



Arkansas School Counselor Association
Board Handbook
July 2006
Revised July 2011
-July 2015 revisions
-2020/21 revisions

DEFINITIONS

ArSCA	Arkansas School Counselor Association
ASCA	American School Counselor Association
DESE	Department of Elementary and Secondary Education

ArSCA - ArSCA is organized into 6 regions within the state. ArSCA initiates and supports the improvement of school counseling programs through information, research, legislation, professional development, and ethical standards, while upholding and encouraging continued improvements in standards for education.

Per ArSCA policy, no ArSCA member's email contact will be shared with outside agencies. Membership list(s) with school name will be sent to ASCA each year per ASCA policy Page 2 #11 *Divisions shall submit a list of all Division members, with contact information, to ASCA each year. Divisions may request a reciprocal list from ASCA upon submission.*

ArSCA Officer List

- *President
 - *President Elect
 - *Past President
 - Office Manager/Treasurer
 - Secretary
 - *Elementary Vice President
 - *Middle/Junior High Vice President
 - *Secondary Vice President
 - *Post-Secondary Vice President
 - *Central Region President
 - *Northcentral Region President
 - *Northeast Region President
 - *Northwest Region President
 - *Southeast Region President
 - *Southwest Region President
- * = Voting member Terms of Office – ArSCA Fiscal Year July 1-June 30

Division of Elementary and Secondary Education

School Counseling Program Coordinator
School Counseling Program Advisor

ArSCA Chairs/Committees

ArSCA Conference
Counseling Outcome/Research
Critical Incident/Crisis Response
Ethics
Grant Writer
Historian
Hospitality
Human Rights
Membership
Professional Development
Public Policy and Legislation
Public Relations and Advocacy
Sponsorship
Technology/Website

Table of Contents

Officers	Page #
President	4
President Elect	6
Past President/Finance/By-Laws/Parliamentarian	8
Treasurer/Office Manager	10
Secretary	13
Elementary Vice President	14
Middle/Junior High Vice President	15
Secondary Vice President	16
Post Secondary Vice President	18
Region Presidents (6)	19
Arkansas Department of Education Guidance Representative(s)	22
Committee and/or Chair Positions	
Conference Chair	23
Counseling Outcome/Research	26
Critical Incident/Crisis Response	27
Ethics	28
Grant Writer	29
Historian	30
Hospitality	31
Human Rights	32
Membership	33
Public Policy and Legislation	34
Public Relations and Advocacy	35
Sponsorship	36
Technology/Website	37
Appendix(s)	38
• Board membership ArSCA and ASCA	38
• ArSCA LDI	38
• ArSCA Conference	38
• Conflict of Interest Disclosure Form	42
• Counselor of Year Information	44
• Hugh Lovette Scholarship Information	47
• Sample Budget planning sheet/Expenditures for officers using issued ArSCA Credit Card	50
• Sample Superintendent letter of board members serving on board	55
• Mileage/Check request form	56
• Officer Candidate Information	57

PRESIDENT

2 Year term responsibilities

- Attend and Preside over all ArSCA Board meetings (voting member)
- Submit articles to ASCA for State Newsletter published by ASCA meeting deadlines established by ASCA.
- Study Rules of Order for meetings
- Study By-Laws
- Submit any By-Law changes to ASCA
- Submit complete By-Laws to ASCA when they come up for periodic review.
- Work with Conference Chair in planning Conference details – Speakers, Menu, Decorations, Presenter gifts, etc.
- Communicate with Arkansas Counselor of the Year about ASCA process, recognition trip in Washington DC, and ArSCA's payment.
- Maintain communications on legislative affairs.

July

- Officially take office
- Conduct ArSCA Presidential Retreat (June/July or in conjunction with LDI)
- Facilitate and attend ArSCA LDI
- Set ArSCA Board meeting dates and location or Zoom
- Attend ASCA Leadership Development Institute (LDI)(June/July)
- Order free ASCA brochures and handouts to be utilized by president elect on display table and display board at conferences and workshops
- Order name badges for board members
- Order business cards/ArSCA stationary
- Check on any advance planning needed for future conferences
- Finalized selection of members to fill ArSCA chair and leadership positions
- Address year long responsibilities

August

- Mail letters to administrators of members on board
- Set up ArSCA table display at conference(s) board votes to attend.
- Address year long responsibilities.

September - February

- Secure keynote speakers for conference
- Apply for Arkansas Traveler Certificate if applicable for keynote speaker(s)
- Address year long responsibilities.

March

- Confirm keynote speaker(s) with conference committee
- Confirm travel and accommodations for keynote speaker(s).
- Submit bio/picture of guest speaker(s) to ArSCA President Elect and/or conference chair to be included in the Summer Conference Program.
- Address year long responsibilities.

April

- Submit required documents to ASCA *Yearly Review of Arkansas and *Delegate Assembly names
- Order free ASCA materials for ArSCA Conference Booth and for Regional meetings
- Contact COY winners and those not selected as the state winners
- Contact COY winner's superintendents and principals to make them aware of the COY award and invite them to attend the awards ceremony during conference. Give date for RSVP for luncheon.
- Address year long responsibilities.

May

- Complete final details for Conference
- Upon board approval, secure a booth at ASCD Conference and Administrator's Conference.
- Plan ArSCA LDI with Past President and President Elect - Set date and secure location.
- Address year long responsibilities.

June-July

- Attend and preside over ArSCA/DESE Conference
 - Welcome and introduce main keynote speakers and special guests attending conference
 - Announce State COY winner during conference
 - Plan for a meal together with ArSCA leaders and new members
 - Attend ASCA National Conference & Delegate Assembly
- Address year long responsibilities.

PRESIDENT ELECT

Two year term responsibilities

- Attend all ArSCA Board meetings (voting member)
- Help organize and attend ArSCA conference in June/July.
- Year 1 of term - President Elect is in charge of the ArSCA Booth and securing volunteers from the regions to work the booth.
- Year 2 of term - President Elect is in charge of Exhibitors and Exhibit Hall
- Year 2 of term - Secure conference chair for upcoming two years of Presidency. Upcoming conference chair will be in charge of ArSCA booth during conference of second year of term of President Elect.
- Serves as Board liaison for the ArSCA conference chair(s).
- Make sure of a checks and balance system for accounting in booth money. Ask regional presidents to help close the booth each day of the conference and count and verify money together. Have a secure place (like Hotel safe) to keep money not needed for the next day.
- Serve as Board liaison for various committees as appointed by President.
- Submit articles to ASCA Newsletter as requested by President.
- Study By-Laws
- Maintain communications on legislative affairs with President.

July

- Attend ArSCA Presidential Retreat (June/July or in conjunction with LDI)
- Attend ArSCA Leadership Development Institute (LDI)
- Officially take office
- Attend ASCA Leadership Development Institute (LDI)(June/July)
- Begin planning ArSCA conference with the Conference Chair, Professional Development Chair and the DESE Specialist.
- Order business cards (1000 should last for your six years of service)
- Address year long responsibilities.

August - October

- Year 1 - Begin choosing merchandise for ArSCA Booth
- Year 2 - Begin contacting Exhibitors
- Check with State COY Award winner. Remind of deadline to submit packet to National.
- Address year long responsibilities.

November

- Work with Conference Chair(s) to ensure ArSCA Conference Call for Programs and Exhibitor information is sent to ArSCA website and ArSCA listserv.
- Address year long responsibilities.

December

- Work with Conference Chair(s) to prepare ArSCA Conference registration form and hotel information.
- Address year long responsibilities.

January

- Confirm ArSCA Conference registration and hotel information is posted on ArSCA Website, ArSCA listserve to share with members.
- Address year long responsibilities.

February - May

- Continue to secure exhibitors during second year for Conference
- Finalize Conference plans
- Year 1 - Order plaques for State COY winners and Overall COY.
- Year 1 - Secure volunteers from the regions to set up and work the booth during the conference.
- Year 2 - Order plaques of State COY winners and Overall COY, president gavel for upcoming year and plaque to retire outgoing president's gavel.
- Address year long responsibilities.

June-July

- Year 2 - Oversee set up of exhibitors for Summer Conference
- Attend ASCA National LDI and Conference (June/July)
- Begin to work with the Professional Development Chairperson and the DESE Specialist on the upcoming Conference Speaker(s) contact, Venue for conference and other conference details.

PAST PRESIDENT/FINANCE/BY-LAWS/PARLIAMENTARIAN

Two year term responsibilities

- Attend all ArSCA Board meetings & provide written report of activities
- Study ArSCA budget
- Keep in contact with the treasurer
- Oversee budget
- Study Rules of Order for meetings
- Study By-Laws
- Year 1 of term in charge of Exhibitors and Exhibit Hall/Hospitality at Conference.
- Year 2 of term in charge of Hospitality Room
- Assist President in planning ArSCA LDI
- Maintain communications on legislative affairs with President

July

- Attend ArSCA Presidential Retreat (June/July or in conjunction with LDI).
- Officially take office
- Address year long responsibilities

August - December

- Attend all ArSCA board meetings
- Serve on ArSCA conference committee, as needed
- Address year long responsibilities

January

- Help plan and implement professional development workshops, as needed
- Work with Regional Presidents to obtain nominations for elections of President Elect every other year and the level Vice Presidents(Elementary and Secondary two year terms end on odd years – Middle and Post Secondary two year terms end on even years)
- Send Candidate Open Positions Form and information about candidate requirements to Regional presidents, listserve, and social media to make all members aware of open positions.
- Address year long responsibilities

February - March

- Prepare bios on candidates running for office
- Address year long responsibilities.

April - May

- Publish to membership electronic ballots with candidates bios for election
- Publish officer election results electronically on listserv and website
- Invite newly elected officers to attend LDI(June/July)
- Address year long responsibilities.

June-July

- Attend ArSCA Summer Conference
- Year 1 - Exhibitors and Exhibit Hall set up/Hospitality room for Vendors at conference
- Year 2 of office in charge of Hospitality room for Vendors at conference
- Address year long responsibilities.

TREASURER/OFFICE MANAGER

Year-long responsibilities

- Attend all ArSCA Board Meetings
- Serve as liaison between ASCA Accountant and ArSCA Board
- Pay bills and expense requests as received and post in excel spreadsheet
- Make deposits as needed
- Study By-Laws
- Obtain budget from Finance Chairperson (past president) and post line items and numbers in excel spreadsheet
- For each board meeting, secure financial report from ASCA Accountant of deposits and expenditures. Email financial report to the ArSCA Secretary to be sent to each board member.
- Checks are not to be issued unless the item is in the budget or board approval has been given.
- Pay through bill pay monthly Starling Digital and AT&T. The credit card account can also be paid through bill pay. Sometimes there is no credit card bill. When you get a credit card bill, make sure receipts from the Presidents match what has been charged on the bill.
- The bank has a security system that involves using a phone to get a security code. Help the ASCA accountant group get into the bank because they do not get the code. Be available for ASCA to call when they need in the account. The ASCA accountant likes to know when the board is meeting and to have the monthly account information sheet ready for the board.
- Pay invoices from the lobbyist quarterly.
- Reimbursement checks are given to the regions usually 2 times a year. Once in the fall right after school begins to help the region have money for their regional meetings. The 2nd check is given early in spring to represent those counselors who have joined and paid after the first check was written.
- Deposit at least \$1.00 into the other account at Simmons to keep it open. This is usually deposited in January and July. If it becomes dormant, it is a lengthy process to reopen the account.
- Approve and Promote Conference and PD events at the state and regional levels
- Assist in planning of In-service/workshops on Crisis/Crisis Response (Crisis Response Chair leads this effort with assistance from DESE), as needed
- Assist in planning of Professional Development based on current needs-

July

- Appointed by President
- Remind President to have Regional Treasurer's to file Regional Financial Report
- Attend ArSCA Leadership Development Institute (LDI)
- Continue collecting and billing counselors for their conference and membership. Continue making deposits and doing an account reconciliation on both accounts to make sure that the balances match what is in the bank.
- Address year long responsibilities

August

- Present previous year's annual report at August Board Meeting.
- Update the non-profit status with the State of Arkansas.
- Send out a welcome email to new members. List the benefits of being a member and include the President of the Region for additional contact information for the new counselor. Give them their member id and let them know about the listserve, Facebook and twitter.
- Address year long responsibilities

October - November

- Pay invoice for "Surety Bond". The names and addresses of all serving on the board will be sent to the company.
- Address year long responsibilities

December - April

- Once conference information is shared, make sure that the on-line registration form is correct and shared with the Accountant from ASCA Consulting. The accountant will need this form to issue invoices and accept credit card payments. Remind the Accountant to send you receipts.
- The accountant will receive money from credit cards and the mailbox will be used for school districts to mail checks. The mail box will need to be checked daily 2 months before the conference. The accountant asks that the office manager lists the checks separately. There is a form in the google drive that the accountant has set up.
- Address year long responsibilities

April - May

- At final board meeting in April/May, remind board members to have all bills and expense requests to the treasurer/Officer Manager by June 30th.

- Begin the process of updating and acquiring a new Professional Development number to use for the conference or any workshops that the regions might hold.

June - July

- Attend ArSCA Conference
- Have check ready for presentation of Hugh Lovett Scholarship recipient during conference. (Mail check if the recipient cannot attend the conference.
- During the conference have any speaker fill out a W9 so that the accountant can send them a 1099 tax income form for their taxes. The Hugh Lovett Scholarship recipient also has to fill one out. Any one that the association pays more than \$600.00 to has to fill out a W9. Scan and send to the accountant and the accountant will make sure that the proper tax form gets to the person. The lobbyist doesn't need to fill out a W9. His salary goes to a company that pays him.
- On June 30th (or soon after), close out books for the year.
- Make sure that all bills are paid for the conference. That lists includes:
 - Hot Springs Convention Center
 - Turf Catering
 - Southwest Design
 - Programs
 - T-shirts and miscellaneous items
 - Cash available for sale tables and at the registration if someone pays by cash
 - Embassy Suites
 - Office items for the conference – manila envelopes, name tags, sticky labels
 - Check for outgoing President(2nd year of President's term) - \$350.00
 - Pay trophy place for any plaques or name tags that have been ordered.
 - When the President changes, Office Manager and the new president will go to the bank to change the names on the account. This is done easily during the conference. Prepare a letter to take to the bank stating that the officers have changed. The bank will not allow the change to happen unless you have something in writing.

SECRETARY

Year-long

- Communicate with webmaster
- Attend all ArSCA Board meetings
- Study Bylaws
- Set up email distribution list for the ArSCA Board
- Maintain communication among board members regarding board business
- Handle board correspondence as needed
- Maintain a record of all board business
- Send reminders to all board members regarding board meetings
- Have copies of the minutes from the most recent board-meeting ready to be referenced at the board meetings
- Keep minutes at the board meetings
- Distribute completed minutes electronically after the board meetings
- Submit ArSCA Business Meeting minutes to be posted to the website.

July

- Attend ArSCA Leadership Development Institute (LDI)
- Appointed by President
- Prepare any record keeping instruments needed for the year ahead
- Contact board president for a list of appointed and elected board members
- Address year long responsibilities

August - June

- Send reminders to all board members regarding all upcoming board meeting
- Prepare minutes from the previous board meeting
- Keep minutes at the ArSCA meetings
- Distribute completed minutes electronically after each board meeting
- Make the minutes a part of the permanent record
- Maintain communication among board members regarding board business
- Handle board correspondence as needed
- Maintain a record of all board business
- Attend ArSCA conference
- Keep minutes at the general meeting during the ArSCA conference
- Address year long responsibilities

ELEMENTARY VICE-PRESIDENT

Year-long

- Attend all ArSCA Board meetings (voting member) provide report of activities
- Submit articles to ArSCA website/listserv/newsletter (re: programs, ideas etc. that are beneficial to this level)
- Write letters or make calls to legislature when requested by ArSCA
- Attend other functions to represent ArSCA when requested
- First year serving as VP, shadow second year VP's to learn the process for selection of the state Counselor of the Year recipients.
- Second year serving as VP organize and oversee the selection of the state Counselor of the Year recipients.

July - December

- Officially take office
- Attend ArSCA Leadership Development Institute
- Address year long responsibilities

January

- Submit a Presentation Proposal to the ArSCA Conference Chair for the Elementary Share Session
- Address year long responsibilities

March - May

- Submit an article to the ArSCA website/Listserv/newsletter regarding the Elementary Share Session at Summer Conference
- Address year long responsibilities

June-July

- Attend ArSCA Conference
- Lead Elementary Share Session
- Present COY State Winners at Conference

MIDDLE/JUNIOR HIGH VICE-PRESIDENT

Year-long

- Attend all ArSCA Board meetings (voting member) provide written report of activities
- Submit articles to ArSCA website/listserv/newsletter (re: programs, ideas etc. that are beneficial to this level)
- Write letters or make calls to legislature when requested by ArSCA
- Attend other functions to represent ArSCA when requested
- First year serving as VP shadow second year VP's to learn the process of selection of the state Counselor of the Year recipients.
- Second year serving as VP organize and oversee the selection of the state Counselor of the Year recipients.

July - December

- Officially take office
- Attend ArSCA Leadership Development Institute
- Address year long responsibilities

January

- Submit a Presentation Proposal to the ArSCA/DESE Conference Chair for the Middle/Junior High Share Session
- Address year long responsibilities

March-May

- Submit an article to the ArSCA website/listserv/newsletter regarding the Middle/Junior High Share Session at Conference
- Address year long responsibilities

June-July

- Attend ArSCA Conference
- Lead Middle/Junior High Share Session
- Present COY State Winners at Conference

SECONDARY VICE-PRESIDENT

Year-long

- Attend all ArSCA Board meetings (voting member) & provide written report of activities
- Submit articles to ArSCA website/listserv/newsletter (re: programs, ideas etc. that are beneficial to this level)
- Write letters or make calls to legislature when requested by ArSCA
- Attend other functions to represent ArSCA when requested
- Publish Hugh Lovett Scholarship information and accept applications through submission deadline. Present applicants to board for selection.
- Share with newly elected VP any information or tips on Hugh Lovett Scholarship procedures.
- First year serving as VP, shadow the second year VP's to learn the process for selection of the state Counselor of the Year recipients.
- Second year serving as VP organize and oversee the selection of the state Counselor of the Year recipients.

July-December

- Attend ArSCA Leadership Development Institute
- Officially take office
- Address Year long duties

January - February

- Submit a Presentation Proposal to the ArSCA Conference Chair for the Secondary Share Session
- Prepare and run off letters, applications and requirements and send to college representatives concerning the Hugh Lovett Scholarship. Applications are accepted until April 30th.
- Address year long responsibilities

March

- Promote Secondary Share Session at Conference on ArSCA website/listserv/newsletter
- During March ArSCA Board meeting, voting members will choose scholarship recipient.
- Address year long responsibilities

April - May

- After Hugh Lovett recipient is chosen, communicate with the winner. Send a letter to the applicants who did not receive the award. Send a notice to the listserv, social outlets, social media, and website.
- Address year long responsibilities

June-July

- Attend ArSCA Conference
- Lead Secondary Share Session
- Present COY State Winners at Conference

POST SECONDARY VICE-PRESIDENT

Year-long

- Attend all ArSCA Board meetings (voting member) provide report of activities
- Submit articles to ArSCA website/listserv (re: programs, ideas etc. beneficial to level)
- Write letters or make calls to legislature when requested by ArSCA
- Attend other functions to represent ArSCA when requested
- Serve as board liaison for Graduate Students and Research
- Maintain a listing of each University with a School Counselor Training Program in the state & work with the head of the school counseling department on each campus to secure a graduate student to be your campus contact person. Obtain that person's name, address, phone #'s and e-mail.
- Inform the Governing Board of interests, goals and needs of counseling graduate students
- Encourage communication between school counselors and graduate students
- Communicate ArSCA's programs & services to counseling graduate students.
- Assist Membership Chair in recruiting student members
- First year serving as VP, shadow the second year VP's to learn the process for selection of the state Counselor of the Year recipients.
- Second year serving as VP organize and oversee the selection of the state Counselor of the Year recipients.

July - December

- Attend ArSCA Leadership Development Institute (LDI)
- Officially take office.
- Attend to year long responsibilities

January

- Submit a Presentation Proposal to the ArSCA Conference Chair for the Post Secondary Share/Graduate Student Session
- Attend to year long responsibilities

March - May

- Promote Post Secondary/Graduate Student Share Session at ~~Summer~~ Conference
- Attend to year long responsibilities

June-July

- Attend ArSCA Conference
- Lead the Post Secondary/Graduate Student Session at Conference
- Present COY State Winners at Conference

REGIONAL PRESIDENT

Year-long

- Attend all ArSCA Board Meetings (voting member)
 - Prepare and submit report for monthly ArSCA newsletter
 - Prepare and submit report on regional activities prior to each meeting and submit to secretary – preferably electronically.
 - In the event you cannot attend, you must contact another elected regional member and request they attend in your place. You must also notify the ArSCA president or secretary if you cannot attend.
- Promote ArSCA projects
- Stay in touch with the state president, your fellow regional presidents, and members of the Board through the ArSCA Board Group. Contact the Technology Chair as needed.
- Obtain volunteers for ArSCA booth at the ArSCA conference. Regions will be assigned a designated time.
- Secure silent auction item(s) for conference philanthropy.
- Work with the Office Manager about new members in the region and changes in e-mail addresses for the list-serve
- Promote regional membership
- Take pictures of regional members/activities and share with Historian.
- Recruit members from the region to run for open state board positions.

July

- Attend ArSCA Leadership Development Institute (LDI)
- Officially take office
- Make arrangements to obtain By-laws from previous regional president.
- Get a calendar of all dates for the ArSCA board meetings which the regional president attends.
- Address year long responsibilities

August - November

- Meet with your regional officers and make plans for the year, using this handbook as a guide as well as the information you received at LDI to assist you.
- Set date/location for Regional Board planning meeting.
- Begin plans for your regional conference.
- Discuss any fundraising strategies.
- Encourage members to think about running for positions that will be voted on for the state board in the spring.
- Begin process for COY selection for region. Publish dates for nominations to be received. Review addendum for COY selection process.
- Address year long responsibilities

December

- Notify Regional COY award nominees that they have been nominated
- Request information to select regional winners.
 - Documents region requires for consideration of the Regional COY award.

Example of documents:

- Description of current counseling program
- Resume'
- Letters of recommendation

All materials due back to the regional president by January 1.

- Address year long responsibilities

January

- Select finalists at Elementary, Middle and Secondary Levels for awards in conjunction with past president and president elect or appoint a selection committee.
- Notify finalists that they have been selected as the regional winner and inform them of the criteria for submitting the online portal nomination form.
- Notify regional winners of the person who nominated them.
- Address year long responsibilities

February

- Award finalists must submit online portal submission by the end of the month to be considered for the state awards.
- Address year long responsibilities

March

- Regional Presidents review online submission and select State Award Winners prior to March meeting
- Board voting members review state winning packets and select the Overall State Counselor of the Year
- Regional Presidents will send letters to superintendents of the winners notifying them of the selection of the regional winner from their school.
- Trophies for regional winners should be purchased and presented during the summer business meeting at conference.
- Address year long responsibilities

April - May

- Begin planning Summer Business meeting agenda.
- Address year long responsibilities

June-July

- Attend ArSCA Conference
- State Counselors of the Year winners will be recognized at the ArSCA Conference
- Order plaques/awards for region winners
- Regional Counselors of the Year will be recognized at Regional Business Meeting at Conference

Conference Duties of Regional Presidents:

- Conduct Regional Business meeting
- Announce Regional Award winners during General Session luncheon during conference.
- Present Regional Award winners with plaques during regional business meeting.
- Secure workers for ArSCA booth(times will be given to each region)
- Secure silent auction item(s) for philanthropy

Regional Conference

All regions should have a regional conference during the year. The location should be rotated throughout your region to encourage participation. Common locations are universities or locations that provide free use of facilities and lunch. Be sure to discuss plans with officers at your regional board gathering. Common things to address at your regional conference include: program, registration, sign-in sheet, presidential welcome, secretary's and treasurer's report, promotion of membership, speaker(s) and their bios, presentation(s), nomination/presentation of regional recognition awards, business meeting, recognition of new members, entertainment, door prizes, decorations, CEUs (See addendum for requirements), sign-up and professional forms

Division of Elementary and Secondary Education
SCHOOL COUNSELING PROGRAM COORDINATOR AND
ADVISOR

Year-long

- Attend all ArSCA Board Meetings
- Provide necessary updates to the ArSCA Board from the DESE
- Collaborate with ArSCA on school counseling workshop, conferences and projects for the benefit of all Arkansas School Counselors
- Help promote the Arkansas Model and the ASCA National Model for Comprehensive School Counseling Programs

June-July

- Attend ArSCA Leadership Development Institute (LDI)
- Attend ArSCA Conference
- Address year long responsibilities

ArSCA CONFERENCE CHAIR(S)

Year-long

- Attend ArSCA Board meetings & provide written report of activities
- Chair Conference Committee Meetings
- Obtain conference theme from ArSCA President
- Designate assignments and completion dates
- Submit monthly reports to ArSCA President of conference planning/activities
 - Committee includes President Elect, Past President, DESE and other individuals assisting in conference

Year 1 of President's term in office

President Elect is responsible for ArSCA Booth

Past President is responsible for Exhibitors and Hospitality Room for Vendors

Year 2 of President's term in office

President Elect's Conference Chair is responsible for ArSCA Booth

President Elect is responsible for Exhibitors

Past President is responsible for Hospitality Room for Vendors

July

- President appoints position
- Attend ArSCA Leadership Development Institute (LDI)
- Address year long responsibilities

Aug - Sept

- Contact ASCA (if using conference professional development tool and/or virtual platform), Southwest Design, Turf Catering, and any other vendor(s) providing services for our conference to secure dates for conference with them
- Survey counselors of topics of interest for proposals
- Post Save the Date for ArSCA/DESE Conference to website, listserve, and Facebook
- Update any forms needed for current conference registration/vendors/presenter proposals
- Work with Sponsorship Chair to update and/or create letters to be sent to potential sponsors
- Address year long responsibilities

October

- Call for Presentation Proposals for ArSCA/DESE Conference
- Work with Past President/President Elect to send call for Exhibitors
- Address year long responsibilities

November - December

- Contact conference hotel for hotel reservation information and number of rooms blocked off for conference attendees
- Post conference registration and hotel to website, listserve, and facebook
- Address year long responsibilities

Jan - Feb

- Committee reviews conference proposals and exhibitors to date.
- Obtain additional presenters as needed.
- Address year long responsibilities

March

- Post proposal topics received to date.
- Continue to promote conference using social media platforms
- Address year long responsibilities

April

- Finalize Conference Schedule
- Confirm Keynote Speaker(s) accommodations and transportation
- Begin typing Conference Program, if not already in progress
- Confirm conference "gift" and order
- Work with President to finalize menu and snack choices for conference
- Work with President to obtain Arkansas Traveler Certificate to give to eligible speakers. (Instructions in Appendix)
- Address year long responsibilities

May - June

- Complete conference program. Committee proofreads for mistakes
- Take final conference program to printers/Print conference at a glance
- Send convention center event manager schedule with speakers
- Confirm PD Hours and procedures with office manager
- Remind Regional Presidents to secure silent auction items.
- Submit Tentative numbers to Catering company/7 days prior to event final numbers must be submitted.
- Confirm with Office Manager or designee to certify with DESE to be a professional development provider
- Obtain liability insurance for conference dates
- Address year long responsibilities

Conference reminders

- Submit final numbers to Catering Company 7 days prior to event
- Attend ArSCA Summer Conference
- ArSCA Conference fee and Hotel Room provided by ArSCA for Conference Chair
- On-site Chairperson for ArSCA/DESE Conference

- Organize board and volunteers to create attendee packets, materials, etc.
- Lead any training of conference volunteers as needed
- Technology Chair on site for PD report issues
- After conference, Conference and Technology chairs confirm attendees have paid conference fees, hours attended, and awarding of certificates
- Make sure Technology Chair emails certificate to attendees

COUNSELING OUTCOME RESEARCH

Year Long Responsibilities

- Advocate for knowledge and training on trending and/or longstanding topics impacting the work of PreK-12th professional school counselors with the populations they serve.
- Seek opportunities to conduct school counseling outcome research projects within our state with practicing school counselors and their populations.
- Attend ArSCA Board meetings and provide a report of the work related to research to the ArSCA secretary prior to the meeting
- Attend other functions to represent ArSCA, when requested by the President
- RESEARCH INFORMATION & PROVIDE brief report for publication in ArSCA website/listserve/ or for social media use related to effective school counseling practice (re: current research topics in SC field, current books, literature, websites, etc. especially those from ASCA and other valid national leaders that are beneficial to the ArSCA membership)
- Advise and serve as liaison to the ArSCA Board and Arkansas school counselors for access to research on effective school counseling practice
- Advocate for implementation of effective school counseling practice throughout Arkansas.
- Write letters, make calls, or visit with legislature when requested by ArSCA
- Create or organize a presentation(s) for ArSCA conference about effective school counseling outcome research practices

July-December

- President appoints position.
- Officially take office July 1st.
- Attend ArSCA Leadership Development Institute (LDI)
- Attend to year long responsibilities

January

- Submit a Presentation Proposal to the ArSCA Conference Chair on a pertinent topic from this leadership area
- Attend to year long responsibilities

February - June

- Address year long responsibilities

July

- Attend the ArSCA Conference. Make or oversee the SC outcome research session

CRITICAL INCIDENT/CRISIS RESPONSE COMMITTEE CHAIR

Year-long

- Attend ArSCA Board meetings & Submit written report of activities
- Organize a statewide Crisis Workshop for ArSCA Professional Development (This may coordinate with ArSCA Conference).
- **Coordinate/facilitate ArSCA CI/CR Committee which is comprised of** two representatives from each of the six regions
- Attend and chair CI/CR committee meetings
- Co-sponsor In-service/workshops with DESE on CI/CR throughout Arkansas - supported by the ArSCA Professional Development Chairperson
- Alert and Coordinate CI/CR Committee to support fellow counselors during and after a critical incident/crisis.
- Document the number of CI/CR in which committee responded. Keep data on date, location, type of event, services offered and number affected.
- Attend meetings with ADE and Arkansas School Psychologists to fine-tune the 1-800 Crisis Assistance Line
- Help provide names of counselors, school psychologist., etc. to man the 1-800 Crisis Assistance Line
- Disseminate information about the CI/CR committee (C.A.R.E.S. Network)
 - Arkansas Crisis Response Team <http://www.arcr.org/Home.asp>
 - http://www.allaboutcounseling.com/crisis_hotlines.htm
 - <http://www.acasa.us/help.html>
 - <http://suicidehotlines.net/arkansas.html>
 - <http://suicidehotlines.com/arkansas.html>
- Submit Crisis Response article/information to the ArSCA website.

July - December

- President appoints position
- Attend ArSCA Leadership Development Institute (LDI)
- Address year long responsibilities

January - February

- Submit proposal to present or host session at ArSCA/DESE conference
- Address year long responsibilities

March - May

- Address year long responsibilities

June - July

- Attend ArSCA/DESE Conference
- Co-sponsor in-service/workshops on crisis/crisis response

ETHICS CHAIR

Year-long

- Attend ArSCA Board meetings - provide written report of activities
- Study ArSCA constitution and by-laws
- Read updated materials from ASCA and the ASCA ethics committee
- Purchase updated ASCA book on Ethics or study the one from the previous chair
- Refer ethics questions from the membership to the proper resource
- Submit articles to ArSCA website (re: chaired area ideas, current books, literature, etc. especially those from ASCA that are beneficial to the membership)
- Write letters or make calls to legislature when requested by ArSCA
- Attend other functions to represent ArSCA when requested

July-December

- President appoints position
- Attend ArSCA Leadership Development Institute (LDI)
- Address year long responsibilities

January-February

- Submit proposal for ethics session at the ArSCA/DESE Conference or arrange for a speaker
- Address year long responsibilities

June - July

- Attend ArSCA Conference
- Present session on ethics at the ArSCA/DESE Conference or preside at the session with the guest speaker

GRANT WRITER

Year-long

- Attend ArSCA Board meetings - provide written report of grant(s) activity
- Submit an article to ArSCA website/listserv/newsletter regarding grant opportunity(s)
- File a report with the President and Treasurer regarding the grant(s)
- Write letters or make calls to legislature when requested by ArSCA
- May work with PP&L chair on grants for legislative activity.
- Attend other functions to represent ArSCA when requested

July-December

- President appoints position
- Attend ArSCA Leadership Development Institute (LDI)
- Attend to year long duties
- Address year long responsibilities

January

- Submit proposal for grant writing session at the ArSCA/DESE Conference or arrange for a speaker
- Address year long responsibilities

February - May

- Address year long responsibilities

June-July

- Attend ArSCA/DESE Conference
- Present a session on grant writing at the ArSCA/DESE Conference or preside at the session with the guest speaker

HISTORIAN

Year-long

- Attend ArSCA Board Meetings
- Keep a pictorial record of ArSCA functions and people and share on social media, etc. with membership
- Provide a historical powerpoint and update each year
- Write letters or make calls to legislature when requested by ArSCA
- Attend other functions to represent ArSCA when requested

July-December

- President appoints position
- Attend ArSCA Leadership Development Institute (LDI)
- Address year long responsibilities

June - July

- Attend ArSCA Conference
- Address year long responsibilities

HOSPITALITY

Year-long

- Attend all ArSCA Board Meetings
- Provide light morning snack/light lunch with something to eat for the Board meetings.
 - Responsibilities include purchasing snacks
 - Examples:
 - Meat trays, lunch boxes from local vendors, potluck options.
- Submit receipt for purchased items to Treasurer
- Setting up snacks prior to the board meeting and cleaning up the snack table after the meeting.

July - May

- President appoints position
- Attend ArSCA Leadership Development Institute (LDI)
- Address year long responsibilities

June/July

- Attend ArSCA/DESE Conference

HUMAN RIGHTS CHAIR

Year Long Responsibilities

- Advocate for knowledge and training on topics impacting the work of PreK-12th professional school counselors and the human rights of marginalized populations of students served.
- Seek opportunities to help ArSCA be a leader in the state to help inform positive dialog and training on issues related to Human Rights.
- Attend ArSCA Board meetings & Provide a report of the work related to your specific leadership to the ArSCA secretary prior to the meeting
- Attend other functions to represent ArSCA, when requested by the President
- Research information and provide brief report for publication in ArSCA website/listserve/ or for social media use related to human rights training or service/help with issues related to marginalized populations within schools (re: maintain current understanding with human rights topics in SC field via current books, literature, websites, etc. available especially those from ASCA and other valid national leaders which are beneficial to the ArSCA membership)
- Advise and serve as liaison to the ArSCA Board and Arkansas school counselors for access to encouragement and resources on human rights issues
- Advocate for implementation of effective SC practice in human rights throughout Arkansas.
- Write letters, make calls, or visit with legislature when requested by ArSCA
- Create or organize a presentation(s) for ArSCA summer conference about effective school counseling human rights practices

July-December

- President appoints position.
- Officially take office July 1st.
- Attend ArSCA Leadership Development Institute (LDI) (June/July)
- Address year long responsibilities

January

- Submit a Presentation Proposal to the ArSCA/DESE Conference Chair on a pertinent topic from this leadership area
- Address year long responsibilities

February - July

- Address year long responsibilities
- Attend ArSCA/DESE Conference. Present or oversee the human rights session

MEMBERSHIP CHAIR

Year-long

- Attend ArSCA board meetings & provide written report of activities
- When requested, write articles for website/newsletter promoting membership
- Attend counselor related meetings to recruit/retain members
- Visit with graduate students in counselor educator programs across state
- Post emails on ArSCA listserv promoting membership
- Send blast emails to ArSCA membership promoting membership
- Encourage all board members to promote membership when attending counselor related meetings
- Always have membership applications on hand
- Monitor membership numbers and report to the board and organization

July

- President appoints position
- Attend ArSCA Leadership Development Institute (LDI)
- Address year long responsibilities

August - May

- Contact regional presidents to obtain membership chair's contact information
- Contact membership chairs to explain duties and suggestions to promote membership
- Contact counselor educators to promote membership with their graduate students and schedule visits
- Create email distribution list for regional presidents/membership chairs and counselor educators. Send emails to both groups to promote membership
- Address year long responsibilities

June /July

- Attend ArSCA Conference

PUBLIC POLICY AND LEGISLATION CHAIR

Year-long

- Attend ArSCA Board meetings & provide written report of activities
- Coordinate/facilitate ArSCA PP&L Committee which is comprised of one representative from each of the six regions
- Submit articles to ArSCA website (update on laws/bills beneficial to the membership as needed)
- Submit updated information to ArSCA website and social media platforms
- Communicate with ArSCA Lobbyist
- Communicate with the ArSCA President and the membership regarding legislative issues
- Advise the board on current legitimate ways to communicate, “meet & greet” and otherwise get to know our legislators
- Monitor AR House/Senate schedule for schedules/proposals in legislation arkleg.state.ar.us

July - October

- President appoints position
- Attend ArSCA Leadership Development Institute (LDI)
- Address year long responsibilities

November - May

- Submit proposal for legislative session at the ArSCA/DESE Conference or arrange for a speaker
- Promote School Counselor Week
- Address year long responsibilities

June - July

- Attend ArSCA/DESE Conference
- Present a session on PP&L issues at the ArSCA Conference or preside at the session with the guest speaker

PUBLIC RELATIONS & ADVOCACY

Year-long

- Attend ArSCA Board meetings and provide written report of activities
- Post ARSCA information to ArSCA Facebook, twitter or other social media. (Submit updated information to ArSCA website.)
- Upon request, post ArSCA newsletter articles on social media platforms
- Communicate with ArSCA President, Board, and the membership regarding school counseling issues
- Share pictorial record of ArSCA functions and people
- Respond to monitor post from members and guests
- Block or report person with inappropriate comments

July - December

- President appoints position
- Attend ArSCA Leadership Development Institute (LDI)
- Address year long responsibilities

January-February

- Submit proposal for public relations session at the ArSCA Conference or arrange for a speaker
- Promote School Counselor Week
- Address year long responsibilities

March - May

- Address year long responsibilities

June - July

- Attend ArSCA/DESE Conference
- Present a session on public relation issues at the ArSCA Conference or preside at the session with the guest speaker(s)

SPONSORSHIP COMMITTEE

Year-long

- Attend ArSCA Board meetings - provide written report of activities
- Work with ArSCA President to obtain sponsorships for various events
- Work with ArSCA Conference Chair to obtain sponsorships for ArSCA Conference

July

- President appoints position

August - May

- Address year long responsibilities

June - July

- Attend ArSCA LDI
- Attend ArSCA/DESE Conference

TECHNOLOGY/WEBSITE COMMITTEE

Year-long

- Attend ArSCA Board meetings - provide written report of activities
- Keep the ArSCA Board informed to new ways to communicate with the membership through technology
- Lead the ArSCA Board to make informed decisions about improvement in our website
- Accept information to place on the ArSCA website from the ArSCA President and the 6 Regional ArSCA Presidents (regional info only)
- Establish an advisory group for website feedback, as needed
- Submit articles to ArSCA website (re: chaired area ideas, current books, literature, etc. especially those from ASCA that are beneficial to the membership)
- Write letters or make calls to legislature when requested by ArSCA
- Attend other functions to represent ArSCA when requested

July

- President appoints position
- Attend ArSCA Leadership Development Institute (LDI)
- Address year long responsibilities

August - December

- Address year long responsibilities

January-May

- Submit proposal for technology/website session(s) at the ArSCA/DESE Conference or arrange for speaker
- Address year long responsibilities

June - July

- Attend ArSCA/DESE Summer Conference
- Present a session on website and listserv issues at the ArSCA Conference

Appendix(s)

ArSCA Board Membership

All voting officers shall be members of the American School Counselor Association, Arkansas School Counselor Association, and respective regional associations concurrent with their terms of office.

ARTICLE V: ArSCA BOARD OF DIRECTORS AND OFFICERS

ARTICLE V, SECTION 1. Officers.

The elected officers shall serve as the ArSCA Board of Directors. The elected officers shall be President, President Elect, Immediate Past President, Region Presidents, Elementary, Middle/ Junior High, High School, and Post-Secondary Vice Presidents. The elected officers shall be ArSCA Professional Members.

From Bylaw section V-3j. Elected officers must be ASCA Professional Members. Officers are responsible for their ASCA membership dues at their own personal expense.

***Regions consider sending Regional Presidents to LDI/ArSCA Conference paying for conference, conference lodging, and paying for ASCA membership if funds are available.**

ArSCA LDI in June or July

Emerging Leadership Training for ArSCA Board, Regional Boards and potential emerging leaders-explanation of structure of ASCA and ArSCA. Will provide sessions for Work-alike groups led by ArSCA Board – President, President Elect, Treasurer, Secretary, PP&L, Crisis Response, Technology, Membership, and Advocacy. Training will be provided on ethics, board meeting and web meeting procedures, and goal setting.

Conference Information

Upcoming conference dates:

ArSCA 2024 June 24 - 26, 2024 in Hot Springs

ASCA 2024 July 13 - 16, 2024 in Kansas City, MO

ArSCA 2025 June 23 - 25, 2025 in Hot Springs

ASCA 2025 July 12 - 15, 2025 in Long Beach California

ArSCA 2026

ASCA 2026 July 11 - 14, 2026 in New Orleans, Louisiana

Sample Conference Sponsorship Form Letter
Place on ArSCA Letterhead Stationary

PO Box 11470
Conway, AR 72034
ArSCA Office (501) 428-7167
Arkansasschoolcounselors@gmail.com
Website: **www.arschoolcounselor.org**

Dear Friends:

The Arkansas School Counselor Association (ArSCA) works hard each year to provide the school counselors across the state with the utmost professional development during our annual summer conference. It is our intention for the school counselors to take back to their schools the knowledge and skills learned and improve the lives of their students. As we hear more about mental health issues, suicidal deaths, the effects of trauma, and so much more, our association seeks to find experts in these areas to present us with the strategies needed to promote awareness, understand the proper treatments needed, and alleviate fatal incidents. As a non-profit organization, we have limited funds to get the experts that our school counselors need to hear from. With more funding, we could use our conference to reach every county in the state, and provide school counselors with tools to support their efforts to help their students. Last year, we had over 500 school counselors at our conference, and we expect even more this year!

Would you be willing to help us make a difference in the lives of Arkansas students across the state by becoming a sponsor of our annual conference? Your generosity will not only benefit the students, but your business or organization will get more exposure before, during, and after the conference. Sponsorship opportunities are available at a variety of levels that you can read about on the attached page.

The Arkansas School Counselor Association would love to discuss a relationship with you that benefits the future of our students. Please contact our sponsorship chairs, list names and contact information for sponsorship chairs.

We appreciate your consideration in helping the students of Arkansas.

Sincerely,

Current President

ARKANSAS TRAVELER CERTIFICATE

<https://www.sos.arkansas.gov/about-the-office/media-center/awards-citations/>

Given by the State of Arkansas and the ArSCA Board to out-of-state ArSCA keynote speakers at the July Conference who qualify to receive this honor. ArSCA Historian applies to secure this free certificate from the Arkansas Secretary of State Office by March or as soon as the name of the keynote(s) are known.

Information:

This certificate (11 ¼ x 15 ¼) expresses the state's special recognition to *out-of-state visitors* who have contributed to the progress, enjoyment or well-being of the State of Arkansas or to her people. When one receives this beautiful certificate they become an ambassador for our great state. Each certificate will have the official Seal of the State of Arkansas in gold, the signature of the Secretary of State and the signature of the Governor. It also comes with the story about the original Arkansas Traveler. Please click the link below for an application. (All applications are subject to approval).

Conference Timeline

Aug - Sept

- Contact ASCA (if using conference professional development tool and/or virtual platform), Southwest Design, Turf Catering, and any other vendor(s) providing services for our conference to secure dates for conference with them
- Survey counselors of topics of interest for proposals
- Post Save the Date for ArSCA/DESE Conference to website, listserve, and Facebook
- Update any forms needed for current conference registration/vendors/presenter proposals
- Work with Sponsorship Chair to update and/or create letters to be sent to potential sponsors

October

- Call for Presentation Proposals for ArSCA/DESE Conference
- Work with Past President/President Elect to send call for Exhibitors

November - December

- Contact conference hotel for hotel reservation information and number of rooms blocked off for conference attendees
- Post conference registration and hotel to website, listserve, and facebook

Jan - Feb

- Committee reviews conference proposal and exhibitors to date.
- Obtain additional presenters as needed

March

- Post proposal topics received to date.
- Continue to promote conference using social media platforms

April

- Finalize Conference Schedule
- Confirm Keynote Speaker(s) accommodations and transportation
- Begin typing Conference Program, if not already in progress
- Confirm conference "gift" and order
- Work with President to finalize menu and snack choices for conference
- Work with President to obtain Arkansas Traveler Certificate to give to eligible speakers. (Instructions in Appendix)

May - June

- Complete conference program. Committee proofreads for mistakes
- Take final conference program to printers
- Confirm PD Hours and procedures with office manager
- Remind Regional Presidents to secure silent auction items.
- Submit Tentative numbers to Catering company
- Confirm with Office Manager or designee to certify with DESE to be a professional development provider

Conference reminders

- Submit final numbers to Catering Company
- Attend ArSCA Summer Conference
- ArSCA Conference fee and Hotel Room provided by ArSCA for Conference Chair
- On-site Chairperson for ArSCA/DESE Conference
- Organize board and volunteers to create attendee packets, materials, etc.
- Lead training of conference volunteers for scanning sessions
- Secure Technology Chair to be on site for PD report issues
- After conference, Conference and Technology chairs confirm attendees have paid conference fees, hours attended, and awarding of certificates
- Make sure Technology Chair emails certificate to attendees

Copy of Conflict of Interest Disclosure Form

NOTIFICATION LETTER

Current date/year

Dear ArSCA Board Members, Committee Members, and Employees:

ArSCA Bylaws Article X (Conflicts of Interest Policy) requires full open disclosure and approval before the ArSCA governing board member, committee member, or employee may enter into contracts or other transactions with the ArSCA Board where he/she serves or is employed.

ArSCA Bylaws Article X does not apply to reimbursements paid for proper work-related expenses. However, in the case of hiring family members of board members and/or committee members, the ArSCA Board must meet all requirements set forth in ArSCA Bylaws Article X.

ArSCA Bylaws Article X applies when the board member, committee member, or employee is “financially interested” or “directly interested” in the transaction. “Financially interested” means ownership or more than 5% interest; holding a position of officer, director, trustee, partner, or top level management; and/or employee’s compensation is based in whole or in part on transactions with the entity. For ArSCA board members and committee members, restrictions may also apply to family members. “Directly interested” means receiving compensation or other benefits personally or to a business or other entity in which the individual has a financial interest or receives other benefits.

Therefore, board members, committee members, and employees of this entity have an affirmative obligation under ArSCA Bylaws Article X to disclose relationships with vendors before the entity enters into the contract or before services are performed. Disclosure is to be made to the ArSCA Board. Forms for this purpose will be provided by the entity.

All transactions involving the purchase, lease, acquisition, or other use of computers, software, copiers, or other electronic devices from family members of an employee responsible for establishing specifications or approving purchases of such equipment shall be approved according to the requirements of the ArSCA Bylaws regarding the purchase from an employee with a direct interest in the transaction.

ArSCA Bylaws Article X requires proper disclosure and approval of the transaction at an open board meeting.

Therefore, every board member, committee member, or employee will be required to disclose any potential vendor relationship by completing a disclosure form provided by the entity. Failure to fully disclose could result in “appropriate disciplinary and corrective action” (ArSCA Bylaws Article X, Section III) against the board member, committee member, or employee. If you wish to review, a copy of ArSCA Bylaws Article X is available in the ArSCA Board Manual or on the ArSCA website www.arschoolcounselor.org.

Sincerely,

ArSCA Board President

ArSCA Board Members, Committee Members, or Employees please sign below to acknowledge receipt of this notification. This form shall be signed each fiscal year. Board Year: 2020-2021

Printed Name	Signature	Title
		President
		President Elect
		Past President
		Elementary VP
		Middle/Jr High VP
		Secondary VP
		Post-Secondary VP
		Central Region
		North Central Region
		Northeast Region
		Northwest Region
		Southeast Region
		Southwest Region
		Secretary
		Treasurer
		DESE
		DESE
		Ethics
		Finance
		Historian
		Hospitality
		Membership
		PP&L
		PP&L
		Public Relations
		Research
		Grant Writing
		Critical IncidentCrisis

Counselor of the Year information

COY Specific requirements for a nominee:

- 1. Full-time, practicing Arkansas school counselor as of August of current year**
- 2. Minimum 5 years experience**
- 3. Master's degree in Counseling or equivalency**
- 4. Certified by Arkansas Department of Education**
- 5. ArSCA professional member as of July 1, of current year**
- 6. Must not be a current state board elected officer. (President Elect, President, Past President, or VP's at each level.)**
- 7. Must not have been State COY winner within the past 3 years**

Arkansas School Counselor of the Year Award Timeline

October/November

- Each regional president begins the process for COY selection for their region.
- COY recommendation request will be sent by each regional president to members and school administrators of their region. Nominations should be in writing along with the reason(s) for nomination. Be sure to publish dates for nominations to be received.
- All nominations should go to the regional presidents.
- Regional presidents should check for qualifications of nominees. Double check to make sure they are representing your region.

December

- Notify Regional COY award nominees that they have been nominated
- Request information to select regional winners.
 - Documents region requires for consideration of the Regional COY award may vary depending on region requirements.

Example of documents to be used for consideration include:

- Description of current counseling program
- Resume'
- Letters of recommendation

- Letter of nomination received with reason(s) for nomination

All materials due back to the regional president by January 1

January

- Regional Presidents are in charge of overseeing the selection process for each region. A selection committee will be appointed by the region president to select winners at the Elementary, Middle and Secondary Levels.
- Regional Presidents notify VP's in charge of COY selection of winners at each level so that information for each can be placed into the ASCA COY portal.
- Regional Presidents notify selected winners of each level that they have been selected as the regional winner and inform them of the process of completing AR COY online portal and also let the region winners know who nominated them.

February

- Award finalists must submit online portal submission by the end of the month to be considered for the state awards.

March

- VP's in charge of COY selection will notify region presidents on the date to review all portal entries. Region Presidents review online portal submissions and select State Award Winners at each level prior to the March meeting. (The March meeting date is set by the President each year.)
- Board voting members review state winning portal entries and select the Overall State Counselor of the Year
- Regional Presidents will send letters to superintendents of the winners notifying them of the selection of the regional winner from their school.
- Trophies for regional winners should be purchased and presented during the summer business meeting at conference.
- Overall State winner will be notified by the ArSCA President and the winner's name will be sent to ASCA.
- State winner may begin preparing School Counselor of the Year submission to meet ASCA submission timeline.
- ArSCA President will notify superintendents of all state winners and overall COY winner from their districts and make them aware of the award presentations that will take place during our luncheon at conference. Superintendents will be invited to attend the luncheon.

COY Recognition in Washington DC

Information from ASCA

All state school counselors of the year are invited to participate in a special daytime event on a date set each year in Washington, D.C., and an awards dinner and gala that evening.

ASCA will provide two nights of lodging for each state winner and reimbursement for the exact cost of a flight or train ticket to Washington, D.C., up to \$500. ASCA communicates with our state winner with additional details.

ArSCA will pay for the state winner's flight expense (of which ASCA will reimburse ArSCA), ArSCA will pay the state winner's lodging for one night if required, reimburse \$69 Washington D.C. per diem rate up to 3 days, two luggage fees (one going and one returning), and hotel shuttle (to and from airport). The only expenses you will have upfront will be your meals for up to 3 days at \$69.00 per diem rate. You will be asked to keep those receipts and be reimbursed after the trip.

Sample letter sent to superintendents/administrators of COY state winners

_____, Superintendent

P. O. Box _____

City, State

Date

Dear _____,

I am writing to share with you that _____, Counselor at _____ has been chosen as the Arkansas School Counselor Association's (year)_____ (category/division) Counselor of the Year. His/Her award will be presented during our conference at the Hot Springs Convention Center on Monday, _____, at the luncheon beginning at 11:00 am. You are invited to attend the ceremony. If you and any other administrators would like to attend, meal tickets may be purchased that day, but we will need to know the number attending so that we can include these in our meal count for the day. You may secure a meal by notifying me at _____. Please help share the news of this honor with others in your district. Often counselors are too humble to share this type of news about themselves. Congratulations again to

_____ and your district. We look forward to seeing you in Hot Springs at the Awards Luncheon.

Sincerely,

_____, ArSCA President

Hugh Lovette Scholarship Information

Sample letter to send to Counselor Educators:

Date _____

Dear Counselor Educators/Counselors in Training:

The Hugh Lovett Memorial Scholarship is offered each year by the Arkansas School Counselor Association (ArSCA) to students enrolled in a school counseling Master's Degree program in the state of Arkansas.

Please help us spread the word by sharing the attached criteria with other faculty, posting the information where it is visible to your school counseling students, and announcing this opportunity in your classes.

Attached you will find a copy of the criteria sheet and an application form. All requested items must be received by the March 1st deadline for an application to be considered.

If you have any questions please feel free to contact the scholarship chairperson by email: [email address and phone number](#).

Thank you in advance for your cooperation and help.

Sincerely,

_____, ArSCA Secondary Vice President
Chair ArSCA Hugh Lovett Memorial Scholarship

Criteria for selection of the Hugh Lovett Memorial Scholarship

The scholarship will be \$1,000.00 for one year as long as funds are available.

The award may be made to a student enrolled, at the Master's degree level, in a counselor education program in Arkansas, with emphasis in school counseling.

Academic promise, need, and evidence of ability to work effectively with young people will be evaluated in determining the award.

Recipients of the award who fail to render at least three full years of service in education in the state of Arkansas may be requested to repay the money to the scholarship fund. Annual contact with the committee chairperson for a period of three years will be appreciated.

The deadline for applications for the scholarship award will be March 1st, and the notification of the winner will be no later than June 1st.

A completed application, copy of college transcripts, and two letters of recommendation will be required of all applicants. One of the recommendations must be from either a graduate level professor or advisor.

The recipient is encouraged to become a member of ArSCA while a student in counselor education. He/she is also encouraged to attend the annual state counselors' conference (July) after receipt of the scholarship.

Application forms may be obtained from (1) counselor education programs, (2) Arkansas Department of Education Division of Elementary and Secondary Education, or (3) by emailing David Christian at ddchrist@uark.edu.

Completed application forms should be mailed to:

Hugh Lovett Memorial Scholarship
Attention:

APPLICATION FOR THE HUGH LOVETT MEMORIAL SCHOLARSHIP
DEADLINE March 1st
(APPLICANT MAY USE ADDITIONAL PAGES IF NECESSARY)

Name: _____ Date of Birth: _____

Address: _____

Contact Phone: _____

City: _____ Zip Code: _____

Email: _____

Education: _____

Hours Completed in Counseling/School(s) Hours Earned: _____

Work Experience: _____

Statement of Intent: _____

Statement of Financial Need:

Marital Status: Single Married Divorced

Spouse's Name (if applicable):

Spouse's Occupation (if applicable):

APPLICATION FOR THE HUGH LOVETT MEMORIAL SCHOLARSHIP

DEADLINE March 1st

(APPLICANT MAY USE ADDITIONAL PAGES IF NECESSARY)

Family adjusted Gross Income (last year): _____

Expected Gross Income (this year): _____

Number of Dependent Children: _____

Unusual Expenses/Circumstances: _____

Itemized budget sheet format handbook for future boards to utilize

2019-20 ArSCA Budget Example

Simmons Checking Account	\$140,316.84
Simmons Money Market Account	\$51,098.81
Balance Forward	191415.65

Estimated Income:	Estimated	2018-19	Actual
Membership (500) @ \$65	\$32500.00	(ArSCA) 591 @ \$65 (Regions) 591 @ \$10	\$38415.00 <u>\$5910.00</u> <u>\$44325.00</u>
Professional Development Workshops Conference Registration = \$103,400 Reg 429@200 = \$85800 Student/Retired 15@\$1500 ON SITE 2 @ 400 = \$800 Non-member @ \$15300 ArSCA Exhibitors/Sponsors = \$11500 24@ \$250, 1@\$450, 3@500, 5@300,1@2000,1@50	\$114900.00	\$118, 900.00 458@200 24@\$150 83@\$300 ArSCA Exhibitors & Sponsors 1@\$100, 1@\$150, 24@\$250, 8@\$300, 1@\$450, 4@\$500, 1@\$1500, 2@\$2000	\$135,500.00 \$118, 900.00 \$91,600 \$2,400 \$24,900 \$16,600
ArSCA Exhibitor Table Sales	\$2000		\$1657.00
Total:	\$149400.00		\$181,482.00

We based the budget on \$162,500.

**** Items exceeding budgeted amount must be by the Board.**

****Conference registration should be early bird registration.**

Estimated Expenditures

Description	Budget	Actual	Approved
President- <ul style="list-style-type: none"> Expenses to ASCA LDI & ASCA Conference & ArSCA conference. hotel, travel and meals (excluding alcohol) only. ASCA & ArSCA membership dues are the expense of the Officer elected. 	\$ 3500.00		
President Elect <ul style="list-style-type: none"> Expenses to ASCA LDI & ASCA Conference & ArSCA conference. hotel, travel and meals (excluding alcohol) only. ASCA & ArSCA membership dues are the expense of the Officer elected. 	\$3000.00		
Past President <ul style="list-style-type: none"> Expenses to ASCA LDI & ASCA Conference & ArSCA conference. hotel, travel and meals (excluding alcohol) only. ASCA & ArSCA membership dues are the expense of the Officer elected. 	\$3000.00		
ASCA LDI & Conference Expense <ul style="list-style-type: none"> Expenses to ASCA LDI, Delegate Assembly and ASCA Conference registration for President, President Elect and Past President. Other expenses will be allowed with prior board approval. Emerging leader to attend the ASCA conference 	\$1500.00		
ArSCA Counselor of the Year (COY) - ASCA Trip to DC <ul style="list-style-type: none"> ArSCA will pay for the state winner's flight expense (of which ASCA will reimburse ArSCA), ArSCA will pay the state winner's lodging for one night if required, reimburse \$69 Washington D.C. per diem rate up to 3 days, two luggage fees (one going and one returning), and hotel shuttle (to and from airport). In 2017 Arkansas Counselor of Year Invitation to Washington – ASCA email stating reimbursed state winners for flight expense up to \$500 and 2 nights lodging, This is not guaranteed each year 	\$2000.00		
Secretary <ul style="list-style-type: none"> Office expenses 	\$25.00		

Office Manager Expenses <ul style="list-style-type: none"> ● Bond/Insurance for elected officers - \$400 ● Accountant, Audit & Legal Fees \$1500 ● Bank fee \$12 ● Phone \$800 ● Square/Credit Card Transaction Fee (2.75 % per transaction) estimated cost \$1500 ● Office expenses \$500 <ul style="list-style-type: none"> ○ Stationery, pens, notepads, Board Name tags ● Postage \$200 ● US Post Office Box \$214 	\$5300.00		
Office Manager Salary <ul style="list-style-type: none"> ● Salary \$15000 	\$15000.00		
Membership <ul style="list-style-type: none"> ● Region Membership Reimbursement 	\$9000.00		
Elementary Vice- President <ul style="list-style-type: none"> ● Miscellaneous expenses 	\$25.00		
Middle/Jr. High Vice- President <ul style="list-style-type: none"> ● Miscellaneous expenses 	\$25.00		
Secondary Vice- President <ul style="list-style-type: none"> ● Miscellaneous expenses 	\$25.00		
Post Secondary Vice- President <ul style="list-style-type: none"> ● Miscellaneous expenses 	\$25.00		
Mileage <ul style="list-style-type: none"> ● Mileage expenses incurred by board members to travel to ArSCA board meetings. (Note: meals, hotel, other expenses will not be reimbursed.) ● Other mileage expenses must have prior board approval. ● Mileage is same as Arkansas state rate. (Currently \$.42) 	\$5000.00		
Technology <ul style="list-style-type: none"> ● webmaster \$\$3600+800 = \$4400 ● listserv \$500 ● domain name \$200 ● social media \$100 ● Zoom Meeting Room \$250 	\$5450.00		
Publicity <ul style="list-style-type: none"> ● AAEA Conference, ARASCD Conference Booths 	\$250.00		
Hospitality <ul style="list-style-type: none"> ● Refreshments for board meetings 	\$500.00		
PP&L <ul style="list-style-type: none"> ● Lobbyist \$18000 	\$20000.00		

<ul style="list-style-type: none"> ● Legislative Dinner \$2000 ● Holiday card to Legislators 			
Hugh Lovett Scholarship <ul style="list-style-type: none"> ● Awarded to grad school counseling participant 	\$1000.00		
ArSCA Conference <ul style="list-style-type: none"> ● President gavel & plaque, Counselor of the Year Awards \$225 ● One time monetary gift for Past President \$350 ● Printing (program) – \$1200. ● Keynote expenses (travel, hotel, presentation fee) \$10,000 ● Conference Tracker App \$3000 ● Hot Springs Convention Center \$20,000 ● Southwest Design Setup and Storage \$6000 ● Turf Catering \$33000 <ul style="list-style-type: none"> ● Lunch Tickets <ul style="list-style-type: none"> ● Vendors ● Hugh Lovett Scholarship Recipient ● Military presenters/special guests ● Keynote Speakers ● ArSCA Counselor of Year Recipients <ul style="list-style-type: none"> ● Elementary, Middle/Jr High, High School ● Gifts for conference attendees \$4000 ● Registration supplies \$2500 ● Hospitality Room/Gifts for vendors \$325 ● Hotel expenses/comp rooms - keynote speakers, office manager, conference chair(s), conference technology person(s) \$2400 <ul style="list-style-type: none"> ● keynote - 1 room/ 1 night each ● office manager - 1 room for 4 nights ● chairperson- 1 room for 4 nights ● conference technology person- 1 room for 4 nights ● Philanthropy project- based on monetary donation 	\$83000.00		
Merchandise <ul style="list-style-type: none"> ● ArSCA logo items ● Fundraising items (with board approval) ● ASCA Resources 	\$2500.00		
President's Retreat <ul style="list-style-type: none"> ● Meals, travel, hotel, food, supplies as the budget allows 	\$500.00		
ArSCA Leadership Development <ul style="list-style-type: none"> ● Food, transportation, room and expenses 	\$500.00		
Committee Chairpersons: <ul style="list-style-type: none"> ● Awards, Professional Service & Recognition 	\$200.00		

<ul style="list-style-type: none"> ● Bylaws/Handbook ● Conference Committee ● Critical Incident/Crisis Response ● Ethics ● Finance ● Historian ● Hospitality ● Human Rights ● Membership ● Nominations & Elections ● Planning & Evaluation ● Professional Development ● Public Policy & Legislations ● Public Relations/Advocacy ● Research ● Technology ● Others as appointed 			
Crisis Incidence & Crisis Response & Prevention	\$800.00		
Miscellaneous (Emergency Fund)	\$375.00		
Total Expenditures	\$162,500.		

Expenses paid by ArSCA (using issued Credit Card) for President Elect, President, and Past President

ASCA LDI/Conference fees - Be sure to register using LDI Delegate rate

Flight expenses for travel to ASCA LDI/Conference

Includes: Flight, Trip Insurance, Luggage Fees, parking fees

ASCA Conference Hotel rooms:

When possible: Two officers per room for example: Two officers first room

One officer and Arkansas COY winner for the year in second room

While traveling, meal expenses (no alcohol) and tips may be placed on credit card

ArSCA Conference fees.

ArSCA Conference Hotel rooms:

When possible: Two officers per room.

Meal expenses (no alcohol) and tips when conference meals are not provided.

Meal expenses (no alcohol) when on ArSCA official business.

*Note: Mileage expenses are turned into the Office Manager for reimbursement.

Sample letter to superintendents sent by the President each year to recognize board members serving for the current year placed on ArSCA stationary.

Dear _____,

Greetings from the Arkansas School Counselor Association (ArSCA). I wanted to take just a moment of your time to share with you that _____, counselor from your district, is serving this school year on our state board. ArSCA Board's purpose is to promote school counselors and provide resources and support for the counselors of our state as they are providing comprehensive programs to address the academic, social/emotional, and career development needs of the students of our state. Our board meets at least four times a year and we choose to meet on Saturdays to not take away time from working with students in our schools. I want to say thank you for the support that you provide to the counselors in your schools each day. When you see _____, please thank them for being a leader in our organization and their commitment to helping the students in our state.

Thank you,

President Name

ArSCA President Years of term

Mileage/Check Request Form to be used for ArSCA travel:

CHECK REQUEST
Arkansas School Counselor Association
 Susie Harvison, Treasurer
 PO Box 11470
 Conway, AR 72034

Pay to the order of: _____ **Date:** _____
 Name: _____
 Address: _____

 _____ **Amount:** _____

Please attach any receipt (s) or invoice.

Purpose or Description

Mileage To: _____ From: _____
 To: _____ From: _____

Please check Budgeted Item/Funds Source. One budgeted item source per check request.

<input type="checkbox"/> Travel -ArSCA Board Meeting Mileage <input type="checkbox"/> President <input type="checkbox"/> President Elect <input type="checkbox"/> President Elect Elect <input type="checkbox"/> Past President <input type="checkbox"/> ASCA LDI registration & travel <input type="checkbox"/> ArCA LDI <input type="checkbox"/> ArCA Conference <input type="checkbox"/> ArSCA LDI <input type="checkbox"/> President's Retreat <input type="checkbox"/> Summer Conference	<input type="checkbox"/> Hospitality <input type="checkbox"/> Merchandise <input type="checkbox"/> Printing/Supplies <input type="checkbox"/> PP&L <input type="checkbox"/> Scholarship <input type="checkbox"/> Secretary <input type="checkbox"/> Technology <input type="checkbox"/> Treasurer <input type="checkbox"/> Vice President _____ <input type="checkbox"/> Committee _____ <input type="checkbox"/> Miscellaneous _____
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Requested by _____ **Date** _____ **Treasurer** _____ **Date** _____

Treasurer Comments:
 Check number _____ Date _____
 Board Approved _____ Notes _____

Officer Candidate Form and voting process/timeline

Election Procedures for open positions on the board

Feb/March Past President sends out call for candidates for open positions.

Every other year - President Elect

Odd years - Elementary VP and Secondary VP

Even year - Middle/Jr. High VP and Post Secondary VP

Feb/March - Call for candidates for each open position. Regional presidents are responsible for submitting names of candidates from each region. Announcement will be made by regional presidents and will also be placed on ArSCA listserv. Candidates will need to complete candidates form and supply photo for publication by April 1, of current year.

April - Candidates bios will be shared along with ballot for membership for vote.

May - Notification of election results will be shared with all candidates by President Elect. Newly elected board members will be invited to attend ArSCA LDI.

Election results will be announced by email to all members. Results will also be placed on ArSCA Listserv.

Qualification for candidate running for open positions on the ArSCA Board

V-4c. Candidates for President Elect, Elementary Vice President, Middle/Junior High Vice President, and Secondary Vice President must be employed full-time in school counseling in a K-12 school or school district for a minimum of three years.

V-4d. Candidates for Post-Secondary Vice President must be employed as a counselor educator in a school counselor education program and at least three years of school counseling and/or counselor educator experience. Candidates must hold a valid license or certificate issued by the Arkansas Department of Education or equivalent state or federal agency.

V-4e. Candidates must hold a valid school counselor license issued by the Arkansas Department of Education.

V-4f. Candidates must be ArSCA Professional Members and must have been ArSCA Professional Members for at least the three years immediately preceding their candidacy.

V-4g. Candidates are required to complete a yearly ArSCA Leadership Development Institute (LDI) Training. When a board member is unable to attend, he/she shall view the LDI training video and submit a summary to the ArSCA President.

Candidate Form

ArSCA _____ Date Open Position Candidate Form

Check officer position desired

_____ President Elect

_____ Elementary Vice President

_____ Secondary Vice President

Name _____ ArSCA Membership #

ArSCA Region _____

Home Mailing

Address _____

School

School Address

Current work assignment

Email

Work phone _____ Home phone
