

## **BCASC MEETING HOST SCHOOL RESPONSIBILITIES**

The host of each county BCASC meeting is responsible for:

- Providing driving directions to and the location of available parking at the host school. **These directions should be sent to the Activities Department at least seven (7) days prior to meeting so that the directions may be distributed to all member schools.**
- Posting signs directing representatives to the meeting room and have students posted at necessary locations to help representatives find their way. Signs and personnel must be in place one hour prior to the start of the meeting.
- Arranging for the school's color guard (if the school has a JROTC program) to present the colors and if possible a performance of the National Anthem at the start of the meeting
- Arranging a welcome from the host school's administrators and SGA president
- Provide refreshments for those present at the meeting. (The BCASC will reimburse a maximum of \$300 for refreshment expenses)
- Provide a PA system and microphone in the meeting room.
- Provide any audiovisual equipment for the presentation of a Power Point or DVD. The BCASC President or Activities Liaison will provide the host school with the format that will be used.
- **Host school is entitled to make a "Welcome" presentation not to exceed 10 minutes. This "Welcome" does not include the SGA president or administrators "Welcome".**