Arkansas School Counselor Association
Board Handbook
July 2006
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Handbook Revision Link

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 personal or school 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 Team:

ArSCA Board of Directors (voting members)

*President
*President Elect
*Past President
*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 RegionPresident
*Southwest Region President

* = Voting member Terms of Office – ArSCA Fiscal Year July 1-June 30

Division of Elementary and Secondary Education (DESE)

School Counseling Program Coordinator
School Counseling Program Advisor

ArSCA Committees and other roles

Secretary
Conference
Research
Critical Incident and Crisis Response
Ethics
Finance
Grant Writer
Historian
Hospitality
Human Rights
Membership
Professional Development
Public Policy and Legislation (PP&L)
Public Relations and Advocacy/Social Media
Sponsorship

Independent Contractors (paid positions)

Office Manager (to include Treasurer duties)
Lobbyist
Technology

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PRESIDENT

voting member

Two Year term/Year-long 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, as needed
- Study *Robert's Rules of Order* for meetings
- Participate in voting during meetings and on all relevant action items
- Study Handbook and update as needed
- 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 the 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
- Send annual membership totals to ASCA. (They will request a membership list with contact information, but we have a privacy policy on file with them and decline the list and contact information each year.)
- Do the ASCA annual survey online when emailed
- Send ASCA the State Request form identifying who will be attending ASCA LDI each year. There is no registration fee to attend, but they must be current ASCA members at the time of the LDI meeting

July

- Officially take office
- Select members/officers for appointed positions
- Conduct ArSCA Presidential Retreat (in conjunction with LDI)
- Facilitate and attend ArSCA LDI
- Set ArSCA Board meeting dates and location or Zoom
- Attend ASCA Leadership Development Institute (LDI) in Summer
- Order name badges for voting board members, as needed
- Order business cards/ArSCA stationary, as needed
- Check on any advance planning needed for future conferences
- Finalized selection of members to fill ArSCA chair and leadership positions

August-February

- Secure keynote speakers for conference
- Apply for Arkansas Traveler Certificate if applicable for keynote speaker(s)
- Email administrators/superintendents of members on board.

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.

April

- Submit required documents to ASCA, including 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 the conference. Give date for RSVP for luncheon.

May

- Complete final details for Conference

June-July

- Attend and preside over ArSCA/DESE Conference
- Welcome and introduce keynote speakers and special guests attending conference
- Announce State COY winner during conference
- Plan for a meeting together with ArSCA leaders and new members
- Attend ASCA National Conference & Delegate Assembly/LDI

PRESIDENT ELECT

voting member

Two year term/Year-long 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. The 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.
- Participate in voting during meetings and on all relevant action items
- Study By-Laws
- Maintain communications on legislative affairs with President.

July

- Attend ArSCA Presidential Retreat
- Attend ArSCA Leadership Development Institute (LDI)
- Officially take office
- Begin planning ArSCA conference with the Conference Chair, Professional Development Chair and the DESE Specialist.

August - October

- Year 1 - Begin choosing merchandise for ArSCA Booth
- Year 2 - Begin contacting Exhibitors
- Check with the State COY Award winner. Remind of deadline to submit packet to ASCA.

November

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

December

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

January

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

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.

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 (as needed)

voting member

Two year term/Year-long Responsibilities

- Attend all ArSCA Board meetings
- Study ArSCA budget
- Keep in contact with the office manager
- Oversee budget
- Study Rules of Order for meetings
- Participate in voting during meetings and on all relevant action items
- 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 and attend ArSCA LDI
- Maintain communications on legislative affairs with President

July

- Attend ArSCA Presidential Retreat (in conjunction with LDI)
- Officially take office

August - December

- Attend all ArSCA board meetings
- Serve on ArSCA conference committee, as needed

January

- 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.

February - March

- Prepare bios on candidates running for office

April - May

- Publish to membership electronic ballots with candidates bios for election
- Publish officer election results electronically on listserve and website
- Invite newly elected officers to attend ArSCA LDI

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

OFFICE MANAGER

(to include treasurer duties)

Independent Contractor

Year-long Responsibilities/Job Description

- Manage business and financial affairs of the board
- Attend ArSCA Board Meetings as needed
- Checks only need one signature up to $1000. Over $1000 a second signature can be obtained by the Office Manager, Secretary, President or Past-President
- Work with president and secretary on board business
- Serve as liaison between ASCA Accountant and ArSCA Board
- Secure ASCA Accountant reports prior to board meetings for distribution
- Check ArSCA mailbox
- Pay bills and expense requests as received and post in excel spreadsheet
- Make deposits as needed
- Gather contracts from each independent contractor by December 31st for the upcoming year to include responsibilities and pay listed. It must be signed by the contractor and office manager or ArSCA President and renewed annually
- Study By-Laws
- Obtain budget from Finance Chairperson (past president) and post line items and numbers in excel spreadsheet
- For each board meeting, secure a financial report from ASCA Accountant of deposits and expenditures.
- Email financial report to the ArSCA Secretary to be sent to each board member.
- Issue board approved checks
- 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.
- Pay Zoom account yearly
- Ensure bills match receipts
- 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 (list the months)
- Submit reimbursement checks to members - 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 Money Market/Savings 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.

July

- Remind Regional President to have Regional Treasurer's to file Regional Financial Report
- Attend Fall ArSCA Leadership Development Institute (LDI)
- Collect payment and bill counselors for conference and membership.

- Make deposits and account reconciliation on both accounts to make sure that the balances match what is in the bank.

August

- Present previous year's annual report at first fall 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.

October - November

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

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 ("Sax" is the brand name under which Sax LLP and Sax Advisory Group). The accountant will need this form to issue invoices and accept credit card payments. Remind the Accountant to send you receipts.
- 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.

April - May

- At the final board meeting in April/May, remind board members to have all bills and expense requests to the 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 as needed
- Have check ready for presentation of Hugh Lovett Scholarship recipient during conference. (Mail check if the recipient cannot attend the conference.)
- Acquire W9s from conference speakers and scholarship winner.
- 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 Capital Strategies 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:
    - location (Hot Springs Convention Center)
    - Catering/meals (Levy Catering)
    - staging/materials (Southwest Design)
    - T-shirts and miscellaneous items
    - Cash available for sale tables and at the registration if someone pays by cash

    - Hotel/lodging (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 appreciation
    - Pay trophy place for any plaques or name tags that have been ordered
- When the President changes, the 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

appointed by President

Year-long Responsibilities

- Communicate with technology
- Attend all ArSCA Board meetings
- Send reminders to all board members regarding all upcoming board meeting
- Prepare minutes from the previous board meeting
- Keep minutes at the board meetings
- Work with the president, office manager, and committee chairs on board business
- Study Bylaws
- Update ArSCA Board roster and emails for the ArSCA Board distribution list
- 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
- Provide minutes from the most recent board-meeting ready to be referenced at the board meetings
- Distribute completed minutes electronically after the board meetings
- Submit ArSCA Business Meeting minutes to technology to be posted to the website.
- Work with the officer manager to gather financial documents to be distributed at board meetings

July

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

August - June

- 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 as needed
- Keep minutes at the general meeting during the ArSCA conference

ELEMENTARY VICE-PRESIDENT

voting member

Two Year-long Responsibilities

- Attend all ArSCA Board meetings (voting member) & provide report of activities
- Participate in voting during meetings and on all relevant action items
- 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 (odd years)
- Attend ArSCA Leadership Development Institute

January

- Submit a Presentation Proposal to the ArSCA Conference Chair for the Elementary Share Session

March - May

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

June-July

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

MIDDLE/JUNIOR HIGH VICE-PRESIDENT

voting member

Two Year-long Responsibilities

- Attend all ArSCA Board meetings (voting member) & provide written report of activities
- Participate in voting during meetings and on all relevant action items
- 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 (even years)
- Attend ArSCA Leadership Development Institute

January

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

March-May

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

June-July

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

SECONDARY VICE-PRESIDENT

voting member

Two Year-long Responsibilities

- Attend all ArSCA Board meetings (voting member) & provide written report of activities
- Participate in voting during meetings and on all relevant action items
- 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 the submission deadline. Present applicants to board for selection.
- Share with the 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 (odd years)

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 March 15th. Voting is in April.

March

- Promote Secondary Share Session at Conference on ArSCA website/listserv/newsletter
- During the April, voting members will choose the scholarship recipient.

April - May

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

June-July

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

POST SECONDARY VICE-PRESIDENT

voting member

Two Year-long Responsibilities

- Attend all ArSCA Board meetings (voting member) provide report of activities
- Participate in voting during meetings and on all relevant action items
- 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
- 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, organizing and overseeing the selection of the State Counselor of the Year recipients.

July - December

- Attend ArSCA Leadership Development Institute (LDI)
- Officially take office (even years)

January

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

March - May

- Promote Post Secondary/Graduate Student Share Session at the ArSCA-Conference

June-July

- Attend ArSCA Summer Conference
- Lead the Post Secondary/Graduate Student Session at the ArSCA Conference
- Present Counselor Of the Year State Winners at Summer Conference

REGIONAL PRESIDENTS (6)

voting member
Central, North Central, Northwest, Northeast, Southeast, Southwest

Year-long Responsibilities

- Attend all ArSCA Board Meetings (voting member)
- Participate in voting during meetings and on all relevant action items
- Prepare and submit report for monthly ArSCA newsletter
- Prepare and submit reports on regional activities prior to each meeting and submit to the 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 Technology as needed.
- Obtain volunteers for the 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 the 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 the previous regional president.
- Get a calendar of all dates for the ArSCA board meetings which the regional president attends.

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.

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.)

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.

February

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

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 the conference.

April - May

- Begin planning the summer business meeting agenda.

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 the General Session luncheon during the conference.
- Present Regional Award winners with plaques during regional business meetings.
- 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 (DESE)
PROGRAM COORDINATOR AND PUBLIC ADVISOR

Year-long Responsibilities

- Attend ArSCA Board Meetings as needed
- 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) when the president requests participation
- Attend ArSCA Conference

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ArSCA CONFERENCE CHAIR(S)

appointed by President

Year-long Responsibilities

- 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) when the president requests participation

August-December

- Contact ASCA (if using conference professional development tool and/or virtual platform), Southwest Design, Levy 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

January

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

February-March

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

- Send convention center event manager schedule with speakers
- Place schedule into Conference Tracker
- 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

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 the board and volunteers to create attendee packets, materials, etc.
- Lead any training of conference volunteers as needed
- Technology on site for PD report issues
- After conference, Office Manager and Technology chairs confirm attendees have paid conference fees, hours attended, and awarding of certificates
- The Technology chair makes sure that certificate emails are sent after the Office Manager says that the attendees have paid

RESEARCH

appointed by President

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

- Attend ArSCA Leadership Development Institute (LDI) when the president requests participation

January

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

February - July

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

CRITICAL INCIDENT/CRISIS RESPONSE COMMITTEE CHAIR

appointed by President

Year-long Responsibilities

- 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 (regional president and vice president) from each of the six regions
- Attend online training for crisis response (ex: American Red Cross Disaster Mental Health)
- Attend and chair CI/CR committee yearly meetings (can be at LDI)
- 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 the committee responded (database to report crisis responses). Keep data on date, location, type of event, services offered and number affected.
- Disseminate information about the CI/CR committee
    - Arkansas Crisis Center: https://www.arcrisis.org/
    - Arkansas Mental Health Hotline: 1-866-903-3787
    - 988 Suicide & Crisis Lifeline: Call or text 988
- Submit Crisis Response article/information to the ArSCA website.

July - **December**

- Attend ArSCA Leadership Development Institute (LDI) when the president requests participation

January - May

- Submit proposal to present or host session at ArSCA/DESE conference

March - July

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

ETHICS CHAIR

appointed by President

Year-long Responsibilities

- 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) when the president requests participation

January-February

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

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

appointed by President

Year-long Responsibilities

- 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 Office Manager 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) when the president requests participation

January

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

February-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

appointed by President

Year-long Responsibilities

- 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

- Attend ArSCA Leadership Development Institute (LDI) when the president requests participation

June - July

- Attend ArSCA Conference

HOSPITALITY

President or someone appointed by President

Year-long Responsibilities

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

July - May

- Attend ArSCA Leadership Development Institute (LDI) when the president requests participation

June/July

- Attend ArSCA/DESE Conference

HUMAN RIGHTS CHAIR

appointed by the president

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

- Officially take office July 1st.
- Attend ArSCA Leadership Development Institute (LDI) when the president requests participation

January

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

February - July

- Attend ArSCA/DESE Conference. Present or oversee the human rights session

MEMBERSHIP CHAIR

appointed by President

Year-long Responsibilities

- 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

- Attend ArSCA Leadership Development Institute (LDI) when the president requests participation

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
- Work with Technology to update email distribution list for regional presidents/membership chairs and counselor educators. Send emails to both groups to promote membership

June /July

- Attend ArSCA Conference

PUBLIC POLICY AND LEGISLATION CHAIR

appointed by President

Year-long Responsibilities

- 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

- Attend ArSCA Leadership Development Institute (LDI) when the president requests participation

November - May

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

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

appointed by President

Year-long Responsibilities

- 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

- Attend ArSCA Leadership Development Institute (LDI) when the president requests participation

January-February

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

March - 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

appointed by President

Year-long Responsibilities

- 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

August - May

- Attend ArSCA LDI when the president requests participation

June - July

- Attend ArSCA/DESE Summer Conference

TECHNOLOGY

Independent Contractor

Responsibilities

- Security and maintenance of the ArSCA Listserv
- Work with the ArSCA President and Secretary to obtain website updates
- Maintenance of the ArSCA website
- Possibly newsletters during the year on the months the ArSCA Board suggests
- Use Conference Tracker to register participants and exhibitors for the ArSCA conference, run reports as needed and accepts credit card payments.
- Train members on how to use the Conference Tracker Application, as needed
- Provide technology support at the Annual (summer) ArSCA Conference as needed
- Provide technology support at the registration booth each day at the summer ArSCA Conference
- Assisting the Office Manager throughout the year, as needed
- Attend ArSCA Board meetings or the ArSCA Leadership Development Institute (LDI), when requested
- Keep ArSCA Board informed of new ways to communicate with members through technology
- Create a virtual option for the Annual (summer) ArSCA Conference

Appendix A
ArSCA Board Membership

All voting officers shall be members of the American School Counselor Association (ASCA), Arkansas School Counselor Association (ArSCA), 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. For Regional Presidents: Rooms will be assigned as shared accommodations. Individuals who choose to bring a guest are responsible for securing and covering the cost of their own separate room.**

Appendix B
ArSCA Leadership Development Institute (LDI)

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, Office Manager, 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 2027 June 28-30, 2027 Hot Springs Convention Center
ASCA 2027 July 17-20, 2027 Columbus, OH
ArSCA 2028 TBD
ASCA 2028 June 24-27, 2028 Seattle, WA
ArSCA 2029 TBD
ASCA 2029 July 14-17, 2029 Charlotte, NC

Appendix C
ArSCA Annual Conference

Add Callaway's Conference Checklist and match to Conf Timeline

Appendix C
Sample Conference Sponsorship Form Letter
Place on ArSCA Letterhead Stationary

PO Box 11470
Conway, AR 72034
ArSCA Office (501) 428-7167
Office@arschoolcounselor.org
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

Appendix C
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 go to the website to apply.

Appendix D
Copy of Conflict of Interest Disclosure Form

NOTIFICATION LETTER
To be completed during LDI
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

Copy of Conflict of Interest Disclosure Form Acknowledgement of Receipt

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:

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
		Office Manager/Treasurer
		DESE
		DESE
		Ethics
		Historian
		Hospitality
		Membership
		PP&L
		PP&L
		Public Relations
		Research
		Grant Writing
		Critical IncidentCrisis

Appendix E
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 as a School Counselor with a Standard License in School Counseling by the Arkansas Department of Education.**
3. **Master's degree in Counseling or equivalency**
4. **ArSCA professional member as of July 1, of current year**
5. **Must not be a current state board elected officer. (President Elect, President, Past President, or VP's at each level.)**
6. **Must not have been State COY winner within the past 3 years**

If any of the three State Level ArSCA SCOY winners participate in the awards banquet luncheon, they will be given two free meals to share with their guests.

If the overall state ArSCA SCOY is invited to attend the ASCA Conference then their hotel room and ASCA conference attendance will be paid for along with their flight or mileage (whichever is less) and meals. The SCOY will get with the Office Manager for payment or reimbursement.

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

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

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.

Appendix E
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.

Appendix E
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

Appendix F
Hugh Lovett 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 15th 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

sample letter

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 May 1st, after the ArSCA Board of Directors have voted.

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 summer counselors' conference (June) after receipt of the scholarship.

The Hugh Lovett recipient will receive a complementary membership and current year conference attendance for free. If attending the luncheon they will receive one additional free meal for a guest.

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

Completed application forms should be mailed to:

Hugh Lovett Memorial Scholarship
Attention: David Christian
PO Box 11470
Conway, AR 72034

APPLICATION FOR THE HUGH LOVETT MEMORIAL SCHOLARSHIP
DEADLINE March 15th
(APPLICANT MAY USE ADDITIONAL PAGES IF NECESSARY)
page 1 of 2

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 15th
(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: _____

Appendix G
Itemized budget sheet for future board utilization

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 $5910.00 S44325.00
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- ● 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 ● Expenses to ASCA LDI & ASCA Conference & ArSCA conference. ● hotel, travel and meals (excluding alcohol) only.	$3000.00		

• ASCA & ArSCA membership dues are the expense of the Officer elected.			
Past President • 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 • 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 • 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 • Office expenses	$25.00		
Office Manager Expenses • 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 o Stationery, pens, notepads, Board Name tags • Postage $200 • US Post Office Box $214	$5300.00		
Office Manager Salary • Salary $15000	$15000.00		
Membership • Region Membership Reimbursement	$9000.00		
Elementary Vice- President • Miscellaneous expenses	$25.00		

Middle/Jr. High Vice- President ● Miscellaneous expenses	$25.00		
Secondary Vice- President ● Miscellaneous expenses	$25.00		
Post Secondary Vice- President ● Miscellaneous expenses	$25.00		
Mileage ● 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 ● webmaster $$3600+800 = $4400 ● listserv $500 ● domain name $200 ● social media $100 ● Zoom Meeting Room $250	$5450.00		
Publicity ● AAEA Conference, ARASCD Conference Booths	$250.00		
Hospitality ● Refreshments for board meetings	$500.00		
PP&L ● Lobbyist $18000 ● Legislative Dinner $2000 ● Holiday card to Legislators	$20000.00		
Hugh Lovett Scholarship ● Awarded to grad school counseling participant	$1000.00		

ArSCA Conference
● 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
● Levy Catering $33000
  ● Lunch Tickets
  ● Vendors
  ● Hugh Lovett Scholarship Recipient
  ● Military presenters/special guests
  ● Keynote Speakers
  ● ArSCA Counselor of Year Recipients
  ● Elementary, Middle/Jr High, High School
● Gifts for conference attendees $4000
	$83000.00		

● 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
  ● 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			

Merchandise ● ArSCA logo items ● Fundraising items (with board approval) ● ASCA Resources	$2500.00		
President's Retreat ● Meals, travel, hotel, food, supplies as the budget allows	$500.00		
ArSCA Leadership Development ● Food, transportation, room and expenses	$500.00		
Committee Chairpersons: ● Awards, Professional Service & Recognition ● 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	$200.00		
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
Travel expenses to ASCA LDI/Conference
Includes: Flight or mileage (reimbursed at whichever rate is cheaper), 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

When attending the ASCA Conference as President Elect, President, Past President and Emerging Leader, if someone plans to drive instead of fly then reimbursement will be the lesser of the two costs between the flight and mileage amount. It is up to the ArSCA member in good faith to submit both estimates to the Office Manager for reimbursement of the lesser expense. The member presents a plane ticket amount and mileage amount for the board to look at the cost of whichever is cheaper. The cost will come from the budget of that leader or emerging leader (COY).

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.

Appendix H
Sample letter to superintendents sent by the ArSCA President each year to recognize board members serving for the current year.

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 six times a year and we choose to meet outside of school hours 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

Appendix I
Mileage/Check Request Form used for ArSCA budget items

CHECK REQUEST
Arkansas School Counselor Association (ArSCA)
Susie Harvison, Office Manager
PO Box 11470
Conway, AR 72034
(501) 428-7167

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

Please attach any receipt(s) or invoice(s).
Purpose/Description:
_____
_____

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

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

___ Travel -ArSCA Board Meeting Mileage	___ Hospitality
___ Travel -ArSCA LDI Mileage	___ Merchandise
___ President	___ Printing/Supplies
___ President Elect	___ PP&L
___ Past President	___ Scholarship
___ Secretary	___ ASCA - LDI Registration & Travel
___ Technology	___ President's Retreat
___ Office Manager	___ ArSCA Summer Conference
___ Vice President	___ Committee _____
	___ Miscellaneous _____

_____ _____
Requested by Date Office Manager Date

Office Manager Comments:
Check Number _____ Date _____
Board Approved _____ Notes:

Appendix J
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 _____

Please submit a statement or short narrative regarding your reasons for desiring this position. Also include a short autobiography about yourself and a picture to be published with your narrative on the ballot. (Please limit to 150 words or less.) Deadline for submission is (Date) _____.

_____
_____
_____
_____
_____
_____
_____
_____
_____

Send completed form and photo for publication to: _____, Past President at: list email address.

Appendix K
Leadership Development Institute (LDI)

President's retreat is attended by the President Elect (2nd yr only), President, Past-President, Office Manager (if requested), Secretary (if requested), one Technology person (if requested) and other past-presidents who are still ArSCA members.
-All ArSCA past presidents are invited to attend.

ArSCA LDI can be attended by anyone on the Board. Regional President Elects are welcome to attend. Regions are responsible for their rooms.
-invite to LDI the ArSCA board members, committees and independent contractors

Bylaws state that regional presidents pay for ArSCA LDI hotel rooms with their regional funds. All ArSCA Board members and LDI attendees, excluding those who attended the President's Retreat, will receive mileage reimbursement only.

Hotel rooms paid for by ArSCA for President's Retreat/LDI can only be inhabited by the people assigned to those rooms. There will be no more than two people in a room. Spouses, children, friends, committee members/chairs, etc., are not allowed to stay with them unless the ArSCA member purchases their own room at their own cost.
-ArSCA paid rooms assigned to two board members per room and only inhabited by ArSCA board members.
-hotel rooms covered with ArSCA money are limited to ArSCA Board members only.

5/13/26 Board Meeting voted:
ArSCA Board Vice-Presidents (not regional Vice-Presidents) who live over three hours away will have their Friday night hotel paid for if they request one for LDI.

Appendix L
Past Presidents Roster

2025-2027	Dr. Jennifer Lyle	Bentonville School District
2023-2025	Kelli Dockery	Bryant School District
2021-2023	Allison Spraggins	Lake Hamilton School District
2019-2021	Laquietta Stewart	Jonesboro School District
2017-2019	Terri Callaway	Warren School District
2016-2017	Angie Gill	Prairie Grove School District
2015-2016	Tahnee Bowen	Charleston School District
2014-2015	Cathy Edmonds	Drew Central School District
2013-2014	Deborah Drake-Gordan	Elkins School District
2012-2013	Susan Whatley	Pulaski County Special School District
2011-2012	Sheri Neil	Springdale School District
2010-2011	Michele Gerhardt	Batesville School District
2009-2010	Debi Agee	Two Rivers School District
2008-2009	Robin Sparks	Benton School District
2007-2008	Michele Lewis	Blytheville School District
2006-2007	Phyllis Curtis	Bay School District
2005-2006	Alicia Powell Donner	Nettleton School District
2004-2005	Joy Holt	Armorel School District
2003-2004	Roger Palmer	Bigelow School District
2002-2003	Pat McMillan	Springdale School District
2001-2002	Myrnell Manley	Pulaski County Special School District
2000-2001	Linda Storm	Heber Springs School District
1999-2000	Judy Brick-Arney	Springdale School District
1998-1999	Evelyn Cash	Sheridan School District
1997-1998	Linda Woodson	Fountain Lake School District
1996-1997	Carolyn Vasilos	Hot Springs School District
1995-1996	Joan Noesser	Blevins School District
1994-1995	E.C. Turner	Watson Chapel School District
1993-1994	Carole Burke	Pulaski County Special School District

1992-1993	Jo Furlow	Camden Fairview School District
1991-1992	Janene Ragan	Camden Fairview School District
1990-1991	Jim Bailey	Little Rock School District
1989-1990	Pearlie Newton	Bearden School District
1988-1989	Sue Hull	Wynne School District
1987-1988	Evelyn Cash	Sheridan School District
1986-1987	Rita Nickels	Dollarway School District
1985-1986	Ken Hodges	Hot Springs School District
1984-1985	Mary Jo Gooch	Dumas School District
1983-1984	Ann Cook	El Dorado School District
1982-1983	Sylvia Henley	El Dorado School District
1981-1982	Martha Taylor	
1980-1981	Jean Ross	El Dorado School District
1979-1980	Freddie Robert	Blytheville School District
1978-1979	Betty Sue Kell	
1977-1978	Betty Sue Kell	
1976-1977	Marth Hileman	
1975-1976	Floyd Young	
1974-1975	Mary F. Davis	Jonesboro School District
1973-1974	Elton McCann	
1972-1973	Charles King	
1971-1972	Ruth Wilcox	Conway School District
1970-1971	Harry Lee Culps	Booneville School District
1969-1970	Harry Lee Culps	Booneville School District
1968-1969	Edith Irons	
1967-1968	Bill Beck	
1966-1967	Meredith Landers	North Little Rock School District
1965-1966		
1964-1965	Jim Henry and Sam Smith	Jonesboro School District/Forrest City School District
1963-1964	Otto Turner	Conway School District
1962-1963		

1961-1962		
1960-1961		
1959-1960		
1958-1959		
1957-1958	Frances Thrasher	Prescott School District
1956-1957		
1955-1956		
1954-1955		
1953-1954		
1952-1953		
1951-1952		
1950-1951		
1949-1950		
1948-1949		
1947-1948		
1946-1947		
1945-1946		
1944-1945		
1943-1944		
1942-1943	The Arkansas School Counselor Association (ArSCA) was established.	
In 1950, Hugh Lovett was appointed state supervisor of guidance. Guidance services were a section of the Vocational Division of the State Department of Education. The Hugh Lovett Scholarship was established in 1968. ~Alicia Powell Donner, ArSCA Past President and Historian		

Additional ArSCA Board Approved Motions

If there is an invitation by the Governor's Office to meet the governor, it is at the ArSCA President's discretion who is allowed to attend.

Deadlines: In regards to ArSCA Board member requested deadlines, if you do not meet the deadline set then there is no guarantee you will be accommodated past the deadline. Deadline time span is at the discretion of the board member creating the deadline. (Examples would be voting for SCOY or Hugh Lovett Scholarship and filling out a Google form to see if you need a hotel room for ArSCA President's Retreat.

Deadlines to remain in place for the board with enough time provided; a deadline is a deadline

Anyone who is paid at least $600 during the year by ArSCA and provides a service to ArSCA will be required to have a contract listing their responsibilities to the organization and the organization's responsibilities to that person. The contract will expire after one year and can be renewed annually.

The IRS requires a Form 1099 be furnished to a person (who performs services, parts, and materials) performing in the course of the organization's business by January 31 of the following year.