

## **PROCEDURE FOR HOSTING SECTION/STATE MEETINGS FOR HSACCC**

### **1. Dates/Times**

Confirm meeting date and time with Section President for Section or the Association President for the State meeting.

### **2. Program**

Check with Program chair (Section President Elect) to see if speakers or topics are planned for the program.

Work with President and Program Chair to set the schedule of the meeting.

### **3. Rooms**

Reserve appropriate rooms at your college.

### **4. Other Arrangements**

- Contact local motels to see if you can arrange a discount for members planning to stay in the area overnight.
- Check if there are any airline discounts available to members flying into your area.
- Check on shuttle services from airport to motel and motel to campus.

### **5. Expenses**

- Consider opening a special account at your college for the deposit of conference registration fees.
- Check with the treasurer about how you can deposit money, pay expenses of the conference and then transfer remaining funds to HSACCC.
- Obtain receipts that can be issued to attendees. They will need these to be reimbursed for expenses.

### **6. Postage**

- If your college does not cover cost of mailing, pay from the conference registration fees.
- Send out an announcement of the meeting that includes topics and schedule of meeting.
- Ask Ruth Foy at De Anza College for mailing labels. She has sets for Northern and Southern Sections.
- Include a registration form that indicates to whom the check should be made out and a place to check if planning to attend dinner so that you can make the necessary arrangements.
- Have all checks made out to your college or to HSACCC.

### **7. Assemble a Packet of Material for all Those Attending**

- Most hostesses like to provide information about their campus, health services program, campus maps, etc.
- Check if speakers or President have material that they want included and duplicated.

### **8. Refreshments/Meals**

Make arrangements through your college food services for coffee, juice, muffins, etc. the morning of the meeting. You may want to plan a lunch at the school or a nearby restaurant.

A dinner is usually planned at a local restaurant for the first day of State meetings and for those who attend Executive Committee on the day prior to the Section meetings.

**9. Establish Registration Fee**

HSACCC policy is to charge at least twenty (20) dollars for registration for paid members, forty (40) dollars for non-members. This usually includes continental breakfast, and sometimes lunch. The fee can be higher if costs are higher.

If money is needed to pay a speaker in advance, contact the Treasurer for seed money.

It is the goal of HSACCC to make a profit of ten (10) dollars per person at each meeting. After all bills are paid, send the remaining money to the Section Treasurer.