in program book and introductions during assigned sessions. Biography information may be used to introduce presenters during general sessions/workshop sessions. The AHSA may choose to let presenters of workshops/small sessions introduce themselves. Biography information and credentials should be listed in program book.

Works with the Exhibits/Conference Sponsors Committee Chairman to obtain list of Corporate Sponsors, Program Ad Sponsors, and Exhibitors to be included in the program book.

Forwards copy of Presenter/Session Confirmation (Exhibit D) to the Facilitators Committee Chairman to be used in introductions as approved by the AHSA.

Gathers, produces, and distributes program book. Sufficient copies shall be produced to meet the projected registration and required extra copies. Submits a program book draft in its entirety for final approval by the AHSA. After review and necessary required changes or insertions are made, the program book shall be printed and distributed in the registration packets. Program printing cost should be obtained by the most economical means available as approved by the AHSA.

Provides Certificate of Participation (Exhibit U). Certificates may be included in program book.

PROGRAM COMMITTEE

Provides printed programs for special events as necessary (i.e., open house/reception, luncheons, etc.) (Exhibit T).

Informs the Registration Committee Chairman if badges are needed.

Informs the Sign Committee Chairman if signs are needed.

Works with the Equipment Committee Chairman to ensure that all equipment for general sessions, workshop/small sessions, special events, and receptions are in place and working properly prior to session beginning.

Obtains gifts for keynote speakers and special guests as approved by the AHSA.

The program book should include (but not limited to:)

- Cover: Theme, date, and location of meeting
- Messages from ACF, regional office staff, AHSA President, etc.
- Conference Schedule, Schedule At A Glance
- Individual's Schedule of Workshops/Small Sessions (Exhibit X)
- Floor plan of hotel/convention center
- List of conference committee chairmen
- A list of AHSA Board with officers noted
- A list of Representatives to Region VI Head Start Association Board
- A list of Class Officers
- A list of Program Ad Sponsors, Conference Sponsors
- A list of exhibitors
- A list of presenters
- Special recognitions
- Advertisements
- Other information as approved by the AHSA
- Certificate of Participation (unless otherwise requested by the AHSA)
- Pages must be numbered

Extra copies of program book shall be distributed to Arkansas Head Start grantees registered but unable to attend the annual training conference.

Writes thank you notes to all who assisted in the work of the committee. Sends copies to the state office.

If applicable, works within the committee budget and receives authorization for all expenses to be incurred. Submits all vouchers, with receipts/invoices attached to Conference Coordinator(s) for approval of payment within 10 days after conference. All expenditures must be submitted within 10 days after conference.

**ARKANSAS HEAD START ASSOCIATION
ANNUAL TRAINING CONFERENCE**

PUBLICITY COMMITTEE

The Publicity Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Promotes and publicizes the annual training conference in ways that bring public awareness and knowledge of the purpose and goals of Head Start as a professional organization and as a group interested in the development of quality care and education of young children and their families.

Works with the AHSA, Conference Coordinator(s), and the Program Committee Chairman to receive up-to-date conference information.

Prepares and submits conference announcements for the NHSA Journal and the Region VI newsletter.

Makes a study of the local news media and locates the contact person who will be most likely to accept releases about the conference.

With approval of the AHSA, prepares news releases, giving place, dates, and theme of conference and sends to other organizations to be included in their publications.

PUBLICITY COMMITTEE

Arranges time schedules for each type of news coverage and informs the AHSA President as to time, place, and type of media coverage.

Greets news media personnel when they arrive at the conference.

Checks program events to be covered by media. Notifies program participants that news media personnel are covering specific event.

Writes thank you notes to all news media personnel and to all who assisted in the work of the committee. Sends copies to the state office.

If applicable, works within the committee budget and receives authorization for all expenses to be incurred. Submits all vouchers, with receipts/invoices attached to Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.

ARKANSAS HEAD START ASSOCIATION ANNUAL TRAINING CONFERENCE

REGISTRATION COMMITTEE

Registration Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Works with the ASHA President and the Conference Coordinator(s) to recommend registration fees, etc. Registration fees should include full conference registration and on-site registration. Daily registration should be included only if approved by the AHSA.

With direction from the AHSA, prepares registration form (Exhibits E & F).

Mails registration information to all Head Start programs in Arkansas and others as designated by the AHSA. Mail date to be determined by the AHSA. Information to include: registration form, hotel information, brochures from hotel, chamber of commerce information, tentative program, and information regarding sessions, keynote speakers, etc.

Works with the AHSA Treasurer and the Conference Coordinator(s) regarding function tickets needed for special events (receptions, meals, etc.)

REGISTRATION COMMITTEE

Supplies badges and function tickets for all registrants.

Works with the AHSA and Conference Coordinator(s) to determine appropriate hours for registration desk to be open.

Works with Conference Coordinator(s) to determine the needs for registration desk and agrees on the location with Conference Coordinator(s) and arranges with conference site personnel.

Informs Signs/Printed Materials Committee Chairman of needs for signs (pre-registration, on-site registration, etc.).

Arranges a separate area for speakers to receive registration materials. Works with Program Committee Chairman at registration to ensure that speakers have arrived.

Arranges a separate area for packets and name tags for exhibitors.

If needed, works with Equipment Committee Chairman to arrange for equipment (computer, printer, etc.) to be used at registration desk.

Arranges for personnel to assist at the registration desk and briefs workers on duties and sets up schedules for workers. Works with the Finance/Budget Committee Chairman and the AHSA Treasurer to determine system for collection of monies at conference site.

Supervises all registration activities during the conference beginning with pre-conference activities.

Works with Conference Coordinator(s) to change name badges of conference participants if illness or substitutions occur.

Registration packets generally includes:

Name badges

Function tickets

Program book

Floor plan of hotel/convention centers,

city map and brochure on points of interest in city,
if not included in program book.

Other information as approved by the AHSA.

REGISTRATION COMMITTEE

Gives report on registration during first board meeting and at the annual board meeting as requested by the AHSA President (Exhibit V).

After conference, sends a complete registration packet, including a copy of the program book to Arkansas Head Start programs registered but not attending the conference.

Write thank you notes to all who assisted in the work of the committee. Sends copies to the state office.

If applicable, works within the committee budget and receives authorization for all expenses to be incurred. Submits all vouchers, with receipts/invoices attached to Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.

***ARKANSAS HEAD START ASSOCIATION
ANNUAL TRAINING CONFERENCE
SIGNS/PRINTED MATERIALS COMMITTEE***

The Signs/Printed Materials Committee Chairman shall come to conference committee meetings prepared to present a report of the committee's plans and activities. All committee plans shall be approved by the AHSA.

All committee chairmen and committee members shall pay full conference registration fees.

Each committee chairman shall submit a final written report to the Conference Coordinator(s). Suggestions for additions, deletions, and corrections to the Annual Training Conference Manual should be included.

RESPONSIBILITIES

Provides all signs and printed materials throughout the conference.

Secures needed information from Program Committee Chairman and Conference Coordinator(s) to identify each session, meeting rooms, information booth, hospitality room, general sessions, and any other activities that need to be properly identified.

Prepares conference banner.

Works with Conference Coordinators(s) to make available a message board to be displayed in appropriate place.

Prepares attractive, legible signs. Checks with hotel/convention center on allowable attachments of signs to wall, etc.

Displays signs at appropriate times.

If necessary, prepares signs/printed materials at conference site.

SIGNS/PRINTED MATERIALS COMMITTEE

Works with the AHSA, Conference Coordinator(s), and the Conference Packet Committee to design and print cover, etc.

Writes thank you notes to persons and agencies who assisted in the work of the committee. Sends copies to the state office.

If applicable, works within committee budget and receives authorization for all expenses to be incurred. Submits all vouchers, with receipts/invoices attached to Conference Coordinator(s) for approval of payment within 10 days after expenditure. All expenditures must be submitted within 10 days after conference.