



2019 Student Leadership Conference

Advisor Handbook

Advisors,

The Conference Planning Committee has been actively planning the 2019 Student Leadership Conference sponsored by the Council of Unions and Student Programs! Before we begin our journey to Pasco in September we wanted to provide advisors with useful information so that you are informed and prepared for what we have in store for you.

This Conference, in its current form, began in 2003 when the Council of Unions and Student Programs came together to create a concentrated leadership development experience at the start of the year. Since then, thousands of students have participated in workshops, activity development, and cohort learning opportunities and networking events.

The success of the Student Leadership Conference depends largely on assistance from each college’s attending advisors. Leading up to and during, students need your guidance to know what they can expect and what is expected of them. This handbook was created for you to help you in that process. Consider this handbook a tool for you to use before, during, and after the conference.

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Thank you in advance for your help in making this year’s Conference a success!

Sincerely,

Student Leadership Conference Planning Committee

ADVISOR EXPECTATIONS OVERVIEW

BEFORE the Conference:

- **Prepare your students for the Conference:** Hold a pre-Conference orientation/information session to clearly review the activities and opportunities available to them. Outline behavioral expectations per school guidelines. The most current information for the Conference will be sent through the CUSP listserv. If you are not on the listserv you may add yourself to the CUSP listserv by going to the following website: http://lists.ctc.edu/mailman/listinfo/cusp_lists.ctc.edu

DURING the Conference:

- **Be A Role Model Of Appropriate Behavior:** Demonstrate how students can act professionally and be sure to participate in the Conference activities, sessions and keynote presentations. We need advisors in all sessions for improvements to be made from year to year. If you are engaged, your students will more likely be engaged. If students are in violation of school policies or act inappropriately during the Conference, advisors will hold the student responsible according to their college's policies and procedures.
- **Connect During Meals:** Meals are another great opportunity to connect with your group and gauge their experiences. Unless there are other activities planned, take advantage of the time in Pasco away from your campus to bond as a team.
- **VOLUNTEER!** It takes an entire council to pull off the Conference, so feel free to ask how you can be involved. We have small and large involvement opportunities and we will be happy to prepare you so you feel you can be successful in whatever role you are helping. Volunteer opportunities for this Conference will be announced through the CUSP listserv.
- **Attend Advisor Education Sessions:** These are specifically planned for advisors and are your opportunity to connect with other advisors, grow professionally and get involved with our council. If this is your first time attending the Conference we look forward to getting to know you better! Plus there are always pertinent updates regarding Conference activities, WACTCSA, and upcoming CUSP activities.
- **Assessment:** The Conference will collect an assessment and we will need your assistance in giving them to your students and turning them back into the planning committee.

STEP 1: PREPARING STUDENTS FOR ATTENDING THE STUDENT LEADERSHIP CONFERENCE

(BEFORE YOU TRAVEL)

Advisors: Discuss this with your students prior to your departure for the Conference to increase their general understanding of what to expect and be best prepared to receive the most from the Conference. This will serve as their “Orientation” to the Conference.

By attending workshops, listening to speakers, and networking with other students, student leaders will:

1. Learn about foundational leadership skills that will serve them as effective leaders and team members.
2. Learn how to practice inclusive leadership.
3. Learn to network and share best practices with other student leaders.
4. Learn how to design inclusive and engaging campus life programming.

Four (4) Main Components of the Student Leadership Conference:

1. Leadership Development and Practical Application Strategies in Educational Sessions
2. Networking during Cohort and Educational Sessions
3. Keynote Speakers, Evening Entertainment & Dance

Educational Sessions

Students will attend 2 Cohort Sessions and 3 Educational Sessions during the Conference.

Keynote Speakers

- The Keynote speakers are identified by the planning committee. They are generally found by Advisors that attend various workshops or conferences throughout the year.

Lip Sync Battle

Join us for the fifth annual Lip Sync Battle. Whether you are a participant or an attendee, this is an event you will not want to miss. The Lip Sync Battle will take place on Wednesday night after school meetings at 8:00 pm.

Live Learning Lab: Fall Festival & Thursday Night Social

- The planning committee has a fun filled evening of games and entertainment. We recognize the importance of play, especially during a content-packed conference agenda, and we also see an opportunity for a fall festival to serve as a live learning lab. Fall Festivals in the past have included music, photo booth, novelty games and entertainment, snacks, a petting zoo and much more! Our hope is to give students an experience that they would want to duplicate all or part of on your campus, and to recognize the components needed in all different kinds of event planning. This festival will take place immediately following Cohort Session 2 on Thursday afternoon and we will celebrate new friends and this annual leadership conference with continued events after the Thursday evening special topic sessions with a dance, planetarium shows, and a karaoke party.
- The dance on the final night is an opportunity for students to meet each other, socialize and stay out of the host town's restaurants, other hotels, etc. Advisors choose whether or not to make the dance a travel requirement.

WACTCSA

- WACTCSA is the statewide student association that helps regional issues gain traction with the state legislature. During the Student Leadership Conference, CUSP built networking and training times for students to learn about WACTCSA and legislative engagement.

General Conference Reminders

- Conference components are mandatory unless specified. Plan to have your students attend all scheduled sessions. The optional activities are the evening entertainment on Thursday
- The Conference is work, but it is also a lot of fun. Remind your students to take time to hang out and get to know each other better. We will also have a designated quiet space for those who may need it during this busy conference schedule.
- The Conference is a chance to meet other student leaders in the state. Remind your students to branch out and talk to the other schools. See what they are doing and take ideas from them. This is a chance to learn and expand your programs too!
- Inform students of the check-in procedure. An advisor will check in your entire group in the lobby of Building H – in the Gjerde Center of Columbia Basin College . You will be given conference programs, nametags, conference swag to distribute to your team.
- **Be sure to submit a release/assumption of risk for each attendee when you arrive at check-in.**
- Inform students if they are allowed to leave the Conference site (many institutions do not allow students off-site, but the Conference Committee has no formal policy).

- Hotel charges for the rooms should be blocked. You may request this when you book your room. The Conference Committee is not liable for any charges made to the rooms.
- Review the purpose of the Conference with students so they have appropriate expectations.
- Provide hotel address and phone number for the students to give to their emergency contact.

STEP 2: ONSITE CHECK IN (AFTER YOU ARRIVE)

Advisors: Discuss this with your students after checking in and receiving all materials for the conference. Plan to arrive with enough time to check in at Columbia Basin College (Building H / Gjerde Center) for Conference Welcome & Kick-Off at 1:00 pm. If you arrive early and would like a room to hold your school meeting, you will be assigned one at check-in.

- Overview of the conference daily schedule and participation in all activities is important for them to get the most out of the conference
- Overview of Educational Sessions: Make sure students know which education sessions they plan to attend. Descriptions and locations are listed in the Conference program
- NOTE: Sessions will have a maximum attendance cap based on room capacity; once a session is full, students will be asked to attend an alternate session. Prepare your students for this possibility by asking them to have a 2nd choice.
- While not required, it is helpful to have at least one (1) member from your school attend each session so you can gain the most out of the Conference. Have the group discuss their session selections ahead of time.
- Importance of wearing their nametags and keeping their programs with them during the day.
 - Nametags are their admission to meals and activities
 - Conference programs are their guide for all sponsored activities

Advisors Lounge - Throughout Conference

We have an ADVISORS ONLY LOUNGE! A nice space for advisors to catch up on emails, relax, and get a snack. It's even a place to hide if you need to recharge!

STEP 3: ADVISOR NETWORKING & RESOURCES

Advisors Welcome (Cohort)

Welcome all New and Returning Advisors! This session will be specifically for new advisors who have never been involved with the Council of Union and Student Programs. Advisors will get the chance to meet other advisors in the SBCTC system, get to know our 2019-20 Executive Board, and ask questions about the conference.

Are you a new advisor or is this your first time attending the Student Leadership Conference? Are you wanting to learn more about CUSP and how to get involved? If yes, then you should join us!

Advisors: Please review the Conference experience with your students and ask them to thoughtfully complete the Conference Assessment. To help your students provide a thoughtful evaluation we encourage you to engage them in reflection. You will be provided onsite instructions for the formal assessment.

Some potential reflection questions you could ask:

- Pick one word that describes their overall experience at the Conference.
- What was your greatest take-away from the Conference?
- What do you know now that you didn't know before?
- What knowledge, skills, attitudes, or feelings have changed as a direct result of this experience? If so, explain.
- What part of this Conference was most valuable for you?
- What are some things that would have made the Conference experience better for you?
- What do you think you will remember or retain from this experience?
- Would you make any personal changes in how you will contribute in the future?
- What changes would you suggest for future Student Leadership Conferences?