



**Canadian Student
Leadership Association**

**Association canadienne
de leadership étudiant**

Bid to Host CSLC Package



History of CSLC and CSLA

In 1983, the students and staff of the Yorkton Regional High School were invited to host the annual provincial leadership conference of 1985. A year later, the Premier of Saskatchewan, the Hon. Grant Devine, challenged the Yorkton students to turn the 1985 provincial conference into a national conference. This would be one of Saskatchewan's contributions to the 1985 International Year of the Youth project.

The students and staff of Yorkton Regional High School accepted the challenge, and the 1985 conference was held on September 18th, 19th, and 20th in Yorkton. Over eight hundred students and student advisors attended this conference, the theme of which was Youth of Today: Leaders of Tomorrow. Not only did the people come from all across Canada, but also there were strong delegations from five states and one delegate from Mexico City. Among the keynote speakers were Mark Scharenbroich, Pamela Wallin, Laurie Skreslet, Jack Donahue and a host of others.

The advisors at the Yorkton conference voted unanimously to support the idea of an annual leadership conference across the nation. Provinces and Territories would be invited to host these conferences. Through the interest, effort, and commitment of these advisors, the Canadian Association of Student Government Advisors was born.

The second annual conference was hosted by Salisbury Composite High School in Sherwood Park, Alberta in August 1986. The theme of the conference was Leadership '86: Success Through Involvement. It was well attended by delegates from all across Canada. The advisors worked on developing a constitution and they elected the first executive of the Association.

In 1990, at the Burnaby Conference, the name of the organization was changed to the Canadian Association of Student Activity Advisors to reflect most accurately the membership of the organization. Not all members are student council advisors; on the contrary, many are responsible for overseeing other student activities in their schools.

In the first decade, the Association saw the creation of provincial student leadership organizations with similar goals and objectives as that of the national organization. Most of our provinces and territories began holding their own annual student leadership conferences.

The national conference, the Canadian Student Leadership Conference (CSLC or C-slick as experienced delegates call it), has now been held in every province



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and continues to motivate and inspire students and advisors alike. Whether it is in small town PEI, or large city Ontario, the message of student leaders and advisors learning skills and working together to make a positive difference in their communities remains strong.

In recent years, we have also witnessed the number of schools developing and offering leadership courses (credit and non-credit) to secondary school students. These courses have helped individuals to become more knowledgeable and stronger in providing leadership in their respective schools. Both the national and provincial organizations have helped, and continue to help, equip student leaders with the necessary tools and skills to become more effective leaders in their schools and communities.

The association also provides help for those advisors who are seeking assistance, ideas, and training, so that they can become more effective in their responsibilities. Connections are made through the association's newsletter, "Above and Beyond," as well as electronic e-bulletins to members. Also, CSLA representatives make regular presentations at provincial and regional conferences, thereby expanding the leadership knowledge base to advisors all across Canada.

CSLA has developed print resources starting with the CASAA Student Activity Sourcebook made available at the Kitchener conference of 1992, and these materials as well as others are made available through direct sales at conferences and the online store. Five scholarships are now offered annually to celebrate and support the efforts of student leaders across the country.

It was at the 28th CSLC in Weyburn, Saskatchewan, that the name of the association was changed from the Canadian Association of Student Activity Advisors (CASAA) to the Canadian Student Leadership Association (CSLA). The name was changed to better suit the association's present practices of student leadership in Canada.

The organization continues to expand and most recently has added the Advisor Certification process to its support system. Advisors can become stronger through their participation and completion of the three-stage certification process



About CSLC

Previous Conferences

30 Great Canadian Student Leadership Conferences and Counting!

1st (1985) Yorkton, SK
Youth Leadership in Action

2nd (1986) Sherwood Park, AB
Success Through Involvement

3rd (1987) London, ON
Youth Leadership in Action

4th (1988) Lower Sackville, NS
Youth Can Make a Difference

5th (1989) Pointe Claire, PQ
The Challenge of Leadership

6th (1990) Burnaby, BC
Creating Tomorrow's Needs,
Leading Today

7th (1991) Brandon, MB
T.N.T. – Tomorrow's Needs Today

8th (1992) Kitchener, ON
The Future Starts Today

9th (1993) Bishop's Falls, NL
Youth Today Leading the Way

10th (1994) Yorkton, SK
Tip Your Hats to Our Leaders
Chapeau-Bas à nos Leaders

11th (1995) Bathurst, NB
Set Sail for New Horizons
À Pleines Voiles vers l'Avenir
Bouge

12th (1996) Edmonton, AB
Leadership in Motion /
Le Leadership—Ça

13th (1997) Pierrefonds, PQ
Take Flight / Prends ton envol

14th (1998) Kamloops, BC
One Nation-One Dream
Une Nation-Un Rêve

15th (1999) Waterloo, ON
Making It Work!
À l'Oeuvre!

16th (2000) Winnipeg, MB
Yesterday, Today, Tomorrow . . .
Forever
Hier, Aujourd'hui, Demain . . .
et Toujours

17th (2001) Lower Sackville, NS
Charting the Course 2001:
A Leadership Odyssey
Traçons le parcours Odyssee de
Leadership

18th (2002) Saskatoon, SK
SPIRIT Students Putting Imagination,
Resources & Ideas
Together
ESPIRIT Éléves stimulant participations,
ressources et idées tous
ensemble



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19th (2003) St. John's, NL

Unlock the Future

Ouvrez les portes à l'avenir

**20th (2004) Mission/Abbotsford,
BC**

A River Runs Through It

21st (2005)

Lloydminster/Wainwright, AB

Plant a new Seed

Semez une nouvelle graine

22nd (2006) Fredericton, N.B.

Ordinary Youth doing

Extraordinary Things

La jeunesse ordinaire

accomplissant des choses

extraordinaires

23rd (2007) London, ON

Lead On! Lead with Enthusiasm,

Acceptance, Diversity and

Optimism Now!

24th (2008) Summerside, PEI

It All Starts Here! ça commence

ici!

25th (2009) Olds, AB

Lead the Stampede!

26th (2010) Pierrefonds, PQ

Canadian Youth Performing

Above and Beyond!

La Jeunesse Canadienne, Plus

Haut Plus loin!

27th (2011) Corner Brook, NL

New Found Energy!

28th (2012) Weyburn, SK

Flat Out Leadership!

29th (2013) Montague, PE

Light the Way!

30th (2014) Kelowna, BC

Destination Leadership – Your Ticket
to inspiration

Destination Leadership – votre billet
à l'inspiration

31st (2015) Halifax, NS

Leadership 360° - When Giving is
Receiving

Leadership 360° - Donner, c'est
recevoir



Hosting CSLC

Why Host a CSLC?

Schools and districts that have decided to host a student leadership conference have benefited greatly from their experience with CSLC. These benefits include:

- As hosts and discussion leaders, your students will have a once in a lifetime opportunity to participate in the organization of a large-scale national event.
- Advisors who are members of the Steering Committee will have excellent professional development opportunities in areas of event management, sponsorship, project management, communication and networking.
- For many of the students attending the conference, it is their first national event, and many previous attendees have indicated that the conference is a life-changing experience, so hosting is a chance to know that you can make a difference in people's lives.
- It is a chance to show trustees and members of the adult community how mature and innovative the youth of today can be.
- It is a positive way to promote, and ensure the continued success of, leadership classes in your district.
- It is a chance to join a network of teachers and students invested in student leadership, and who will continue leadership initiatives in their communities even after the conference is done.
- It is a great way to be involved in an event that is incredibly positive.
- It is a great way to jump-start your student leadership program.
- There are promotional opportunities for media to showcase your school/district, community and province.
- It is an opportunity to showcase your school/district, community, and province to other schools across the country.
- It is an opportunity to partake in some of the most patriotic and enthusiastic behaviour you will ever have the chance to experience.
- It is an opportunity to leave a leadership legacy in your school and community.

(Adapted from BCSLA)



Hosting CSLC

Submitting a Bid to Host CSLC

Step One: Administration Team Approval

Your administration team should be your biggest ally and supporter throughout this incredibly rewarding, yet exhausting process. In order to facilitate this support, talk to your Administration Team, and talk to them a lot. Make sure they understand the value of this Conference and let them hear it from multiple sources. Previous Conference delegates are an excellent source of information.

If your Administration Team does not have a lot of spare time, consider creating a video interview of past delegates interspersed with clips from the actual Conference itself. Please note that this video can also be used as an excellent tool for presentations at the school level and Board level. As a side note, it may be in your best interest to send a member of your Administration Team to a CSLC prior to making your bid in order for your Administration Team to have a solid understanding of the scope and nature of CSLC. Their attendance may go a long way in finding solutions to some of the tougher issues you will have to face as a CSLC Organizing Committee.

The information your Administration Team will probably be looking for will include:

- Why do you want to host a CSLC?
- How will the conference impact our day-to-day operations?
- What are the benefits of hosting?
- How much will this cost us?
- How many students and staff from our school will this involve?
- What will you need from us?

These questions are just the beginning, but if you can answer them, you are well on your way. Once you have your Administration Team's support, prepare a presentation for your staff.

Step Two: Staff Introduction

Preparing your colleagues for a conference of this scope is not an easy task. Most of your colleagues will never have attended a leadership conference, so they will have no idea what to expect. You must carefully balance showing what an incredible opportunity this conference is with how much work it is. A visual representation can make this task much easier.



Your introduction to staff should touch on the following:

- A brief introduction to what CSLC is (a video of your school and students at a previous CSLC will have an incredible impact as opposed to you standing in front of your staff talking).
- An outline of what you will need from the staff. Be as specific as you can based on your past experience and your knowledge from this handbook (billet space, their time, committee members, donation solicitation, chaperones during the conference, their classrooms, their recommendations about student leaders, etc.).
- A timeline of when you will need the staff to assist you. Many, many people will be as excited as you are and will want to help right away. In order to keep your committee to a manageable size, know when you need the extra bodies on board and be firm about those timelines.

Do not go into too much detail here as it can be overwhelming and look like more work than it is worth to a staff member who has never felt the emotion in the room at Opening Ceremonies as the Provincial Flags are carried in. Spark some interest and some excitement and let it settle for a day or two before coming back with your next step.

You might also send out an information package to neighbouring schools in the Catholic, Private and Public Boards. It will be helpful to know if you have interested schools or supporters in your area. A simple media release faxed or emailed along with a few phone calls can provide a lot of information and assist you in gauging local support.

Step Three: Presentation to Your School Board

When preparing for this presentation it will be easiest if one person (proposed conference chair) compiles all information and actually makes the presentation to the Board. Depending on the structure of your Board, you may have a supervisory officer who is directly responsible for your school and this is where your Board level presentations should begin.

- i. **Presentation to Your School's Superintendent / Supervisory Officer:** Start with an informal but informative presentation to your Superintendent / Supervisory Officer. The Superintendent is a valuable resource - be sure not to skip this step. He / she can provide you with information on how to best present your idea to the Board, what type of financial commitment you should ask for, as well as identifying who you should be approaching. Finally, the Superintendent can introduce the conference to the Board on your behalf.



- ii. **Presentation to Your School Board / District:** Send a letter to your board chair and any other top official asking for an opportunity to make your presentation. It may take some time to set up this meeting so do not wait until everything in your presentation is complete (unless you have the time of course). For this meeting, it is best to utilize your Conference bid, as prepared for CSLA (see below). The bid proposal includes most of the information that is relevant to your presentation. In addition to the information contained in the bid proposal, your School Board will be interested in knowing:
- How the conference will impact your school's regular program;
 - Budgetary concerns (i.e. the Board's financial expectations and / or contributions);
 - A timeline of events;
 - Staff and student involvement in planning and attending the conference as well as conference goals.
 - A clear, concise summary of your plans, which identify what CSLC is, conference goals, proposed dates, location, and theme, as well as any additional details not previously covered.
 - A timeline of events dating from your first presentation to your principal. This particular document will demonstrate your organization and commitment. It is also a great tool to keep you on task.
 - A draft budget based on previous CSLC budgets.
 - When you finally get to your Board presentation, you should already know what you want (i.e. financially, release time for staff, letter of support, program flexibility for your school if regular classes are to be suspended, facilities). With all of these things in place your presentation should be as complete as possible at this point. Your Superintendent / Supervisory Officer can be very beneficial here by looking at your package before you present so that he / she can point out any issues that might come up later.
 - If you are asking for regular school operations to be suspended for the duration of the conference, be up front about it and start talking about it early. If you are asking for the suspension of classes then you may need to make an additional presentation to your Ministry of Education or to the Governing Body who has the final decision in whether or not a school may suspend regular school operations.



Step Four: Presentation to CSLA

To compile your submission of a Bid to Host CSLC, the CSLA Board of Directors requires all of the following information to accept a bid and award CSLC to a district and school(s):

- Letter of Intent, which should include:
 - o Proposed conference dates (pre-conference and conference)
 - o Total number of delegates (students and advisors)
 - o Rationale for hosting
- Letters of endorsement from school principal(s), and school district officials
- Letters of approval from local and provincial decision makers if normal school operations are to be suspended during the conference.
- Host Application (see next page)

The submission must be in writing and should be mailed directly to the Executive Director by **January 15th, three and one half years prior to your proposed hosting dates.**

The CSLA Board will make a decision, and the hosting school will be contacted with the appropriate information to begin preparations.

NOTE: All of these elements must be present in order for a Bid to be considered complete. Please ensure your bid is complete prior to submission to CSLA.

Consideration for Hosting Sites:

In order to ensure that CSLC hosts fairly and equally represent the various regions across Canada, host selections (when possible) will be made to follow this pattern of representation:

- Central Canada (Ontario, Quebec)
- Western Canada (BC, Alberta, Saskatchewan, Manitoba)
- Eastern Canada (New Brunswick, PEI, Nova Scotia, Newfoundland and Labrador)

Additionally, further consideration will be made with regards to whether or not applicants are new or previous hosts. In the event a new host and previous host have competing bids, and both submissions have met all requirements, preference will be given to the new host.



Host Application

1. Name of School District and Host School(s)
2. Name of the Conference Chair(s)
3. Student Leadership Experience: A description of your school or district's experience developing Student Leadership either through events, programs, curriculum or other opportunities, as well as a description of your school or district's involvement with CSLA or CSLC.
4. Venue: A description of the main conference venues, with consideration to the following venue requirements:
 - a. The capacity to host at least 1000 conference delegates (either entirely at the host school, or proposed nearby venue).
 - b. The ability to host two workshop streams – one for advisors and one for students – ensuring that delegates attend a minimum of four workshops.
5. Transportation
 - a. How far is the nearest airport from the main venue?
 - b. How large is the nearest airport? Is it equipped to handle an influx of passengers on the conference arrival and departure day?
 - c. Describe your transportation plan to move delegates between venues, or to and from special events.
6. Accommodations
 - a. What is your preferred conference hotel?
 - b. What is the preferred hotel room rates and capacity?
 - c. What is the distance between the preferred hotel and the main venues?
 - d. Do you plan to provide transportation for the advisors from the hotel to the main venue?
 - e. Briefly describe your billeting plan for student attendees.
7. Conference Itinerary: Provide an basic itinerary of activities for both the conference and the pre-conference, which details the un, as well as how you will incorporate the following essential components of a CSLC:
 - a. Official Language Requirements: Potential hosts must detail how the conference will be presented in both official languages. While every aspect of the conference does not have to be in both languages (i.e. if a speaker you want speaks only French or English), conference planning must ensure that any delegate that speaks either official language can participate fully in all activities.
 - b. Opening and Closing ceremonies: These are semi-formal events lasting 60-90 minutes, and contain certain essential elements outlined in the CSLC organizer's manual.



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- c. Cultural Moments: Each day of the conference should include a cultural moment, which seeks to teach and showcase the local history and heritage of the host community.
 - d. Local Tours: Often the conference will include a tour day in the host community, focused on educating attending delegates of local history and heritage.
 - e. Suggested conference theme, workshop topics, and keynote speakers.
8. Preliminary Budget and Sponsorship
- a. Provide a financial forecast which details all potential conference revenue and expenses.
 - b. Provide an outline of your sponsorship plan, including a list of potential local supporters.
 - c. Provide a description of any additional fundraising ideas you may have planned.



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Appendix A: CSLC Standard Schedule Sample

CSLC Standard Schedule Sample

PRE-CONFERENCE PROGRAM – SATURDAY, SEPTEMBER XX

Time	Event
All-Day	Delegates Arrive (Airport shuttles to hotel provided by CSLC)
3:00 p.m.	Registration at Hotel opens
Optional	Evening social/dinner for already arrived delegates

PRE-CONFERENCE PROGRAM – SUNDAY, SEPTEMBER XX

Time	Event
7:00 – 8:30	Breakfast (preferably provided by the hotel)
8:30 – 9:00	Briefing with pre-conference delegates at hotel
9:00 – 10:30	Buses depart hotel for first event
10:30 – 12:30	First Event
12:30 – 1:30	Lunch
1:30 – 3:30	Second Event
3:30 – 5:00	Buses return to hotel/go to supper location
5:00 – 7:00	Supper
7:00 – 9:30	Evening Activity
9:30 – 10:00	Buses return to hotel



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PRE-CONFERENCE PROGRAM – MONDAY, SEPTEMBER XX

Time	Event
7:00 – 8:30	Breakfast (preferably provided by the hotel)
8:30 – 10:00	Buses depart hotel for first event
10:00 – 12:00	First Event
12:00 – 1:00	Lunch
1:00 – 3:00	Second Event
3:00 – 5:00	Third Event
5:00 – 7:00	Supper
7:00 – 9:30	Evening Activity
9:30 – 10:00	Buses return to hotel

PRE-CONFERENCE PROGRAM – TUESDAY, SEPTEMBER XX

Time	Event
7:00 – 8:30	Breakfast (preferably provided by the hotel)
8:30 – 9:00	Buses depart hotel for first event
9:00 – 10:30	First Event
10:30 – 12:30	Second Event
12:30 – 1:30	Lunch
1:30 – 3:30	Third Event
3:30	Depart for host school and CSLC



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CSLC Standard Schedule Sample

CONFERENCE PROGRAM - TUESDAY, SEPTEMBER XX

Time	Student Schedule	Time	Advisor Schedule
3:00	Registration opens at host school Cultural and connection activities Spirit Group Assignments School Group Photos	3:00	Registration opens at host school Cultural and connection activities Spirit Group Assignments School Group Photos
4:30 – 6:00	Supper	4:30 – 6:00	Supper
6:00 – 6:30	Provincial / Territorial Meetings in Provincial / Territorial Rooms Provincial / Territorial Group Lineups	6:00 – 6:30	Provincial / Territorial Meetings in Provincial / Territorial Rooms Provincial / Territorial Group Lineups
6:30 – 7:00	Delegate Parade	6:30 – 7:00	Delegate Parade
7:00 – 9:00	Opening Ceremonies	7:00 – 9:00	Opening Ceremonies
9:00 – 9:30	Billet Pickup	9:00 – 9:30	Billet Pickup
		10:30	Advisor Social



CSLC Standard Schedule Sample

CONFERENCE PROGRAM - WEDNESDAY, SEPTEMBER XX

Time	Student Schedule	Time	Advisor Schedule
		7:30	First hotel shuttle(s) leave for host school
		7:45	Second hotel shuttle leaves for host school Advisor Hospitality
8:00 – 8:15	Billet Drop-Off	8:05	Advisor Updates
8:15 – 8:30	Meet Advisors in Provincial / Territorial Rooms	8:15 – 8:30	Meet Students in Provincial / Territorial Rooms
8:30 – 9:00	Spirit Groups: Daily Announcements and Icebreakers	8:30 – 9:00	Networking in Advisor Room
9:00 – 9:30	Cultural Moments	9:00 – 9:30	Cultural Moments
9:30 – 10:45	Keynote Grab & Go Nutrition Break	9:30 – 10:45	Keynotes Grab & Go Nutrition Break
11:00 – 12:00	Group A: Workshops Group B: Workshops	11:00 – 12:00	Workshop A
12:15 – 1:15	Group A: Lunch Group B: Workshops	12:15 – 1:15	Lunch
1:30 – 2:30	Group A: Workshops Group B: Lunch	1:30 – 2:30	Workshop B
2:45 – 3:45	Group A: Workshops Group B: Workshops	2:45 – 3:45	Advisor Team Building
3:45 – 4:00	Nutrition Break	3:45 – 4:00	Nutrition Break
4:00 – 5:00	Spirit Groups: review, reflection and discussion	4:00 – 5:00	60 / 60 Session
5:00 – 7:00	Supper	5:00 – 7:00	Supper
7:00 – 9:00	Entertainment	7:00 – 9:00	Entertainment



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9:00	Billet Pickup	9:00 – 9:30	Shuttle(s)
		9:30	Advisor Social

CSLC Standard Schedule Sample

CONFERENCE PROGRAM - THURSDAY, SEPTEMBER XX

Time	Student Schedule	Time	Advisor Schedule
		7:30	First hotel shuttle(s) leave for host school
		7:45	Second hotel shuttle leaves for host school Advisor Hospitality
8:00 – 8:15	Billet Drop-Off	8:05	Advisor Updates
8:15 – 8:30	Meet Advisors in Provincial / Territorial Rooms	8:15 – 8:30	Meet Students in Provincial / Territorial Rooms
8:30 – 9:00	Spirit Groups: Daily Announcements and Warm-Up	8:30 – 9:00	Networking in Advisor Room
9:00 – 9:30	Cultural Moments	9:00 – 9:30	Cultural Moments
9:30 – 10:45	Keynote Grab & Go Nutrition Break	9:30 – 10:45	Keynotes Grab & Go Nutrition Break
11:00 – 12:00	Group A: Workshops/Tradeshow Group B: Workshops/Tradeshow	11:00 – 12:00	Workshop C/Tradeshow
12:15 – 1:15	Group A: Lunch Group B: Workshops/Tradeshow	12:15 – 1:15	Lunch
1:30 – 2:30	Group A: Workshops/Tradeshow Group B: Lunch	1:30 – 2:30	Workshop C/Tradeshow
2:45 – 3:45	Group A: Mini-Keynotes Group B: Mini-Keynotes	2:45 – 3:45	Meet the Maestros
3:45 – 4:00	Nutrition Break	3:45 – 4:00	Nutrition Break
4:00 – 5:00	Spirit Groups: review, reflection and discussion	4:00 – 5:00	60 / 60 Session
5:00 – 7:00	Supper	5:00 – 7:00	Supper



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7:00 – 9:00	Entertainment	7:00 – 9:00	Entertainment
9:00	Billet Pickup	9:00 – 9:30	Shuttle(s)
		9:30	Advisor Social

CSLC Standard Schedule Sample

CONFERENCE PROGRAM - FRIDAY, SEPTEMBER XX

Time	Student Schedule	Time	Advisor Schedule
		7:30	First hotel shuttle(s) leave for host school
		7:45	Second hotel shuttle leaves for host school Advisor Hospitality
8:00 – 8:15	Billet Drop-Off	8:05	Advisor Updates
8:15 – 8:30	Meet Advisors in Provincial / Territorial Rooms	8:15 – 8:30	Meet Students in Provincial / Territorial/Territorial Rooms
8:30 – 9:00	Spirit Groups: Daily Announcements and Warm-Up	8:30 – 9:00	Networking in Advisor Room
9:00 – 9:30	Cultural Moments	9:00 – 9:30	Cultural Moments
9:30 – 10:45	Keynote Grab & Go Nutrition Break	9:30 – 10:45	Keynotes Grab & Go Nutrition Break
10:45 – 11:15	Board buses for CSLC Group Photo	10:45 – 11:15	Board buses for CSLC Group Photo
11:15 – 12:15	CSLC Group Photo	11:15 – 12:15	CSLC Group Photo
12:15 – 1:30	Lunch	12:15 – 1:30	Lunch
1:30 – 2:30	Group A: Educational/History and Heritage Tour #1 Group B: Educational/History and Heritage Tour #2 Group C: Educational/History and Heritage Tour #3	1:30 – 2:30	Group A: Educational/History and Heritage Tour #1 Group B: Educational/History and Heritage Tour #2 Group C: Educational/History and Heritage Tour #3



2:30 – 3:30	Group A: Educational/History and Heritage Tour #3 Group B: Educational/History and Heritage Tour #1 Group C: Educational/History and Heritage Tour #2	2:30 – 3:30	Group A: Educational/History and Heritage Tour #3 Group B: Educational/History and Heritage Tour #1 Group C: Educational/History and Heritage Tour #2
3:30 – 4:30	Grab & Go Nutritional Break provided at start Group A: Educational/History and Heritage Tour #2 Group B: Educational/History and Heritage Tour #3 Group C: Educational/History and Heritage Tour #1	3:30 – 4:30	Grab & Go Nutritional Break provided at start Group A: Educational/History and Heritage Tour #2 Group B: Educational/History and Heritage Tour #3 Group C: Educational/History and Heritage Tour #1
4:30	Buses depart back to host school	4:30	Buses depart back to host school
5:15 – 5:30	Billet pickup for “An Evening with Billets”	5:15 – 5:30	Shuttles depart for hotel
		6:30	Shuttles depart from hotel to Advisor dinner
		9:00	Shuttles return to hotel Free time (possible shuttles available to popular locations)

CSLC Standard Schedule Sample

CONFERENCE PROGRAM - SATURDAY, SEPTEMBER XX

Time	Student Schedule	Time	Advisor Schedule
		7:30	First hotel shuttle(s) leave for host school
		7:45	Second hotel shuttle leaves for host school Advisor Hospitality
8:00 – 8:15	Billet Drop-Off	8:05	Advisor Updates
8:15 – 8:30	Meet Advisors in Provincial / Territorial Rooms	8:15 – 8:30	Meet Students in Provincial / Territorial Rooms
8:30 – 9:00	Spirit Groups: Daily Announcements and Warm-Up	8:30 – 9:00	Networking in Advisor Room



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9:00 – 9:30	Cultural Moments	9:00 – 9:30	Cultural Moments
9:30 – 10:45	Keynote Grab & Go Nutrition Break	9:30 – 10:45	Keynotes Grab & Go Nutrition Break
11:00 – 12:15	Spirit Groups: Community Service Assignments/Final Meeting Lunch with Spirit Groups	11:00 – 12:30	Speaker Showcase
12:15 – 12:30	Pickup for Community Service Projects	12:30 – 2:30	Lunch and CSLA AGM
12:30 – 2:30	Community Service Projects	2:30	Free time
2:30 – 3:00	Return to host school Nutrition Break	5:15	Shuttles to banquet
3:00	Billet pickup	6:00 – 7:00	Banquet
5:30	Billet drop-off for banquet Pre-banquet pictures	7:00 – 9:00	Closing Ceremonies
6:00 – 7:00	Banquet	9:00	Advisor Social
7:00 – 9:00	Closing Ceremonies		
9:00 – 10:30	Dance		
10:30	Billet pickup		

CSLC Standard Schedule Sample

CONFERENCE PROGRAM - SUNDAY, SEPTEMBER XX

Time	Student Schedule	Time	Advisor Schedule
All day	Airport Shuttles	All day	Airport Shuttles