

300 - PCCCA Annual Conference Guidelines

Program Planning Committee Responsibilities

- Oversee and develop entire event program in coordination with conference site program director or designated site representative.
- Arrange the schedule in consultation with the site representative.
- Send a representative from the Program Committee on a visit to the host site prior to publicity.
- Plan all workshops and leadership by April 1st.
- Develop, produce and circulate the publicity for the event.
 - Meet deadlines for all publications of the association's newsletter.
 - Send promotional brochures to PCCCA membership and Presbyterian sites, and any other sites in communion with PCUSA no later than May 30th.
 - Brochure to include:
 - theme and highlights of speakers, workshops, workshop leaders, etc.
 - location of site, transportation and airport information
 - cost of event for all participants, family members, children
- Plan for ice breakers and group building exercises.
- Assign and schedule worship leadership.
- Plan sharing times, cracker barrels, regional meetings, etc.
- Assign people to lead grace at meals.
- Coordinate children/youth programming (children 4 through 11) with host site.
- Arrange to secure Curriculum and Resource Center Materials for review and purchase.
- Determine if *First Timer* discount is feasible at the time and if so, set the amount.
- Establish evaluation processes, including debriefing evaluation with entire Program Committee.
- Send thank you's following the event.

Board of Directors Responsibilities

- Schedule a time to meet with potential hosts for future meetings.
- The President shall receive requests for scholarships, and forward information on approved scholarships to the Registrar.
- Provide a budget to the Program Committee by January 31 for the following year's meeting. This budget will include provisions for covering all incurred costs related to speakers, leaders, and special guests, other program related items including entertainment, all of which must be developed in consultation with the Program Committee. Expenses associated with the meeting of the PCCCA Board of Directors at the annual meeting will be covered by the PCCCA Board line item in the PCCCA budget.

Host Site Criteria

A camp or conference center proposing to serve as Host Site must have as a part of its staff a member of PCCCA holding active membership in good standing at the Professional level.

Invitations from potential host sites shall be submitted to the Board. Submissions should include information regarding educational and recreational resources and opportunities convenient to the site for possible inclusion in the meeting program, or for members' personal time before or after the gathering. Sites should also include an estimation of the cost per participant for site fees. Shuttle to and from the airport should not be an additional cost to the participant.

A Host Site must be able to provide the following facilities and services to accommodate the PCCCA meeting pattern, i.e. "the first week of November plus or minus one week."

- Housing for 150 – 175 persons, with facilities to serve couples, families with children, and individuals, including those with accessibility needs. Facilities may be located off-site, but conveniently accessible to the proceedings. A minimum of 50-60 semi-private rooms, or rooms that could be used to accommodate a family. Accommodations should not require top bunk utilization to meet site capacities.
- Meeting space as follows: one meeting room large enough to hold the entire attendance, separate from the dining room; at least 4-6 additional meeting rooms with a minimum capacity of 20-40 persons each for group sessions; one additional room to be set aside for use by the PCCCA Board of Directors for the entire meeting. (These requirements may vary slightly based on theme, schedule structure, and facility capabilities.)
- Audio/Visual Equipment for classrooms including something to write on in each classroom (flipchart or dry erase board), overhead projector(s), and access to an LCD projector. A sound system will need to be available for the large meeting room for keynotes, worship, etc.
- Childcare facility separate from other meeting rooms, consisting of one room for infants with appropriate equipment and one for children up to age 11.
- Linen Service for all participants, with a minimum of at least one change of towels mid-conference.
- Food Service reflecting the Association's concern for ethical nutrition, energy conservation and dietary diversity.
- Accessibility to major airport, with regular transportation service or arrangements for shuttles to and from the airport to minimize the necessity for members renting vehicles to get to the site.
- On-site accessibility to printing and copying equipment for use by the Board, conference staff, and worship and workshop leaders.
- Preferably hold American Camping Association accreditation.

Host Site Responsibilities

- Meet the criteria for hosting PCCCA.
- Set date for event in consultation with the Board.

- Host site representatives shall attend the meeting the year before their site is the host, for the purpose of meeting with the Program Committee and distributing printed dates and announcing any details already in place.
- Provide a representative on the Program Committee to participate in planning program to include ideas of keynote speakers, workshop leaders, entertainment, etc.
- Provide transportation from nearest airport for participants who request this service.
- Arrange for all services to include meals, snacks, linens, and necessary equipment for all workshops and meetings.
- Welcome group the first evening, telling a little about site, how to find things, housekeeping details, etc.
- Line up photographer for group photo, develop and distribute one 8x10 photo per registered family.
- Arrange for job posting board and publicity sharing tables to be in the main area of the event.
- Arrange childcare providers for ages infant through 3.
- Provide information on area attractions, tours, and transportation.
- Participate in evaluations of event.
- Within one month following event, submit an itemized invoice to the Registrar of the event.

Louisville Office Responsibilities

- Post all pertinent publicity of and registration information for the annual event on the PCCCA website.
- Upon presentation of the fees established for the annual event, create necessary office procedures to handle event registrations and dues payments.
- Serve as Registrar for the event to include:
 - Welcome letters and information on how to reach site to all registrants as registrations arrive.
 - Send mailing at least one month prior to event with the complete lineup of workshops, site and area interests, as available from the Program Committee.
 - Assign housing in partnership with the host site.
 - Prepare and distribute welcome packets to include:
 - Name tags
 - Roster of Participants
 - Final Program Schedule
 - Details of workshops and locations
 - Site specific information (housekeeping, linen, day off options)
 - Evaluations of event
 - Forward to the host site all participant registration data so that proper housing and meal arrangements can be made.
 - Send confirmations of registration to participants in a timely manner.
 - Maintain all financial records for the annual event.
 - Within 60 days after the end of the annual meeting, prepare a financial report showing all income and expense related to the meeting. This report shall be sent to the Treasurer of PCCCA, along with all membership dues received and any surplus income from the annual meeting.
 - Provide a directory of PCCCA membership at the annual meeting for participants to enter corrections.