

Delegation Leader Information



United States Student Association 2008

The Delegation Leader

The delegation leader is the coordinator, organizer, and point person for the group of people from your campus attending USSA's 39th Annual Grassroots Legislative Conference and National Student Lobby Day (LegCon).

Who should your delegation leader be?

Ideally, the delegation leader should be someone familiar with USSA. This person's main responsibility during LegCon will be to act as the point person between your delegation and our staff. The delegation leader should not have to complete every task alone, but should instead delegate responsibility and ensure that all tasks are completed. Serving as delegation leader can be a great job for someone interested in assuming more responsibilities in your organization. It can also be a wonderful opportunity for someone who has attended a previous LegCon to gain a broader perspective of USSA. Delegation leaders help ensure that newer attendees take advantage of everything LegCon has to offer.

What does the delegation leader do?

The delegation leader is responsible for making sure all registration, reservations, and payments are made before Congress. In addition, the delegation leader is responsible for communication between their campus and USSA.

Starting Now:

Hotel

The Delegation leader needs to make sure **hotel reservations** are made with the L'Enfant Plaza hotel in order to secure the reduced rate of \$209 + tax/night.

To reserve your hotel space, please contact the L'Enfant Plaza directly at (202) 484-1000. The delegation leader must say that they are with the US Student Association (USSA) to receive the discounted rates.

Conference Registration

The delegation leader is also responsible for making sure all **conference registration** forms and payments are sent to USSA by Friday, February 22nd. **Special needs request** must also be submitted by February 22nd, 2008. Attached to this email is a delegation contact information sheet, special needs request form, and individual registration forms please fill it out and send it to cdp@usstudents.org.

Diversity

Recruiting a diverse group of students to attend LegCon is important in case any emergency votes or decisions need to be made by our members. We ask that USSA member campuses comply with diversity guidelines in order to ensure that a broad representation of their campus is in attendance at LegCon and represented during the vote. Don't wait until the conference to address problems with recruitment and diversity! Please contact the USSA national office at 202.640.6570, for more ideas on how to recruit a diverse delegation.

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Pre-Conference Roles:

There are some things that the Delegation Leaders will need to do in order to insure that your delegation get everything out of the conference.

Lobby Visit Set Up

Tuesday, March 18th is the opportunity for your delegation to take the national student agenda to your elected officials. It is your responsibility as delegation leader to make appointments with your House of Representative before LegCon. USSA will set up the Senate meetings for your state. It is during the first regional meeting that you will be able to sign up for the Senate appointments. Please see the attached "Setting Up Your Lobby Visit" sheet for more information.

During LegCon:

The registration process can be confusing, but it does not have to be! The entire delegation must be present during the initial registration process to receive the conference agenda as well as other information. Make sure the delegation knows this and is together when it registers. If the delegation has not prepaid for the conference, **please have a check ready for the amount of on-site registration.**

Delegation Meetings

During the conference, delegation leaders hold delegation check-ins to verify that everyone is attending workshops and the general sessions. Leaders should speak with their members periodically throughout the conference to check-in and see how everyone is doing. If members of the delegation have questions, point them toward a board member or USSA National Staff who may have the answers!

Post Conference Roles:

Delegation leaders should hold a debrief of the conference. They should ask what people enjoyed about the conference and learn about suggestions for improvements. It is important to plan a post conference event to update the campus about the conference and the USSA campaigns. Delegation leaders should email these comments to the national office at od@usstudents.org. Collect any remaining conference evaluations and fax to the office or send it to us at the national office.

For More Information:

Contact the USSA National Office at 202.640.6570 or email at ussa@ustudents.org