

WELCOME

Dear Colleagues,

We are excited to announce this year's 2009 MAEOPP Adult Student Leadership Conference. The theme for the 2009 Student Leadership Conferences is:

TRiO: Answering the Call of Leadership

The conference planning committee is developing an informative, educational, and fun-filled weekend, designed to provide all participants with the fuel that will aid in inspiring them to reach their full potential. The committee continues to enhance the number of activities and events to entice and accommodate students at all levels. As always, the conference will be student-focused, empowering them to be leaders.

The conference will be held on October 30 - November 1, 2009 in historic St. Charles, IL. We are inviting students from Student Support Services, Educational Opportunity Centers, Veterans Upward Bound Programs and all other college access programs to the **2009 MAEOPP Adult Student Leadership Conference**, which will be held at the Hilton Garden Inn.

With the support of the MAEOPP region, the popularity of the Student Leadership Conferences has increased over the years. Therefore, we encourage you to register your program today. Registration is limited and will be closed as soon as the 300 participants have registered, even if the deadline has not yet arrived. ***There will be NO ON-SITE REGISTRATION.***

Please note that there are two different registration packets available (Pre-College SLC, and Adult SLC). Programs can download conference registration forms via the Internet (www.maeopp.org/slc), or by mail. To have an Adult Student Leadership registration packet mailed to you contact Veronica Killebrew – Adult SLC Chair at 313-927-1427.

In addition, we strongly encourage you to consider presenting because without you, the conference and workshops could not happen.

We look forward to seeing you at the student leadership conference in October!

Sincerely,

Veronica Killebrew, Chair
MAEOPP Adult Student Leadership Conference

ASLC CONFERENCE REGISTRATION

TRiO Program _____

Institution/Agency _____

Complete Mailing Address _____

Contact Person _____ Telephone _____

Fax _____ E-mail _____

Registration fees include conference program and meals (2 breakfasts, 1 lunch, and 2 dinners)

***Please Note: A program that registers 10 people for the conference will receive one complimentary registration & a program that registers 15 people will receive two complimentary registrations**

Postmark Deadlines	Pre-registration by October 2, 2009	Registration after October 2, 2009	Amount
Number of Students () Number of Staff ()	X \$185.00	X \$190.00	= \$
Total number of paid registrations ()	Total number of comp registrations ()	Total number of registrations ()	

Describe special services required below.

- Dietary. Please explain _____
- Room accommodations. Please explain _____
- Other. Please explain _____
- Estimated time of arrival to the Hilton _____

Full payment or a Purchase Order Form **MUST** accompany this form. **NO REGISTRATION WILL BE ACCEPTED WITHOUT PAYMENT OR PURCHASE ORDER. THERE WILL BE NO ON-SITE REGISTRATION.** Please make checks payable to MAEOPP. Mail check and three copies of this form to:

**MAEOPP Adult SLC
c/o Robert Jenkins
Educational Talent Search
4497 Forest Park Avenue
St. Louis, MO 63108**

- Please invoice me: Purchase Order Form is attached
- Credit Card Payment: _____ Visa _____ Mastercard _____ American Express
Account #: _____ Expiration Date: _____
Authoring Signature: _____
- Check enclosed

Refund Policy: Registration fees paid in advance are refundable less a processing charge of 50% of the per person registration fee. **Written notice of cancellation must be received/ faxed on or before October 9, 2009.** Absolutely no refund request will be processed if postmarked or requested after October 9, 2009. All approved refunds will be processed after the conference.

FOR OFFICE USE ONLY: Payment Amount _____ Date _____ Check#/CC _____

HOTEL RESERVATION FORM – MAEOPP (Oct 09)

Hilton Garden Inn in Historic St. Charles

Last Name _____ First Name _____

Institution & Program Name _____

Chaperone Name: _____

Complete Address _____

Business Phone _____ Home Phone _____

Fax _____ E-Mail Address _____

Thank you for selecting the Hilton Garden Inn in St. Charles. For reservations, remember to contact the Hilton Garden Inn (HGI) directly by completing the information contained on this form, and faxing or mailing it by the deadline. Enclose your deposit to cover the first night's lodging, plus tax and mail before the deadline. We look forward to serving you and will do everything possible to make your stay pleasant and memorable.

Arrival _____
Day Date

Departure _____
Day Date

Method of Payment:

Credit Card (check one)
 AE Visa MC DC

Credit Card Number _____

Expiration Date _____

Signature _____

1st Night's deposit required Per Room

(\$108 plus 11% tax)

Check-in after 4:00 PM. Check-out by noon.

To ensure a speedy check-in process, the Hilton Garden Inn requires a rooming list at the time of registration per room. If the names cannot be provided at the time of registration they must be submitted at least 2 weeks prior to the event.

Rates: King or Double - \$108/night Suite - \$145/night

Indicate room type and number requested. Room type is a request only. HGI will confirm reservation and room type by email prior to arrival.

____ King Room (1 King bed)
____ King with rollaway (\$10 per night)
____ Double Room (2 double beds)
____ Suite (1King Bed & Sleeper sofa)

Remember...

- The above rates do not include 11% occupancy tax, tax exemption does not apply
- No phone reservations will be accepted
- The Hilton accepts checks, money orders and credit cards
- No shows/cancellations less than 72 hours prior to arrival will be billed for duration of stay.
- Two night minimum stay required

Reservation deadline is Friday, October 2, 2009. Mail or fax completed form to:

Hilton Garden Inn
4070 East Main Street
St. Charles, IL 60174
Tel: 630-584-0700
Fax: 630-762-9152

TENTATIVE CONFERENCE SCHEDULE

Friday, October 30, 2009

2:30 p.m. – 7:30 p.m.	Conference Registration
5:00 p.m. – 8:45 p.m.	College Fair
5:00 p.m. – 8:45 p.m.	Free Time (Networking & Mingling)
5:30 p.m. – 7:45 p.m.	Buffet Dinner – Doors will close at 7:30 p.m.
7:45 p.m. – 8:30 p.m.	Volunteer Student Leader Meeting
8:45 p.m. – 9:15 p.m.	Welcome, Introductions & Orientation
9:15 p.m. – 10:15 p.m.	Opening Presentation
10:30 p.m. – 12:30 p.m.	Evening Activities (Game Room, Movies, Pool Time)

Saturday, October 31, 2009

7:30 a.m. – 11:30 a.m.	Registration
8:30 a.m. – 9:15 p.m.	Breakfast/Keynote
9:30 a.m. – 10:45 a.m.	Concurrent Sessions
11:00 a.m. – 12:15 a.m.	Concurrent Sessions
12:30 p.m. – 1:45 p.m.	TRiO Leadership Awards Luncheon/Keynote Speaker
2:00 p.m. – 3:15 p.m.	Concurrent Sessions
3:30 p.m. – 4:45 p.m.	Concurrent Sessions
5:00 p.m. – 6:15 p.m.	Free Time (Networking & Mingling)
6:45 p.m. – 9:00 p.m.	Banquet and Keynote Speaker
10:00 p.m. – 12:00 a.m.	After Party (Dance, Movies, Board Games)

Sunday, November 1, 2009

8:00 a.m.	Breakfast
8:30 a.m.	Closing Presentation
9:15 a.m.	Closing Remarks
9:30 a.m.	Checkout (Return Home)

ASLC: CONFERENCE TRACKS

The following is a list of conference tracks as well as examples of possible topics under each track. Other presentation topics appropriate for these tracks are encouraged. In order to enhance student learning and leadership development, we want to engage conference participants in activities and provide information that they may not otherwise receive in their schools or programs.

Leadership

- Personal Disposition
- Time Management
- Self-Esteem/Self Image/Self Confidence
- Personal Discipline
- Knowledge
- Social Intelligence
- Etiquette
- Ethics
- Stress Management
- Diversity Comfort Zones

Educational/Career Development

- Effective Communications
- Organizational Skills
- Creativity
- Effective Meetings
- Conflict Resolution
- Motivating Self and Others
- Managing Change
- Effective Team Leadership
- Effective Presentations
- Technology Literacy
- Fiscal Management
- Fundraising
- Collaboration
- Networking
- Problem Solving
- Marketing (publicity and promotion)

Life Skills

- Importance of a Mentor (having and being one)
- Leadership (campus/community/workplace/entrepreneurial)
- Maximizing Your College/Graduate Education
- Training Opportunities
- Study Abroad
- TRIO Leadership Opportunities

ASLC CALL FOR PROPOSALS

Presenter's Name _____

Co-Presenter's Name _____

Workshop Title _____

Program _____ Title _____

Institution _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____ E-mail _____

Chapter Association Affiliation _____

Additional Instructions

Description of Presentation:

- A. Abstract (Use 50 words or less. This information will also be used as the session description in the conference program booklet.)
- B. Objectives of Session
- C. Time allocations (All sessions will be 75 minutes.)
- D. Would you like to be scheduled to present more than one time?
 Yes No

Equipment Request: _____

**** Due to high rental fees, presenters must provide VCRs, computer equipment, microphones, LCD projectors, and monitors.**

Criteria for Evaluation & Selection:

Proposals will be evaluated on the basis of relevance to the conference theme, tracks, and interest to the audience.

Presenters will be notified of proposal acceptance on or before October 2, 2009.

Mailing Instructions:

Please submit your packet of information

Postmarked, faxed, or emailed by

October 2, 2009 to:

Mark Yancy
Student Support Services
8425 W. McNichols Rd.
313-927-1567 office
313-927-1422 fax

Email: myancy8749@marygrove.edu

** From the Internet, download this form and mail, fax, or email to Mark Yancy.*

ASLC TRiO LEADERSHIP AWARD INFORMATION

The SLC committee will bestow a Leadership Award to two dynamic student leaders in TRiO. Students will be nominated by their Program Director (see Nomination Form) and will be recognized for their outstanding leadership qualities during the TRiO Leadership Awards Luncheon on **Saturday, October 31, 2009**.

Who should you nominate?

This is an opportunity for Program Directors to recognize their best of the best. For example, nominate a student who demonstrates outstanding leadership qualities, maintains a positive attitude, serves as role model for his/her peers, is always respectful to others, and exemplifies the TRiO mission and the 2009 SLC theme. Each program should limit their nominations to two students and be sure to only nominate a student who will be **attending the Adult SLC in October**.

How do I nominate a student?

- 1) Complete the TRiO Leadership Award nomination form.
- 2) Include one (1) nomination letter and one letter of support. The nomination letter should come from Program Director and the letter of support can be from other TRiO personnel, school personnel, or a community leader.
- 3) Include student's resume or activity sheet.

Complete the TRiO Leadership Award nomination form before or on October 2, 2009. Using the Internet, download form and mail, fax, or email to:

**MAEOPP Adult SLC
c/o Veronica Killebrew
Marygrove College
8425 W. McNichols Rd.
Detroit, MI 48221
Phone: 313.927.1427
Fax: 313.927.1422
Email: vkillebrew@marygrove.edu**

ASLC TRiO LEADERSHIP NOMINATION FORM

(Please print or type)

Student's Name (Last, First, MI)

Institution/Community Agency

TRiO Program (check one)

Veterans Upward Bound Educational Opportunity Center Student Support Services

Contact Name

(Area Code) Phone Number

Mailing Address (include city, state, zip)

Email Address

Also submit the following:

- *One Nomination Letter from Program Director (please type)*
- *One Support Letter from TRiO personnel, school personnel, or community leader (please type)*
- *Student's Resume or Activity Sheet*

Complete the TRiO Leadership Award Nomination Form and additional requested materials before or on October 2, 2009. Using the Internet, download form and mail, fax, or email all requested materials to:

**MAEOPP Adult SLC
c/o Veronica Killebrew**
Marygrove College Student Support Services
8425 West McNichols Road
Detroit, MI 48221
Phone: 313-927-1427
Fax: 313-927-1422
Email: vkillebrew@marygrove.edu

ASLC VOLUNTEER STUDENT LEADERS

As a participant of the Adult Student Leadership Conference, students are encouraged to take the lead and further utilize and honor their leadership skills. Several avenues have been identified to provide students with a platform to carry out this task.

Student Leader Duties and Expectations:

- Model leadership and appropriate professional conference behavior
- Moderate conference workshops
- Serve as a master/mistress of ceremonies at meals or for speakers
- Introduce guest speakers
- Collect conference evaluations
- Help facilitate small group discussions
- More details will be discussed at the student meeting (See below)

We are asking TRiO personnel to identify two students from their program who are willing to serve, and will responsibly meet the expectations, in one of the areas listed above. In an effort to include students representing all programs, two students from each TRIO Program in attendance will be chosen. Forms must be submitted by **October 2, 2009**.

**Complete the Volunteer Student Leader registration form before or on October 2, 2009.
Using the Internet, download form and mail, fax, or email to:**

MAEOPP Adult SLC
c/o Patrice Palmer
Student Support Services
Marygrove College
8425 W. McNichols Rd.
Detroit, MI 48221
313-927-1423 – office
313-927-1422 – fax
pholmes@marygrove.edu

Selected student leaders are asked to attend a mandatory meeting on **Friday, October 30, 2009 (7:30 pm)**. This meeting is designed to further orient students with specific duties and our expectations. The meeting location will be announced at the conference. It is imperative that student leaders attend this meeting if they want to serve as a student leader.

**ASLC VOLUNTEER STUDENT LEADERS
REGISTRATION FORM**

TRiO Program	Institution/Agency
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Contact Name	Phone Number	E-mail Address
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1. _____

Student Name	Grade Level/Classification
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2. _____

Student Name	Grade Level/Classification
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Contact Signature

Date

Complete the Volunteer Student Leader registration form before or on October 2, 2009. Using the Internet, download form and mail, fax, or email to:

**MAEOPP Adult SLC
c/o Patrice Palmer
Student Support Services
Marygrove College
8425 W. McNichols Rd.
Detroit, MI 48221
313-927-1423 – office
313-927-1422 – fax
pholmes@marygrove.edu**

ASLC PROGRAM SPONSOR RESPONSIBILITIES

TO ENSURE THAT THE CONFERENCE RUNS AS SMOOTHLY AS POSSIBLE, WE NEED YOUR ASSISTANCE. Therefore, we are requesting that all program sponsors actively participate in all conference activities. Below is a partial list of duties and responsibilities for the conference chaperones.

Program Sponsors are expected to:

1. Identify/prepare students for their conference leadership positions (i.e., explain what is expected when serving as a workshop moderator, how to be an effective master/mistress of ceremonies, how to properly introduce a speaker, etc.).
2. Make certain that your students attend workshops/general assembly meetings and meals on time.
3. Be responsible for monitoring your OWN students and assisting in monitoring others.
4. Assist in the supervision of all student participants.
5. Sign up to serve as a monitor for at least one activity.

- Game Room/Pool Time Dance
 Moderator for Concurrent Sessions

If no program sponsor is traveling with the participants,
please contact Patrice Palmer (313-927-1423)

ASLC CODE OF CONDUCT

The Mid-America Association of Educational Opportunity Program Personnel (MAEOPP) defines the following conduct as accepted and preferred practices for participants and program sponsors during the Adult Student Leadership Conference. Violations or the failure to comply with the Code will be deemed as obtrusive to the general welfare of the Student Leadership Conference. Participants and/or program sponsors (as well as the participants' sponsoring program) who do not abide by the Code of Conduct may be subject to exclusion from the present and possibly future conferences.

1. Participants and/or program sponsors will neither engage in, nor aid, abet or entice another into any disorderly conduct or breach the peace of any MAEOPP or host facility owned or controlled property, or at any MAEOPP or host facility sponsored or supervised activity.
2. Participants and/or program sponsors will comply with the directions of any MAEOPP and/or host facility staff acting in reasonable performance of their duty and will provide personal identification (i.e., name, program, etc.) when requested to do so.
3. Participants and/or program sponsors will not cause nor engage in the physical or detention of any person of Association or host facility owned or controlled property or at any Association or host facility sponsored or supervised function. Conduct which endangers the health or safety of any person is prohibited.
4. Participants and/or program sponsors will not be involved with theft or damage to property of either the Association or host facility, or members and guests of the Association and host facility community.
5. Participants and/or program sponsors acknowledge that the possession and/or consumption of alcoholic beverages while on the grounds or in the building of the host facility by minors is prohibited by state law.
6. Participants and/or program sponsors acknowledge that state law prohibits the possession, use or distribution of narcotics or illegal drugs on host facility or controlled property.

The participants and program sponsors, by virtue of the signatures on the Student Leadership Conference Conduct Agreement, agree to abide by the above expectations.

ASLC CODE OF CONDUCT AGREEMENT

Participation in the MAEOPP Student Leadership Conference brings with it certain responsibilities of the student, program sponsor and sponsoring program. As a participant in the conference, each student must agree to and abide by the following.

1. Each participant will be held responsible for his/her conduct during Conference activities. (See Student Leadership Code of Conduct.)
2. Each participant will attend all conference events and activities, either as a participant or an observer. (This is mandatory.)

If these responsibilities are not met, participation in the Conference by the student and possibly the student's sponsoring program is subject to termination.

Student Leadership Conference Participant Statement of Acceptance

I certify that I will abide by the above statements and those found in the Conference Code of Conduct. As a conference participant and representative of my sponsoring program, I agree to follow the rules and regulations established by the MAEOPP Board of Directors for participation in the Student Leadership Conference.

Signature of Participant

Date

Program Sponsor and Program Statement of Acceptance

I understand that my signature means that I will hold my student responsible for the overall conduct and compliance to the rules and regulations of the Student Leadership Conference and the host Association. I further understand that my responsibility to familiarize myself with and adhere to the Program Sponsor Responsibilities outlined in the conference registration materials.

Signature of Program Director

Date

Signature of Program Sponsor

Date

Return this form at the registration table upon conference check-in.

ASLC: PROGRAM AD CONTRACT

Name of Company/Agency _____

Contact Person _____

Complete Address _____

Business Phone _____ Fax _____ E-mail _____

Signature _____

Advertisement Information

Submit and Complete Payment by:

October 2, 2009

Specifications (Please check one)

- \$175 full page (8 ½ X 11)
 \$100 1/2 page
 \$75 1/4 page

Email to tjennings@marygrove.edu or mail

To: **Tiffany Jennings**

Marygrove College - SSS

8425 W. McNichols Rd.

Detroit, MI 48221

(please refer to conditions)

From the Internet, download form and mail ad contract and payment to:

MAEOPP Adult SLC

c/o Robert Jenkins, Director

Educational Talent Search

4497 Forest Park Avenue

St. Louis, MO 63108

Payment Method

Please make check payable to MAEOPP

Payment Enclosed

Purchase Order Attached

Credit Card Payment: ___ Visa ___ Mastercard ___ American Express

Account #: _____ Expiration Date: _____

Authoring Signature: _____

Conditions: Laser printouts are preferred. However, electronic files may be submitted at least 300 dpi in a TIF file, a PDF file, or Microsoft Word file. No fax copies will be accepted. All materials are subject to the approval of MAEOPP. The publisher reserves the right to cancel advertising at any time. Advertisers may cancel with written notice postmarked by the closing date. Neither the advertiser nor its agency may cancel after October 9, 2009. Cancellations are not considered accepted until confirmed in writing by MAEOPP.

Should you have any questions or concerns, contact
tjennings@marygrove.edu or
313.927.1424

Advertising and public relations costs are allowable costs according to OMB Circular A-21.

J. General provisions for selected items of cost

1. Advertising and public relations costs

c. The only allowable advertising costs are those, which are solely for:

- (2) Costs of communicating with the public and press pertaining to specific activities or accomplishments, which result from performance of sponsored agreements