

**Wisconsin Student Government**  
February 21-23, 2010 Legislative Seminar Committees  
*Overview of Committee Work to be Accomplished*

Committee  
Chairs

<p><b>Accessories Committee:</b> Purchase a memento for each seminar attendee. (Budget \$1,200)</p> <ul style="list-style-type: none"> <li>• Research and identify a suitable accessory (memento) that can be given to each Seminar attendee.</li> <li>• Obtain approval for accessory selected from WSG Executive Board.</li> <li>• Projected # of attendees for 2010 is 175</li> <li>• Cost must not exceed the budget of \$1,200</li> <li>• Purchase accessory and bring to Legislative seminar so that it can be distributed to each attendee at time of registration on Sunday evening and Monday morning.</li> <li>• Pay for accessory and submit paid receipt to WSG Resource Director for reimbursement.</li> </ul>	<p><b>NWTC</b></p>
<p><b>Breakout Session Speakers Committee:</b></p> <ul style="list-style-type: none"> <li>• Invites speakers for the breakout sessions that are identified by the WSG Executive Board. Notifies them of the date/time for each of their presentations</li> <li>• Obtains biographies for speakers and any audio visuals needed for their presentation</li> <li>• E-mails biographies and list of audio visuals needed to WSG Resource Director</li> <li>• Greets the speakers as they arrive</li> <li>• Obtains students to introduce the speakers for each session</li> <li>• Obtains students to present speakers with a gift basket at the end of their presentation</li> <li>• Sends “thank you” to each speaker after the seminar</li> </ul>	<p><b>CVTC</b></p>
<p><b>Awards Committee for Banquet:</b> (Budget \$150)</p> <ul style="list-style-type: none"> <li>• Prepare certificates and purchase frames to provide a certificate for each WSG Governor and Lt. Governor and Chairperson(s) for Goals Committee, Legislative Committee, Academic Committee and Bylaws Committee.</li> <li>• Frame the certificates and bring to Legislative Seminar.</li> <li>• Research cost and order a plaque for WSG President, Vice-President and Administrative Financial Officer</li> <li>• Submit proposed wording to be keyboarded on certificates to WSG Executive Board for approval.</li> <li>• Submit proposed wording for plaques for WSG officers to WSG Resource Director.</li> <li>• Consult with WSG President as to who should present each award at the Awards Banquet held on Monday evening</li> <li>• Pay for frames, certificates and plaques. Submit paid receipt to WSG Resource Director for reimbursement.</li> </ul>	<p><b>LTC</b></p>

<p><b>Entertainment Committee:</b> Obtain and coordinate entertainment for Monday evening. (Budget \$1,200)</p> <ul style="list-style-type: none"> <li>• Survey the technical colleges as to the entertainment the members would like.</li> <li>• Research and hire entertainment identified by membership. Pay for entertainment and submit paid receipt to WSG Resource Director for reimbursement.</li> <li>• Coordinate the entertainment schedule, room size, room setup, snacks, etc., with the WSG Resource Director so that the entertainment can be effectively coordinated in unison with the Awards Banquet and silent auction as well as meets the requirements of the Madison Concourse Hotel.</li> <li>• Identify audio visual needs of entertainment and make arrangements with WSG Resource Director</li> <li>• On Monday evening work with the hotel and Silent Auction Committee and WSG Resource Director to provide an enjoyable evening for attendees.</li> <li>• Typical timeframe for the entertainment is 8-10 p.m. on Monday evening with setup between 6:30-7:30 p.m.</li> </ul>	<p><b>MPTC</b></p>
<p><b>Gift Baskets Committee:</b> Obtain and assemble the “thank you” gifts presented to main speakers and break out session speakers for donating their time. (Budget \$150)</p> <ul style="list-style-type: none"> <li>• Contact all technical colleges to obtain a gift to include in the gift baskets. Each college should provide 11 of the same item so that 11 baskets can be assembled.</li> <li>• Purchase 11 baskets to put one of each of the items in. Get “large” baskets as there are approximately 15-16 items in each basket!</li> <li>• Ask each college to bring their 11 items to the seminar and arrange to obtain them from each college on Sunday evening.</li> <li>• Assemble the baskets on Sunday evening or by 8 a.m. on Monday morning.</li> <li>• Bring assembled baskets to room where main speakers will be presenting. Notify WSG President where they are located so that the President may present a basket to each speaker at the conclusion of their presentation.</li> <li>• The baskets for breakout speakers should be placed in each breakout session room. Consult with WSG Resource Director.</li> <li>• Submit paid receipt to WSG Resource Director for reimbursement.</li> </ul>	<p><b>WITC</b></p>
<p><b>Position Papers Committee:</b> Write WSG position paper to present to state legislators.</p> <ul style="list-style-type: none"> <li>• Topics for WSG position paper to be identified at November WSG meeting by membership and approved by WSG officers</li> <li>• Work with WSG officers and Paul Gabriel, Executive Director of the District Boards Association (<a href="mailto:pgabriel@districtboards.org">pgabriel@districtboards.org</a>) to prepare a “draft” of position paper.</li> <li>• Keyboard and duplicate copies of “draft” position paper to be presented and finalized at January WSG meeting.</li> <li>• Finalize position paper after January WSG meeting and submit an electronic copy of final paper to WSG officers and WSG Resource Director no later than 10 business days prior to the seminar.</li> <li>• WSG Resource Director submits final electronic copy to Printing Committee to duplicate and include in Legislative Seminar packet.</li> <li>• Paper length should be no longer than two-three keyboarded pages.</li> </ul>	<p><b>Leg. Com.</b></p>

<p><b>Printing Committee:</b> Responsible for organizing and printing all of the materials for the</p>	
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<p>seminar. (Budget \$450)</p> <ul style="list-style-type: none"> <li>• Print and assemble packets to be distributed to each Legislative Seminar attendee</li> <li>• Provide pocket folders for each packet</li> <li>• Print 200 copies</li> <li>• WSG Resource Director will provide electronic copies of the documents to be printed one week prior to seminar. Typical documents include: <ul style="list-style-type: none"> <li>○ Seminar agenda</li> <li>○ Agenda/handouts for Sunday evening WSG meeting</li> <li>○ Position paper</li> <li>○ Biographies for main speakers and breakout session speakers</li> <li>○ Code of Conduct &amp; Media Consent Form</li> <li>○ Seminar feedback form</li> </ul> </li> <li>• Code the pocket folders with a sticker for the breakout sessions; i.e., <ul style="list-style-type: none"> <li>1/3 of folders: “1 – 2 – 3”</li> <li>1/3 of folders: “2 – 3 – 1”</li> <li>1/3 of folders: “3 – 1 – 2”</li> </ul> </li> <li>• Prepare Awards Banquet dinner “entre” tickets based upon each attendees dinner entre selection (beef, chicken, vegetarian)</li> <li>• Arrive on Sunday evening and deliver registration packets to WSG Resource Director by 3 p.m. (Registration begins at 4 p.m.)</li> <li>• Submit printing bill to WSG Resource Director for reimbursement</li> </ul>	<p><b>Western</b></p>
<p><b>Resource Room Committee:</b> Responsible for organizing the resource room where the participating colleges can display information about their college and student life activities.</p> <ul style="list-style-type: none"> <li>• Contact each technical college to inform them of the opportunity to promote their student life departments and their college at the Legislative Seminar.</li> <li>• Inform each college that: <ul style="list-style-type: none"> <li>○ They can bring photos, student government bylaws, college handbooks, “give away” items (candy, gum, logo items from their college, etc.)</li> <li>○ Resource Room is open between 12:30-5:30 p.m. on Monday of the seminar</li> <li>○ Set up time in the Resource Room is either Sunday evening between 3-5 p.m. (obtain a key to the room from WSG Resource Director) or on Monday morning.</li> <li>○ Items are to be removed from Resource Room on Monday evening between 5:30-6:30 p.m.</li> </ul> </li> <li>• Determine which colleges wish to display information in the Resource Room and e-mail WSG Resource Director a list of colleges who will participate one week prior to the seminar.</li> </ul>	<p><b>Blackhawk</b></p>

<p><b>Silent Auction Committee:</b> Responsible for organizing the silent auction for Monday evening. All proceeds go to WSG.</p> <ul style="list-style-type: none"> <li>• Contact each technical college requesting them to donate and bring several items for the silent auction (they may be logo items from their colleges such as t-shirts, hat, sweatshirts, backpacks, etc., or other suitable donated items)</li> <li>• Arrange for each college to deliver their items to the room where the silent auction will take place by 6 p.m. Monday; to list the value of the item on a “bid” sheet along with the “starting bid”.</li> <li>• Coordinate the silent auction setup and bidding process 5:00-7:30 p.m.</li> <li>• Announce bid winners, award items to high bidders and collect monies from bid winners 7:30-8 p.m. Monday evening.</li> <li>• Tally monies collected and bid sheets and give to WSG Resource Director for validation.</li> <li>• WSG Resource Director will deposit proceeds from Silent Auction.</li> </ul>	<p><b>FVTC</b></p>
<p><b>Speakers Committee:</b> Responsible for inviting the main topic speakers. Also responsible for greeting all the speakers. (the speakers could be Governor or Lt. Governor of Wisconsin, President of WTCS, Executive Director of WTC District Boards Association, HEAB Executive Secretary and other leaders in the State of Wisconsin who will provide insight regarding the direction of education and funding in the State which will prepare participants to meet with their Legislators on Tuesday at the State Capitol.</p> <ul style="list-style-type: none"> <li>• Formally invite through written correspondence (letter and/or e-mail) the main speakers identified by the WSG Executive Board to speak on Monday morning of the legislative seminar.</li> <li>• Consult with the WSG President and Resource Director as to the time and length of each person’s presentation along with the topic to be presented.</li> <li>• Confirm speakers who have accepted the invitation to speak.</li> <li>• Provide speakers with date, time, room # at Madison Concourse Hotel, etc.</li> <li>• Obtain biographies and submit electronically to WSG Resource Director for printing</li> <li>• Obtain audio visual needs and notify WSG Resource Director of their needs.</li> <li>• Confirm with the speakers one-two weeks prior to seminar and providing the date, time, room #, etc.</li> <li>• Greet speakers upon arrival at Madison Concourse Hotel</li> <li>• Send “thank you” letters after seminar</li> </ul> <p><b>IMPORTANT:</b> ALL main speakers must be obtained by mid-January so that they may be included on the Legislative Seminar Agenda that is presented at the January WSG meeting.</p> <p><b>NOTE:</b> Obtain all templates from WSG Resource Director to help facilitate the process for your committee!</p>	<p><b>MATC-Madison &amp; SWTC</b></p>

<p><b>Welcoming Table &amp; Registration Committee:</b> Responsible for welcoming and registering seminar participants Sunday evening and Monday morning at the Legislative Seminar.</p> <ul style="list-style-type: none"> <li>• Arrive at Legislative Seminar by 3 p.m. on Sunday of the Legislative Seminar</li> <li>• Assist in setting up registration table for the seminar by 4 p.m.</li> <li>• From 4-5 p.m. on Sunday welcome and register attendees as they check in for the seminar. A list of attendees is provided by WSG Resource Director <ul style="list-style-type: none"> <li>○ Distribute and collect completed Code of Conduct &amp; Media Consent Forms.</li> <li>○ Distribute legislative seminar packets, Award Banquet Dinner tickets and seminar accessory.</li> </ul> </li> <li>• From 7:30-9:00 a.m. Monday morning continue registering attendees who did not checked in on Sunday</li> </ul>	<p><b>North Central</b></p>
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