

10 STEPS TO HELP YOUR SCHOOL REGISTER FOR CSLC 2019



You've heard about the Canadian Student Leadership Conference, and now you want your school to sign up. Where do you start?

Here are some tips and tricks to help you on your way:

1 BRAINSTORM AND PLAN [JANUARY/FEBRUARY]



Attending a national event can take a bit more time and effort to plan, so it's not a bad idea to **start early**. The conference is held in September, so we recommend starting your planning 8-9 months in advance, especially if you are travelling cross-country. Feel like you're starting too late? Don't worry – contact us and we can lend you a helping hand through this process: registrar@studentleadership.ca

Learn more about CSLC by:

- Watching the [CSLC Promo Video](#)
- Visiting the conference website: cslc2019.studentleadership.ca
- Contacting us with your questions: registrar@studentleadership.ca

Who, What, When, Where, and Why? Draft a simple overview of the conference as part of your early planning process.

How? Now that you know 'why' you want to attend, meet with students and/or fellow advisors to brainstorm 'how' to make it happen!

2 THE HOW: BUDGET



Conference fees are \$375.00 per delegate, plus a \$90.00 CSLA membership fee. Ex. a school sending 1 advisor and 3 students would receive an invoice for \$1590.00.

Accommodations: Students are billeted by volunteer families from the host school and community. Students are not charged for their accommodations. Advisors must cover the cost of their accommodations. A hotel with a preferred rate will be offered to advisors.

Travel: Students and Advisors must pay for their travel to and from the conference. We do provide airport shuttles!

Conference Tip: CSLA annually applies for funding from the Department of Canadian Heritage to support the "CSLC Travel Subsidy Program" for students. Schools that apply for the subsidy program can receive money back after the conference to help support **student travel** to and from the conference.

DID YOU KNOW?

Fees include: meals, keynotes, workshops, entertainment, transportation during the conference, t-shirt, bag/backpack, and more!

3 THE HOW: FUNDRAISING

When surveyed, only 13% indicated their schools covered all of their costs to attend a CSLC. All other schools indicated they did a combination of the following:

- Students / Parents contributed a portion.
- Schools contributed a portion.
- Fundraising.
- Found financial support through local groups.

Community Matters. Visit your local Legion or Lion's Club - groups like these often have initiatives to help support youth and leadership activities.

Sell, sell, sell! Bake sales, "garage/yard" sales, flower and seed sales, chocolate bars and suckers sales to name a few!

Services required? Car washes, yard clean up, shovel services.

4 THE HOW: PERMISSION AND FORMS

"An ounce of prevention is worth a pound of cure." More fitting would be an "ounce of preparation," but the point for this is – understand what school or school district policies and procedures need to be met in order for you to attend this conference (especially when travelling out of province), and what are the forms and processes you need to complete. This step is important. **Skipping this step is a common pitfall in the planning process.** If you understand in advance what you need to do, and what your school or district will want to see, you will save yourself work (either in meetings, or having to resubmit forms). **Pro Tip:** have any forms you need to complete with you at your first meeting with your administrators.

Common questions from schools:

- What is the vetting and selection process for volunteer host families, and how do you match students?
- What safety and security policies and procedures are in place?
- What types of transportation will be provided, and what is the insurance coverage?
- What is the insurance coverage for delegates?

We can answer these questions and more, as well as provide you with documentation to help support you in the approval process. Contact us: registrar@studentleadership.ca

5 SETUP A MEETING WITH YOUR ADMIN



Meeting Agenda:

- Conference Overview: Who, What, When, Where, and **WHY**
- How? Your plan for **HOW** to make it happen.
- Procedures – show the forms, and address related policies
- Ask if there any questions. Invite next steps.

TIP:

Start your meeting by showing the [CSLC Promo Video](#)

6 REGISTER [APRIL–MAY]

- Register online @ conferences.studentleadership.ca
- Step One: Submit the registration form. This will either activate your account, or setup your account if you are a new user.
- Step Two: Add your students and any additional advisors.
- Step Three: Update any registration information you may know now. This will help you later!



7 PUT YOUR PLAN INTO ACTION!

Start fundraising

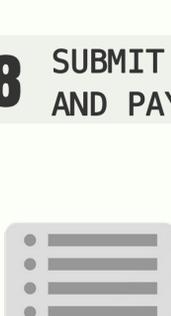
Complete and submit any school/district forms



Make your travel arrangements. Pro Tip: Inquire if any schools in your area are going, and see about booking together as a group - you could qualify for discounts!

Hold a meeting with students and parents to address questions and share conference information and any timelines/deadlines.

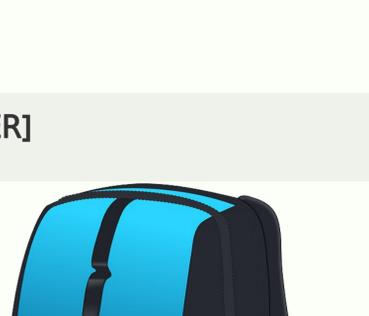
8 SUBMIT YOUR REGISTRATION INFORMATION AND PAYMENT [JUNE]



- Log in to your registration account.
- Update your registration information, as well as the information for your students and additional advisors.
- Download your invoice, and submit payment [or submit invoice to your financial department to process for payment].

9 GET READY TO GO! [SEPTEMBER]

- Have another meeting with students and parents. **Pro Tip:** Students will sometimes be nervous about billeting. Use this meeting to address their concerns, and build excitement for the conference!
- Make sure your paperwork is in order, travel arrangements confirmed, etc.
- Pack your bags! Wondering what to bring? Don't worry - we'll help with a suggested packing list.
- Start to enjoy your leadership journey!



10 ATTEND THE CANADIAN STUDENT LEADERSHIP CONFERENCE!

"CSLC was one of the most rewarding experiences of my high school career. It was the perfect setting to grow my love of leadership"

- CSLC Student Delegate