



Helpful Hints for Area Senior Directors of ASCLS-MN

Gather a committee. Use the membership list from your area to find current members. Ask for help from the membership committee. Do this early. August and early September are good times to meet and start planning for the year.

Brainstorm ideas for Topics, Speakers, Venues, and date(s). Use Scientific Assembly Chairs to assist, also ask vendors for sponsorship money, speakers, or gift certificates to raffle. Typically two meetings are good at the beginning of the year to get things rolling and to have follow up. The frequency of meetings will determine how many times you may have to meet.

Reserve room(s) for meeting. Ask hosting facility to sponsor food/snacks.

Get PACE form to speaker as soon as you confirm their topic and date. If you have not heard from a speaker at least 1 month prior to the date, contact them again to ask for the form. Ask speaker to complete and get back to you 2 weeks (check with PACE Coordinator) before program date. Send electronically to PACE Coordinator.

Get Brochure or Flyer made. Use a previous brochure as a guide or make your own. PDFs are preferred. Send brochure to the webmaster once made for posting. Dates for area meetings may be sent to the webmaster well in advance so they can post on the website, then you can send the brochure once it is ready. Also ask committee to post brochures and /or send to their coworkers. Ask State President to send to large email list.

Arrange for food, drinks, plates, silverware, napkins, cups. Contact hosting site's Nutrition Services or catering services, or bring food in yourself if possible. Hosting site may agree to pay for food or donate towards renting the room or parking. If not, money to cover these expenses may be taken out of the area budget.

Set monetary meeting requirements appropriately. If charging admission for nonmembers, get a current membership list from the website (see instructions). Have a few new member registration forms at meeting also. Write a receipt for non-members if you charge them admission if requested. Each area can decide what to charge (most areas charge \$5-15 for the evening, usually 1-2 speakers; Metro area Saturday workshop \$25). For some events, no charge. It will all depend on your area and what works best for you.

Get Speaker's Power Point Presentation or handouts made.

Have **PACE code** available for participants and informational sheet on how to access the CE organizer. You will read this number at the end of the session. This replaces sign in sheets and PACE forms. You will need to print out evaluation sheets for participants. Make name badges for yourself, committee helpers, and speaker(s). Also get blank name badges for participants. Prepare signs to direct people to Conference room inside the facility.

You may choose to raffle off a one year membership to ASCLS to nonmembers, and some other prize to members. **It is up to the committee how you would like to use the budget money.** The cost of a one year membership for new member or student member is taken out of your area budget. This is a limited budget. You could also use a raffle to raise money for the Children's Miracle Network or some other charity. **Recently we have been using the raffle for licensure and scholarships.** Make raffle forms, a box for entries and get prizes for winners. Raffle items may include gift cards from restaurants, coffee shops, gas cards, book stores, ASCLS merchandise and other items. Ask sponsors such as laboratory product vendors for donations. .

Try to find a speaker that will donate their times and talents. If the speaker accepts the honorarium, send an expense voucher to the State Treasurer for the honorarium, so she can get a check made out to the speaker before the program date. We offer a honorarium of \$100 to each speaker. This money is taken out of the area budget. Encourage committees to find sponsors to cover cost. Some speakers do not accept. Money stays in area budget.

A few days before the event, **remind speaker of the seminar date and place.** Send the speaker a brochure, or map. Also double check on Conference Room and AV needs. Find out who will be available at the meeting site to open room and assist in getting data projector etc. to work properly.

Check ahead of time with committee and **send an email to see who will be at meeting** to help with registration, handouts, raffle, etc.

At the Event:

- Decide who will act as moderator to introduce speaker etc.
- The moderator should introduce themselves. Introduce helpers/committee.
- Thank everyone for coming. Thank sponsors and hosting facility.
- Tell the participants the timing for the seminar, will there be a break, or a raffle etc. Point out the location of the bathrooms.
- Make sure everyone has handouts, forms, parking vouchers if needed.
- Explain that we are providing Continuing Education credits, and their participant code will be provided at the end of each talk. Instructions on how to access the CE organizer should be one of the handouts to participants.
- Introduce speaker. After speaker is finished with questions, thank the speaker.
- Get a head count of how many people were at the event, since not all will fill out evaluations. Use your sign in sheet. This will be helpful for future meeting planning.
- Ask participants to fill out evaluations.
- Raffle – optional. Announce winners of raffle.
- Thank sponsors again.

- Remind all of the date and place for the next event.
- Announce PACE codes and collect evaluations.

Tally evaluations. Within a week of the event, provide a summary of the evaluations to the speaker with the thank you note. If you had not given the honorarium to the speaker on the day of the event, also send the speaker the check.

Keep all evaluations and get them along with the evaluation summary back to PACE Chair. Check with her how soon she needs them back, but usually within 60 days.

If you have other expenses fill out an expense voucher and send to State Treasurer, along with the receipts. Make sure the voucher has the Area written on it, so the money is accounted correctly. Likewise, if a vendor gives you a check, make sure it has the area on it. If any money was collected at the event, convert cash to a check, and send this to the Treasurer. If there was money from a charity raffle, send that to the Treasurer also, but keep it separate from any other money collected. **Do not hold onto your receipts/checks until the end of the year! Keeping the treasurer up to date helps the board plan appropriately for future budgets.**