Sam Houston Area Council

Commissioner Conference Planning and Execution Guide

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Why this book?

At the back of this binder you will find a copy of a publication by the National Council called *Continuing Education for Commissioners (CEfC)*. It has a wealth of information for conducting a Commissioner Conference, as well as a set of general outlines for many of the 'bread and butter' courses to be offered.

What it lacks is a lot of the details that are specific to our council and its workings. This book has been prepared to help you as the Commissioner Conference Chair to more easily accomplish your job and to avoid any lapses that would make the conference less effective.

One big difference between what you will find in this book and what is in CEfC is the timeline – typically these conferences are scheduled a year out, with lots of meetings all year long. We have found that it is reasonable to start in the spring and work to a tighter schedule and still produce a quality conference without panic.

I hope you find this guide to be of help, and I also urge you to add your own learnings to it. Things change over time, and if this book is to remain useful, it is important to keep it current. I have included a CD of this document as a set of Microsoft Word files for you to edit.

Yours in service,
Troxel Ballou
Chair 2007, 2008

Past Conference Chairs

Year	Chair	Location
2009	Mike Lampkin	Tall Timbers
2008	Troxel Ballou	Golden Arrow
2007	Troxel Ballou	Golden Arrow
2006	Mike Morrow	George Strake
2005	Stan Walton	Polaris
2004	Ginny Boucher	Bayshore
2003	Joe Alamia	?
2002	Mark Pearce	?

Key Staff Job Description
CONFERENCE CHAIR

General description: Coordinate all aspects of the planning and execution of the conference to maximize its effectiveness.

1. Work closely with the Staff Advisor and Council Commissioner to identify prospective key staff for the conference. *All key staff members must have prior approval.*

2. Recruit all key staff members by early April in order to begin key staff meetings.

3. Work closely with the Staff Advisor to plan and administer key aspects of the conference:

    a. Discuss and secure conference location
    b. Discuss and recommend sessions, conference meal, and conference recognition items to key staff
    c. Discuss and develop key staff job descriptions, key dates schedule, and conference budget
    d. Review and approve prospective conference staff

4. Work closely with the key staff to insure that job responsibilities are confirmed and understood; that questions or problems are resolved quickly; and that timely progress is being made per the key dates schedule. Insure that all key staff members are registered for the conference prior to the deadline.

5. Conduct regularly scheduled key staff meetings to facilitate the success of the key staff team. Work closely with the key staff to conduct a full conference staff meeting in November.

6. Conduct a conference evaluation meeting with the key staff in December or January to evaluate the conference, make recommendations for next year, and confirm that final details (paying bills, thank you notes, etc.) are completed.

7. Promote Scout Spirit among the staff and participants...and have fun!

Key Staff Job Description
SESSIONS

General description: Design the content of the conference and arrange presenters for the various sessions.

1. Work with the key staff to evaluate past conferences and select sessions to meet the needs of this year's participants. Consult with the Training chairs for Special Needs Scouting, the Exploring Division, etc., to get input for session ideas and presenters.

2. Write a short description for each session, telling for whom the session is designed and indicating what topics will be covered. These session descriptions will be used

    a. by the Sessions chair to select presenters
    b. by the Registrar to prepare the conference registration form
    c. by the Promotions chair to promote the conference

3. Work with the Registrar and Promotion chairs to create an effective and comprehensive registration form.

4. Work with the Registrar and Facilities chair to produce the final conference session schedule that shows the times and location of all sessions.

5. Recruit a sessions committee from across the council to assist in identifying and recruiting session presenters.

6. Direct the sessions committee in the recruitment of high-quality presenters from across the council to lead the sessions. There should be at least two presenters for each session.

    Note that all members of the sessions committee and all presenters must have prior approval by the conference chair and the Staff Advisor.

7. Insure that the sessions committee members and all presenters are registered for the conference prior to the deadline.

8.   Obtain a presentation outline for each session one month prior to the conference. Follow up with any presenters who do not supply outlines as requested, and see that additional presenters are recruited as necessary. Archive these outlines to pass to the staff of next year's conference.

9.   Work with key staff to develop, produce, and distribute evaluation forms for both presenters and participants. Collect completed forms at the end of the conference. Compile the results and present the results to the key staff at the evaluation meeting after the conference.

10. Have fun and promote Scouting spirit while you are doing this very valuable service!

Key Staff Job Description
REGISTRAR

General description: Work with the registration staff, key staff, staff advisor, and council office personnel to manage the registration process.

1. Work with the Sessions and Promotion chairs to create an effective and comprehensive registration form. Work with the Staff Advisor to see that registration forms are available at the Service Center in the weeks leading up to the conference.

2. Work with the council IT staff to have correct online registration forms with an email outfeed accessible to you.

3. Maintain registration information received from the council office in a timely, accurate manner in order to provide up-to-date reports.

4. Work with the Sessions and Facilities chairs to produce the final conference session schedule that shows the times and location of all sessions.

5. Provide the Promotions chair with registration information by district.

6. Provide the Facilities chair with the list of room assignments.

7. Recruit a registration committee from across the council to help in
   a. Preparation of presenter and participant packets
   b. Check-in and walk-in registration for presenters and participants
   c. Distribution of any additional materials to conference participants
      Note that all committee members must have prior approval by the conference chair and the Staff Advisor, and should be registered prior to the conference date.

8. Insure that all members of the registration committee are registered for the conference prior to the deadline.

9. Manage the registration process at the conference.

10. Have fun and promote Scouting spirit while you are doing this very valuable service!

Key Staff Job Description
PROMOTIONS/PUBLICITY

General description: Work with the registration staff, key staff, staff advisor, and council office personnel to promote the conference to maximize attendance.

1. Work with the key staff, Staff Advisor, and the Council office personnel in managing the promotion area of the conference.

2. Using the conference theme approved by the key staff and Staff Advisor, develop and implement a creative, effective promotional campaign to encourage strong attendance from each district and division within the council.

3. Work with the key staff to include new recognition ideas, such as contests, and special awards, in the promotional campaign.

4. Recruit at least one dynamic district promoter from each district to serve on the promotion committee. The district promoter and District Commissioner from each district will work together as a team to promote and personally encourage conference participation. ***District promoters must have prior approval by the Conference Chair and the Staff Advisor.***

5. Create a static promotional display for the Council Service Center and insure that this display is present at all applicable council events.

6. Prepare and submit publicity copy for:

   a. The Scouter, monthly beginning with the June issue
   b. The Council Commissioner's letter, monthly beginning in June
   c. A flyer to be distributed to all Commissioner Basic Training Courses, beginning in June
   d. A mailing to go out to all registered commissioner in the council

7. With information from the Registration Chair, keep district promoters informed of district registration statistics.

8. Have fun and promote Scouting spirit while you are doing this very valuable service!

Key Staff Job Description
RECOGNITION/CEREMONIES

General description: Work with the key staff, staff advisor, and council office personnel to have the opening and closing run smoothly.

1. Work with the staff advisor to identify a Scout unit to perform the flag ceremony and invocation and make sure they are prepared the morning of the conference.

2. Work with the Assistant Council Commissioner for Training to make sure the Distinguished Commissioner recognitions are being processed as they are received, and that the Distinguished Commissioner awards ceremony is being planned.

3. If there are to be door prizes, acquire them well before the conference.

4. Work with the key staff to identify recognition items to encourage the participants.

5. Identify a competent photographer to take pictures during the conference for publicity later. This person should also take photos of the Distinguished Commissioners at their awards ceremony.

6. Manage the participant packet stuffing process the night before the conference. If desired, arrange pizza or similar snack–dinner for stuffing party.

7. At the conference, make sure the opening comes off well.

8. At the conference, make sure the Distinguished Commissioner award ceremony is well-organized. Work with the ACC for Training and the Council Commissioner to accomplish this.

9. If there are door prizes, promote and conduct the prize drawing at the end of the conference.

10. Have fun and promote Scouting spirit while you are doing this very valuable service!

Key Staff Job Description
FACILITIES

General description: Work with the key staff, staff advisor, and council office personnel to ensure the facilities are adequate to make the conference comfortable, and provide the midday meal.

1. Work with the key staff, Staff Advisor, and the Council office personnel to set up the conference venue, including meeting rooms and spaces, the registration area, and the dining space. Arrange for extra chairs if needed.

2. Work closely with Registration, Sessions, and Recognition/Morale Chairs to meet their facilities needs.

3. Work closely with the Staff Advisor to coordinate and finalize arrangements at the conference facility and to coordinate a catered lunch for the conference. Insure that lunch procedures are carefully planned and communicated to all participants so that all participants can be served timely and efficiently.

4. Plan and provide a continental breakfast, coffee, and snacks at the conference, consistent with desires of conference chair.

5. Arrange for an Emergency First Aid staff member.

6. Recruit a multi-district facilities committee to help with:

   a. Set up of the facilities on the Friday night before the conference
   b. Conference-theme decorations for the main meeting room, foyer, and outside entrance doors at the conference facility
   c. Lunch procedures and tickets
   d. Facilities needs throughout the conference

7. Provide snacks at all staff meetings.

8. Have fun and promote Scouting spirit while you are doing this very valuable service!

All staff members must have prior approval by the Conference Chair and the Staff Advisor. Insure that all facilities committee members are registered for the conference prior to the deadline.

Planning Calendar – The Conference Planning Process in Overview

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Chair	[1] Attend wrap-up for prior year [2] Start thinking about theme [3] Start seeking Sessions chair [4] Start seeking Promotions chair	[5] Submit chair candidates for approval	**MILESTONE: sessions chair, promotions chair selected**	[6] Start looking for registrar, recognition, facility chairs [7] Submit for approval	**MILESTONE: Theme and patch finalized** [20] Give the patch design to Promotions **MILESTONE: Chairs in place**	[11] Work with Sessions on syllabus, check with staff advisor and council commissioner for ideas	[14] Get the last year's actual expenditures from the Staff Advisor and prepare a budget.	
Sessions			**MILESTONE: Selected**	[8] Develop syllabus [9] Submit session team names for approval		[11] Work with Chair on syllabus [12] Start developing list of presenter candidates		**MILESTONE: Syllabus firm to hand to registrar**
Promotions			**MILESTONE: Selected**	[10] Promote conference at Scout Fair (commissioners' booth)				[16] Send out advance notice of conference to district commissioners
Recognition/ Ceremonies					**MILESTONE: Selected**	[13] Start thinking about recognition items for whoever appropriate (work with chair on this)	[15] Solicit or scrounge raffle gifts	[17] Order patches through Scout shop (get PO from Staff Advisor)
Registrar					**MILESTONE: Selected**			[18] Prepare registration database [19] Finalize and publish registration forms
Facilities					**MILESTONE: Selected**			

Planning Calendar – The Conference Planning Process in Overview

	Early SEP	Late SEP	Early OCT	Late OCT	Early NOV
Chair	[31] Start thinking about recommendations for next year's chair		[41] Work with council to get Conference info on council web *home page*		
Sessions	[32] Start active recruitment of presenters from approved list [33] Continue to add names to be approved (you will need them!)	**MILESTONE: One-third of presenters committed**	[32] Continue recruitment!	**MILESTONE: Two-thirds of presenters committed**	**MILESTONE: All presenters committed**
Promotions	[34] Prepare letter from chair and council commissioner to all commissioners		[40] Promote at Council Coordinated Meeting		[42] Promote at Akela's Trail/Cub PowWow
Recognition/ Ceremonies	[35] Coordinate with ACC for Training to make sure the Distinguished Commissioner award ceremony is covered	**MILESTONE: Patches ordered**		[49] Arrange for a photographer	[43] Organize opening ceremony (work with staff advisor for a recommended unit) [44] Make sure patches are underway (expect them soon)
Registrar	[36] Work with council IT staff to set up and test registration on council website	**MILESTONE: Registration available on council website** [38] (ongoing) Collect and enter registration data as it comes in [39] (weekly) Publish progress reports to team and to DCs	ditto ->	ditto ->	[45] If there is a fee change after early registration, get council IT to alter the amount to charge. ditto ->
Facilities	[37] Firm up catering arrangements, including price, menu, etc.				[47] Arrange rental of 80 chairs [48] Arrange to have a First Aider on site at the conference

Planning Calendar – The Conference Planning Process in Overview

	Late NOV	Night Before Conference	Conference Day	Just After	JAN
Chair		[76] Help your staff as needed	[74] Conduct opening ceremony [75] Recognize your staff [76] Stand as backup to your staff	[87] Schedule wrap-up evaluation meeting	[99] Conduct wrap-up evaluation meeting
Sessions		[64] Work with registrar to get staff and presenter rolls, schedules, etc.	[77] Make sure presenters are present and registered! – Get sign-in from each presenter! [78] Collect evaluations	[88] Examine evaluations, look for patterns, trends, outliers	[99] Attend wrap-up evaluation meeting
Promotions					[99] Attend wrap-up evaluation meeting
Recognition/ Ceremonies	[61] Make sure Distinguished Commissioner awards are being processed	[65] Make sure packets have whatever pages and items are needed before stuffing, then direct the stuffing [59] Get pizza for stuffers	[79] Run raffle at end of conference (after Distinguished Commissioner awards) [80] Help chair if needed with any recognitions		[99] Attend wrap-up evaluation meeting
Registrar	[62] Shut down online registration 2 or 3 days before conference [63] Acquire the pick-ticket boards	[66] Enter last-minute registrations [67] Make final adjustments to room assignments [68] Print all the various reports and signs and worksheets and rolls [69] Give room signs to Facilities team [60] Create picking slips [70] Arrange area to expedite registration process	[81] Handle registration, including walk-in [82] Resolve any issues as needed		[99] Attend wrap-up evaluation meeting
Facilities	[46] Place order with caterer (late Nov). Work with staff advisor and chair	[71] Post room signs [72] Place rental chairs [73] Help with stuffing [84] Make sure there is sufficient toilet paper, etc. in the bathrooms	[83] Assist caterers as needed [84] Make sure there is sufficient toilet paper, etc. in the bathrooms [85] Handle any facilities issues that arise [86] Put the venue back to rights after the conference		[99] Attend wrap-up evaluation meeting

Detailed Planning Guide (*Note there will be multiple pages per time interval!*)

	JANUARY	FEBRUARY	MARCH	APRIL
Chair	**[1] Attend the wrap-up meeting** from last year's conference for learnings, best practice sharing, and evaluations. Use this information to work the syllabus for this year and the selection of presenters for this year. **[2] Start thinking about the theme** The theme is not desperately important, but it should be aligned with the focus of the Commissioner Corps for the year, if possible. **[3] Start seeking Sessions chair** The Sessions chair should be someone who is well connected in the council, since one of the underlying objectives of the conference is to involve commissioners from all over the council. Usually that means the Sessions chair is someone who has been a commissioner for a long time, or someone who has been active enough in Wood Badge to have built up some relationships across the council. Don't let this be a constraint, though—if you know someone who fits, go for it! **[4] Start seeking Promotions chair** The Promotions chair is actually a coordinator, since the main duty of promoting the conference falls on the district commissioners. That means that strong organizational skills are not a requirement for this job—just the willingness to keep promoting all year long.	**[5] Submit chair candidates for approval** ALL MEMBERS OF THE KEY STAFF and ALL PRESENTERS must be approved by the council professional staff. Submit names for approval PRIOR to inviting the candidate to serve (to avoid embarrassment).	**MILESTONE: Sessions chair selected** **MILESTONE: Promotions chair selected** **Note about MILESTONES:** *Although you may not meet a milestone exactly, failing to meet one pretty close to the indicated date suggests that you might have serious heartburn later on! They should be considered as basically non-negotiable dates, granting that some are more important than others.*	**[6] Start looking for registrar, recognition, and facility chairs.** Strong Access skills are important for the Registrar's job (*as of 2008 – if the registration process is moved to a web-based platform, that may be less important*). The Recognition / Ceremonies person needs to have strong people skills and good organizational skills. The Facility chair has a flurry of activity in the last month before the conference, and has the least demanding job. This is a good introductory pathway for fresh recruits. **[7] Submit chair names for approval** ALL MEMBERS OF THE KEY STAFF and ALL PRESENTERS must be approved by the council professional staff. Submit names for approval PRIOR to inviting the candidate to serve (to avoid embarrassment).

	JANUARY	FEBRUARY	MARCH	APRIL
Sessions			**MILESTONE: Sessions Chair Selected**	**[8] Develop syllabus** Use last year's syllabus for a go-by. Use the evaluations and enrollment tallies as well as your judgment to decide what needs to be repeated, what needs to be set aside, and what is a candidate for replacement if you come up with something better. Having 20%-30% of the courses new each year helps keep the conference fresh, but remember that most of the 100 and 200 courses need to be offered every year. **[9] Submit session team names for approval** Recruiting presenters works best if the Session chair has 3 or 4 helpers who have similar qualifications to his. The syllabus can be divided among the members so that no one has to recruit for more than 10 or 12 courses. *See note 5.*
Promotions			**MILESTONE: Promotions Chair Selected**	**[10] Promote conference at Scout Fair (commissioners' booth)** Commissioners have a booth (usually right at a main entrance). Use an easel, a sign, a signboard, Commissioner Gort, or any other technique to get commissioners to start thinking about the conference.
Recognition/ Ceremonies				
Registrar				
Facilities				

	MAY	JUNE	JULY	AUGUST
Chair	**MILESTONE: Theme and patch finalized** [20] Give the patch design to the Promotions Chair to use in promotions. **MILESTONE: All Chairs in place**	[11] **Work with Sessions to develop syllabus** Check with staff advisor and council commissioner for ideas. The Sessions chair should have some new ideas of his own. The chair is the link to history. These two work together to make sure of a balanced syllabus and one that is consistent with the theme of the conference.	[14] **Get the last year's actual expenditures from the Staff Advisor and prepare a budget.** You are responsible for a budget. Remember that the target is break-even when a 15% administrative overhead is included. You should get a budget spreadsheet from the previous chair.	
Sessions		[11] **Work with Chair to develop syllabus** (See note above) [12] **Start developing list of presenter candidates** Use the evaluations to identify which presenters might best be asked or not be asked again for this year. Brainstorm to find new presenters or co-presenters – if you can get 30% new each year, that would be superb.		**MILESTONE: Syllabus firm to hand to registrar**

	MAY	JUNE	JULY	AUGUST
Promotions				**[16] Send out advance notice of conference to district commissioners** The main promoters of the conference are the DCs. Remind them of this. Remind them of the Distinguished Commissioner awards and of the basic training available at the conference.
Recognition/ Ceremonies	**MILESTONE: Ceremonies Chair Selected**	**[13] Start thinking about recognition items for whoever appropriate** The chair may want your help to come up with ideas for gifts (alas, only token ones due to budget constraints) for the key staff. These will *not* be as extravagant as what is typically offered to Wood Badge staff.	**[15] Solicit or scrounge gifts for prize drawing at end of conference** A raffle at the end of the conference helps keep people around for the Distinguished Commissioner award ceremony (and in years when the Popcorn awards follow immediately, provide bodies to help with the rearrangement of the meeting rooms). Usually Whole Earth, REI, etc., are willing to give us several gift cards. In addition, if you can scrounge Scout-related 'stuff', those become raffle items as well. We have used standard 2-part tickets before; they are separated before the conference, and each participant gets one half in his packet. The other halves go into a bowl for drawing.	**[17] Order patches through Scout shop** Take (better, email) a patch design (.jpg or .pdf) to Susan in the Scout shop. She will send the design off for approval. She will need a PO from the Staff Advisor to actually place the order.

	MAY	JUNE	JULY	AUGUST
Registrar	**MILESTONE: Registrar Selected**			**[18] Prepare registration database** As of 2008, the registration works this way: there is an Access database which has tables for courses, sessions, rooms, and people. Once the syllabus is fixed, these tables need to be edited to represent the syllabus, and the people table cleared from last year. Queries from this database produce the course catalog and the picklists for the online registration. **[19] Finalize registration forms** Use queries from the database to generate the data needed to produce the bottom half of the registration forms (one for participants, one for presenters). This half is a schedule of sessions versus periods. ***Don't forget to include the time of the opening ceremony on the form (and on the website).*** The registration forms themselves are Microsoft Word documents that have the schedule pasted in. Once the course catalog and registration forms are created, print them to Adobe Portable Document Files (.pdf) and send them to the Council IT staff to update the council website.
Facilities	**MILESTONE: Facilities Chair Selected**			

	Early SEPTEMBER	Late SEPTEMBER	Early OCTOBER	Late OCTOBER
Chair	**[31] Start thinking about recommendations for next year's chair** By now, you should be seeing how your team performs, and sensing who might be a good chair for next year. It's not a bad idea for a candidate to have a couple of years on staff working different aspects of the leadership. Initiate a dialog with the Council Commissioner about this.		**[41] Work with council to get Conference info on council web *home page*** Usually, this will be a one-sentence blurb with a link to the 'main' conference page.	
Sessions	**[32] Start active recruitment of presenters from approved list** You should have a list of approved presenters by now. Remember the techniques of successful recruiting. **[33] Continue to add names to be approved (you will need them!)** You will get some rejections, and sometimes, "I can't do it, but you should ask xyz." As you collect these names, submit them for approval.	**MILESTONE: One-third of presenters committed**	**Continue active recruitment of presenters!** **If you haven't received responses, identify other candidates and contact them.** **This is critical!**	**MILESTONE: Two-thirds of presenters committed**
Promotions	**[34] Prepare letter from chair and council commissioner to all commissioners** Budget permitting, we send a postal letter to every Scouter registered in a Commissioner position. Use go-bys from previous years for models.		**[40] Promote at Council Coordinated Meeting** You will have about one minute. Hit it hard.	

	Early SEPTEMBER	Late SEPTEMBER	Early OCT	Late OCT
Recognition/ Ceremonies	**[35] Coordinate with ACC for Training to make sure the Distinguished Commissioner award ceremony is covered** Usually he or a designate will arrange to have photos made, a program printed, and a slide show prepared for the award ceremony. Make sure you both have the same expectations on this.	**MILESTONE:** **Patches ordered** *Certainly ordering them sooner is better!*		**[49] Arrange for a photographer** Both for general shots throughout the day, and for the Distinguished Commissioner portraits at the awards ceremony.
Registrar	**[36] Work with council IT staff to set up and test registration on council website** The website page suite consists of a 'front page' with an image of the patch, a description of the conference with particulars, and a set of links to the course catalog and registration forms (online and .pdf). This must be done on the council website because of the credit card processing. Also, make sure the website is set up so that online registrations are sent to an email address you can retrieve from. See note 38.	**MILESTONE:** **Registration available on council website** **[38] Collect and enter registration data as it comes in – ONGOING ACTION ITEM!** There are two parts to this. As online reservations are made, emails will be delivered to the email address you specified to the council IT staff. In addition, you need to go by the Service Center about once a week to collect paper registrations that have come in over the counter. All these should be entered into the Access registration database. **[39] Publish progress reports to team and to DCs – WEEKLY ACTION ITEM!** The database produces several reports which are useful to the DCs in their recruiting efforts. These should be printed to Portable Document File format once a week and emailed to the DCs, Division Commissioners, and key staff.	ditto -> ditto ->	ditto -> ditto ->
Facilities	**[37] Firm up catering arrangements, including price, menu, etc.** Make sure that the planned meal is within the budget guidelines.	*Currently using this caterer:* **Vivian Tullous** 281-342-2066 Custom Caterers fax 281-341-9571 3303 Klosterhoff Rd Rosenberg TX 77471		

	Early NOVEMBER	Late NOVEMBER	Night Before Conference
Chair			**[76] Help the staff as needed** Use this document to make sure everything gets done that needs to get done
Sessions	**MILESTONE:** **All presenters committed** *But lining up 'backup' presenters who can step in at the last minute is prudent!*		**[64] Work with registrar to get staff and presenter rolls, schedules, etc.** Assuming the registrar has brought his computer and printer, he should be able to produce these after he has entered all the registration data.
Promotions	**[42] Promote at Akela's Trail/Cub PowWow** Promote with signs, Commissioner Gort, or any other 'catchy' way. It's reasonable to emphasize service to Cub Scout packs.		
Recognition/ Ceremonies	**[43] Organize opening ceremony** Usually, the Staff Advisor will have an idea of a unit he wants to conduct the flag ceremony. **[44] Make sure patches are underway (expect them soon)** We don't to be surprised at the last minute! A call or email to Susan at the Scout Shop is usually sufficient. Two weeks is (barely) enough time to fix a lost order.	**[61] Make sure Distinguished Commissioner awards are being processed** This usually requires only an email to the ACC or whoever is handling this. *See note 35*	**[65] Make sure packets have whatever pages and items are needed before stuffing, then direct the stuffing** You may have received bundles of inserts. You will also have patches, raffle tickets, and attendance cards to stuff. You will need to acquire about 200 to 250 9x12 envelopes from the staff advisor. **[59] Get pizza for stuffers** Arrange pizza or similar for key staff and helpers at the stuffing party

Registrar	Early NOVEMBER	Late NOVEMBER	Night Before Conference
	[45] If there is a fee change after early registration, get council IT to alter the amount to charge. This can be done by email a day or two in advance. Remind the IT staff to change the rate ONLY on the participant form, not the presenter one. *(Continue processing registrations as they come in and publishing weekly progress reports!)*	**[62] Shut down online registration 2 or 3 days before conference** You can actually set up a council website page to expire on a certain date. If you did this when you set up the pages earlier, there is nothing more to do. Otherwise, just email the council IT staff a couple of days in advance. **[63] Acquire the pick-ticket boards** The pick-ticket boards are currently stored with Troxel and Kelia Ballou 713-661-1309 3842 Grennoch 77025	**[66] Enter last-minute registrations** You should have received the last online registrations yesterday. Check one last time for over-the-counter paper registration forms, and enter any. **[67] Make final adjustments to room assignments** Run the seat shortage report. If you find a large overrun, and there is another room that can be swapped *in the same period*, swap the rooms in the Sessions table in the database. Iterate until the room assignments are optimized. **[68] Print all the various reports and signs and worksheets and rolls** Work your way through the menus, printing what is needed. We typically print the class rolls (for the presenter) on a different color paper. We typically print unpaid registrations on a different color paper. Ditto for evaluations. **[69] Give room signs to Facilities team** They come out one page per room. **[60] Generate the picking slips for extra seats, and load up the pick ticket boards.** These come out of the database, too. **[70] Arrange area to expedite registration process** Use the reference photos for a model. DO NOT MOVE THE EAGLE, the WEEKLY FAMILY AWARD, or any other such significant items. Remember where you move furniture from so you can get it back. Recruit Facilities staff to help you.

Facilities	Early NOVEMBER	Late NOVEMBER	Night Before Conference
	[47] Arrange rental of 80 chairs About 80 chairs need to be supplied for the conference if it is held in the Cockrell Scout Center. We rent them for Friday and Saturday. You will need to have a vehicle available to move them to the conference and return them afterwards. **[48] Arrange to have a First Aider on site at the conference** Ideally, the First Aider will be a nurse or doctor.	**[46] Place order with caterer.** The staff advisor will handle the payment aspects of this (usually, we get a bill in advance, and have a check ready to hand over when the food is served). Make sure the menu is well specified.	**[71] Post room signs** Room signs should be mounted with blue painter's tape to avoid damage. Note that rooms 107, 234, and 236 are difficult to find. Put up helper signs for these rooms. **[72] Place rental chairs** Collect the chairs from the rental place on Friday afternoon. Work with the registrar to put them where they are needed. **[84] Make sure there is sufficient toilet paper, paper towels, etc. in the bathrooms** We got caught with our pants down one year by this. If possible, on Friday night, line up where the stores are, or how to access them if needed during the day on Saturday. **[73] Help with stuffing** If you have extra hands or extra time, help the Recognitions chair with stuffing the packets.

	Conference Day	Just After Conference	JANUARY
Chair	**[74] Conduct opening ceremony** Opening should be short, and consist of: * Welcome and Thank You * Flag Ceremony * Invocation * Introduction of Key Staff, including Staff Advisor * Introduction of Council Commissioner * Introduction of Scout Executive * Reminder of schedule (including end-of-day events) **[75] Recognize your staff** **[76] Stand as backup to your staff**	**[87] Schedule wrap-up evaluation meeting** Actually, Friday night is not a bad time to try to find a date. The middle of January (3rd Thursday night?) seems to work okay. This is an important meeting, so don't fail to schedule it.	**[99] Conduct wrap-up evaluation meeting** This really is an important meeting, since it is the last chance you have to give your input to the conference and shape improvements for next year. Please come prepared to analyze your area, and to make any other observations you think will be helpful.
Sessions	**[77] Make sure presenters are present and registered! – Get sign-in from each presenter!** You should have from the registrar a sign-in sheet with each session listed with a space for a signature. Ask each presenter to sign off as he enters. The sign-in sheet is ordered by session, i.e., priority for you! ALSO! Make sure each presenter takes the class rolls for each session he is presenting. Remind him to mark ACTUAL attendance and return the rolls to the evaluation boxes. **[78] Collect evaluations** Set out a couple of boxes for evaluations, and have someone standing by the front door reminding people to turn theirs in.	**[88] Examine evaluations, look for patterns, trends, outliers** The bulk of the evaluation forms will be all 5s, which are actually not much use, other than suggesting that the conference was satisfactory. Look for the patterns – if a bunch of people say a session was boring, that should mean something. Don't worry too much about one-off weird comments – we always get a couple. Read them, of course, and even bring them up in the review if you think they are significant. Be prepared to hand the stack of evaluation forms and your observations over to the new Chair at the review meeting.	**[99] Attend wrap-up evaluation meeting** *See note above*
Promotions			**[99] Attend wrap-up evaluation meeting** *See note above*

	Conference Day	Just After	JANUARY
Recognition/ Ceremonies	**[79] Run raffle at end of conference (after Distinguished Commissioner awards)** By the end of the conference, have the raffle staged. As SOON as the Distinguished Commissioner award ceremony is over and the group photo made, start running the raffle. You should have a big bowl of tickets – draw and call the numbers until all the gifts are distributed. **[80] Help chair if needed with any recognition**		**[99] Attend wrap-up evaluation meeting** *See note below*
Registrar	**[81] Handle registration, including walk-in** Most people will have preregistered, and will have class schedules printed out. There will be some 20-40 walk-ins. You will need a cash box and a stack of 'field receipts' for them – coordinate with the Staff Advisor for these. **[82] Resolve any issues as needed** Our basic premise of operation is the Scout Law; if someone says they paid, we usually accept that as truth after a (little) bit of research to find why the registration didn't come in. If you see a systematic problem, note it so it can be addressed at the wrap-up meeting.		**[99] Attend wrap-up evaluation meeting** *See note below*
Facilities	**[83] Assist caterers as needed** If you are using the same caterers as last year, they may know the drill. Otherwise, you will need to show them to the serving room (by room 100). They usually unload in the underground, by the main elevator. **[84] Make sure there is sufficient toilet paper, paper towels, etc. in the bathrooms** We got caught with our pants down one year by this. If possible, on Friday night, line up where the stores are, or how to access them if needed during the day on Saturday. **CHECK SUPPLIES PERIODICALLY THROUGHOUT THE DAY!** **[85] Handle any facilities issues that arise** **[86] Put the venue back to rights after the conference** When the conference is over, all the furniture needs to be back where it was Friday afternoon. Also pick up the chairs and return them to the rental service.		**[99] Attend wrap-up evaluation meeting** This really is an important meeting, since it is the last chance you have to give your input to the conference and shape improvements for next year. Please come prepared to analyze your area, and to make any other observations you think will be helpful.

Things for the Registrar to bring with him:

computer
printer, spare cartridge, and cables
letter-sized paper, 1 ream each of 3 or more colors,
especially white
paper cutter (if none available on-site)

duct tape
stapler and staples
scissors
bulk pens/pencils for walk-ins
Sharpies or Magic Markers
easels
poster board (several)
sign stands
chain/rope for registration lines

signs (see pictures for ideas):
- directions to staff/presenters checkin (1st, last pic)
- directions to preregistered checkin
- directions to walk-in registration station
- large chart with sessions schedule (3rd pic)
- preregistered A-G, H-O, P-Z (4th pic)

boxes for patches, schedules, etc.
collection boxes for evaluations, and signs for same

forms:
- evaluation forms (250 for CC, 800 for UofS)
- walk-in registration forms (75 for CC, 200 for UofS)
- meal tickets, if necessary

walk-in class slip kiosk stations (3 to 6) (last pic)
legends to clip to top of stations (last pic)

Forms to print the night before:

- Room signs (after room assignment is finalized)
- Preregistered participants' schedules
  (about 175 for CC, about 600 for UofS)
- Available seat slips for each session (for kiosks)
- Class rosters (for presenters to take attendance)

Other things the Registrar needs to manage:

cash boxes (from Staff Advisor)
receipt books (ditto)
stands/tables/support for kiosks
tables for walk-ins to fill in registration forms

PARTICIPANT EVALUATION
COMMISSIONER CONFERENCE

We're glad that you came to the Conference. We want your feedback about today's conference, so we can make next year's conference even better. Please take a few minutes to complete this evaluation and turn it in at the Registration area. Thank you for your thoughts – we'll see you next year!

Please circle the most appropriate response:

1. How was lunch?

	(Great)			(Poor)	
Efficiently Served?	5	4	3	2	1
Agreeable Food?	5	4	3	2	1
Adequate Seating?	5	4	3	2	1

Comments: _____

3. How were the facilities?

	(Great)			(Poor)	
Convenient?	5	4	3	2	1
Appropriate?	5	4	3	2	1
Comfortable?	5	4	3	2	1

Comments: _____

2. How was registration?

	(Great)			(Poor)	
If you prereg (online):	5	4	3	2	1
If you prereg (paper):	5	4	3	2	1
If you were a walk-in:	5	4	3	2	1

Comments: _____

4. How would you rate the conference overall?

	(Great)			(Poor)	
Useful to you?	5	4	3	2	1
Well-presented?	5	4	3	2	1
Worth your time?	5	4	3	2	1

Comments: _____

5. What is your evaluation of the classes you attended? Please include the session number and name abbreviation

Period 1 _____   Comments: _____

	(Great)			(Poor)	
Instructor Prepared?	5	4	3	2	1
Expectations Met?	5	4	3	2	1
Room Okay?	5	4	3	2	1

Period 2 _____   Comments: _____

	(Great)			(Poor)	
Instructor Prepared?	5	4	3	2	1
Expectations Met?	5	4	3	2	1
Room Okay?	5	4	3	2	1

Period 3 _____   Comments: _____

	(Great)			(Poor)	
Instructor Prepared?	5	4	3	2	1
Expectations Met?	5	4	3	2	1
Room Okay?	5	4	3	2	1

Period 4 _____   Comments: _____

	(Great)			(Poor)	
Instructor Prepared?	5	4	3	2	1
Expectations Met?	5	4	3	2	1
Room Okay?	5	4	3	2	1

Period 5 _____   Comments: _____

	(Great)			(Poor)	
Instructor Prepared?	5	4	3	2	1
Expectations Met?	5	4	3	2	1
Room Okay?	5	4	3	2	1

JUST A COUPLE OF MORE QUESTIONS ON THE BACK!

6. Can you think of any subjects that were not covered that you would like to see presented in the future?

_____

_____

7. Based on your experience, do you plan to attend next year's Commissioner Conference?   YES   NO

   Comments:_____

   _____

8. Would you be interested in serving on staff next year?   YES   NO

   Circle Preference: Presenter   Subject:_____
                        Sessions Staff
                        Registration Staff
                        Facilities Staff
                        Other:_____

   If you are interested, how may we contact you?

   Name:_____

   Home Phone: _____   Alternate Phone: _____

   E-Mail:_____

   District:_____

   Commissioner or other Scouting Position:_____

9. Would you like to recommend other Scouters for next year's staff?

   Name: Phone No: District: Recommended for:

   _____   _____   _____   _____

   _____   _____   _____   _____

   _____   _____   _____   _____

   _____   _____   _____   _____

10. Additional Comments:

   _____

   _____

   _____

   _____

   _____