

**OUTLINE OF
HOSTING COUNCIL OBJECTIVES
FOR THE
NOR CAL COLLEGE OF COMMISSIONER SCIENCE**

The following is a listing of those items that need to be accomplished to assure a successful College. The associated draft Time Line file provides guidance as to when these objectives should be reached.

DETERMINE DATE AND PLACE OF PLANNING MEETINGS FOR UPCOMING COLLEGE.

IDENTIFY AND SECURE COLLEGE LOCATION & DETERMINE IF COST WILL FIT BUDGET

PREPARE A COLLEGE BUDGET (GUIDED BY PRIOR YEAR'S BUDGET)

IDENTIFY AND SECURE TWO PLENARY SPEAKERS, IDEALLY ONE EACH:

MOTIVATIONAL - MORNING
INFORMATIONAL - LUNCHEON

IDENTIFY AND SECURE FOOD SERVICE CATERERS

ACTIVATE WEB PAGE REGISTRATION (Tech Dean Responsible) (Nov 1, is goal)

ORDER MEMORIAL PINS, COLLEGE PATCHES & Dr BUCKLES (as needed)

DETERMINE GIFT & OBTAIN FOR CONFERENCE SPEAKERS

SECURE A SCOUT TRADING POST FOR COLLEGE

CREATE & DISTRIBUTE FLYERS AND OTHER PROMOTIONAL MATERIAL

PREPARE PARTICIPANT FOLDERS (see reg folder contents listing file)

MAINTAIN UPDATED PLANNING COMMITTEE CONTACT LIST

VERIFY CLASS TRACKS ARE STAFFED BY THEIR RESPONSIBLE COUNCILS (Academic Dean Responsible)

MAINTAIN ADMINISTRATIVE WEB PAGE TRACKING COLLEGE DATA & PREPARE DIPLOMAS (Tech Dean Responsible)