

**SAACURH Olympics
Champions of Community
No Frills 2006
Closing Report**

**University of West Georgia
March 10-12, 2006**

Facilities

All of our facilities (meeting rooms, sound equipment, etc.) were provided free of charge because we are a student organization. We reserved the meeting rooms with the College of Arts and Sciences upon receiving the bid at No Frills 2005. The room that we used for the banquet was reserved through Aramark Food Services when we did the contract for the food for Saturday lunch and dinner.

Originally we were going to do the banquet at the Student Recreation Center but it would have incurred a delivery charge for the food. We decided on doing lunch in the atrium at the Technology Enhanced Learning Center that way it would cut down on travel time and would allow for state associations to have their state meetings during lunch.

We had to reserve all sound equipment through learning resources on campus. In order to do that our advisor had to verify all of the equipment that we reserved. We reserved it for the entire weekend and we had to take it back on Monday.

We had to go through the Student Activities office to fill out some paperwork for the event. There is a long process that you have to go through in order to have a large event on campus. We had to go to Public Safety on campus and let them know about the event and sign a paper. Then we had to go to facilities to inform them and reserve any tables or chairs that we needed. Then we had to go back to Student Activities.

Conference Co-Chair, Brandie Hewitt (bhewitt1@my.westga.edu)

When the bid was originally put in for the conference, I agreed to take on the position of Housing Chair. Due to some unforeseen problems, our original conference chair was not able to fill the position. Ebony Garcia and I stepped up to the positions of Co-Chairs. At the beginning, I had no idea what I was getting myself into. I had never been to a SAACURH conference, much less planned one. In the beginning we set up the different positions and determined which conference chair the individual people would report to. Since our chapter is small we weren't able to fill all of the positions. Then to make matters worse the people that were in the positions had so much on their plate that they weren't able to dedicate the needed time to help plan the conference. So then it was Ebony, Karen, Michael and I.

I was in charge of handling all the communication with schools. I received 500+ emails over the course of the year that I had to respond to. I had to check the email numerous times over the day to ensure prompt response. I was also in charge of keeping track of the financial records. I checked the mail and got the checks daily and deposited them into the bank. I decided to use Quicken to keep better records. Quicken downloaded the information from the bank webpage each day. You could create reports separated by categories and it also shows a graph that breaks down the expenses by category. It allows you to copy the report and put it in a spreadsheet or a Word document. It was very convenient and easy to use.

I handled all communication with the hotels and took care of the contracts. I made sure that we had enough rooms for all the delegates. The hotel staff was supposed to get the keys together for us but there was a lot of chaos when we got the keys from them. They did not separate them properly and there were a lot of keys that weren't working. They also shorted us some rooms from the rooming list that we gave them originally.

I helped get sponsors for the conference as well. I got the majority of our printing donated by the Honors College on campus. I also got some chips and snack foods donated by some friends. I also ordered the volunteer t-shirts and purchased the food for the hospitality rooms. I helped plan Winter Summit and went and purchased the food for that as well.

Some words for the wise:

- Make sure that your conference staff will have the time to dedicate to the conference UP FRONT. Also be aware that even though they say they can dedicate the time, things happen.
- Manage your time wisely. The conference will sneak up on you before you know it.
- Develop good relationships with the people at the hotel. They can either be your best friends or your worst enemies. If you have a good relationship with them, they will be a lot less crazy the weekend of the conference.

- Make sure that you have good communication with everybody. If you don't, things will be so hectic and it will cause tension between everybody.
- Motivate your conference staff. It means a lot to hear that you are doing a good job!
- Your advisors are your backbone. They are there to support you whenever you need it.
- DON'T BE AFRAID TO ASK FOR HELP!!! You will go INSANE if you try to do it all yourself.
- After check-in you will feel a lot better.

A final note:

It might seem like a lot from the beginning but it is well worth it!!! The experience was amazing and I would not have done it any differently. I developed some really good relationships with people throughout the year. You will grow in your leadership abilities and have a lot of fun doing it. At the end of the conference you will be glad that it is over but a couple days later you will want to do it again. I have one more tip for you: PATIENCE IS THE KEY!!!

Conference Co-Chair, Ebony Garcia (egarcia1@my.westga.edu)

As Co-Chair, it was my responsibility to handle all food and sponsorship chair duties. I made it my responsibility to try to save as much money as I could on this conference. One of my first duties was to figure out what we were going to serve for lunch and dinner for the two days of the conference because the breakfast was already handled by the hotel.

On Friday, when the guest arrived and started to settle down in their rooms they were greeted with personal pan pizzas. I first contacted Rachel, the fundraiser chair for Papa John's, who after I told her about our budget offered us a deal on some fundraiser pizza's for \$3.75 each. All I had to do was order them the week of the conference. All the chips and most of the snacks were donated by Frito-Lay because we have a friend who works for them. All of the water was donated by Sonic Drive In and Pepsi. Water was collected from sonic once a week for 3 months. Until we ended up with 20 cases of water plus the 20 cases that Pepsi donated made more than enough water for the whole weekend, since we decided not to provide caffeine at this conference.

As for the lunch and dinner on Saturday, we had to sign a contract with our schools Aramark because our school is in contract with them. We decided to have boxed lunches so that the delegates will still be able to have their meeting and still eat comfortably. We made them pack the condiments separately because some of the dietary needs that needed to be met by the delegates, which worked out well. The banquet dinner was Italian style which was what we could get off of their menu at the best price that we could afford for the amount of people that we had to feed. To avoid the delivery fee we picked up the boxed lunches ourselves and had the dinner in the Z-6 (our cafeteria). This order was put in 3 months before the conference. Everything went smoothly and we ended up with more than enough for everybody.

Conference Advisors, Karen Boettler (kboettle@westga.edu) and Michael Davis (mwdavis@westga.edu)

As Conference Advisor, our role was to assemble together volunteers for the conference staff, delegate responsibilities as necessary, coordinate with the Conference Chairperson and other conference committee chairs, assist the conference staff with utilizing resources. There was some difficulty in some of these responsibilities, primarily because the person who organized the bid as Conference Chair resigned. Luckily we had two other students, the current Conference Chairs, who stepped up to replace the first chair. We had many other people that volunteered to be committee chairs but we learned early that these people were not as reliable as we thought they would be, due to other involvements. So based on this discovery and talking with the chairs the conference staff was narrowed down to four people, the two advisors and the two chairs. When this discovery was made our task seemed a little daunting, and we had to keep each other's morale up. Our conference was not like most conferences. Our No Frills was hosted by our NRHH chapter which is separate from the university. There were some advantages and disadvantages to this listed in the chart below:

Advantages	Disadvantages
Write our own checks	Had to apply for tax ID number
Could use checking card if needed	Had to worry about paying taxes
Did not have to request check cut from university	Had to get checking account and checks
Able to monitor account more easily using Quicken	

Once we learned how to deal with the disadvantages on being separate from the university, we started working hard. Our main problem before the conference was that the hotel that we were working with raised their prices before we were able to sign a contract. This made a major difference in the price of the conference. As a staff we were dedicated to lowering the cost. We looked at other hotels but were unable to go with any other hotels because they were full because of other events happening in Carrollton that weekend. This created a problem that we chipped away at but was never able to get the price back down to the original price. At least once a week our staff made contact with the SAACURH Advisor, Director or ADBA in regards to something about the conference. I feel as if we as a conference staff did not contact them enough or ask for help when needed. We tried to be independent and we wanted them to work on things with the conference and not have to worry about our part of the conference but we could have gotten questions answered easier if we contacted them first. Looking back at the planning and execution I realized we did many things well and some things could have been improved on. I want to outline things that worked for us so it can help other conferences and give ideas to improve some things.

What we did well

Many things went well at our conference.

1. With having a small staff we knew almost everything there was to know about the conference. We were able to answer anyone's questions without referring them to other people.
2. We also go started talking to organizations on our campus about volunteers early. We only chose Alpha Phi Omega (a community service fraternity) and Residence Hall Presidents' Council in addition to NRHH. This helped us because we didn't have too many volunteers and it wasn't hard to manage the number that came in.
3. Our online database was an advantage to our conference. Our staff could log into the database and look at the number of people registered and run reports as needed (look under areas of improvement as well about the database). We also gave the SAACURH Director the password so he could get into the database and check on statistics.
4. We were able to get our core staff away for lunch on Saturday. This helped calm everyone down and provided a good time away from the conference.
5. Enjoy down time. During the conference it will be busy but you can enjoy the down time when you get it. Do not take advantage of it because what you put off, will come back to haunt you.
6. Having two advisors was good. Neither one of us could have done this alone and needed each other to vent, offer support, and just be friends during this hard time. We respect anyone that takes this task on by themselves. Although we had to do a lot more than we, as advisors, should have.

Areas of Improvement

1. Our online database was nice but there were many areas that could have been improved. First off our reports had to be downloaded form the website in a Comma Delineated File. This meant that if anyone put a comma in a space on the online database there information would end up in the wrong place, so whoever had to run reports and was in charge of registration had to go though all the registration in Excel and take out all the commas and make sure everything was in the proper place. This was a major pain and time consuming. This could have been easy to solve if the database was set up differently. Even if you have to manually key things in it might have been easier.
2. Although we got information out early to volunteering organizations we had little communication with the volunteers as far as setting up schedules and what they were doing until right before the conference.

3. Having a small staff was a good thing but we still had plenty of communication problems and we had to work through those. It is good to make sure everyone is e-mailed about decisions and everyone knows what's going on. That resulted in some inaccurate information and ideas.
4. Let everyone in your Residence Life office know what is going on and that they need to direct all questions to you or the chairs. This was a problem in our office even though we told our secretary; she still trying to help people and gave out the wrong tax ID number to some schools.
5. Learn how to fill W-9 forms out early. It took us a while to learn what a W-9 form was because our institution did not use them.
6. Clearly, and I mean **clearly**, outline expectations and responsibilities for staff at the conference. If this isn't done the hospitality room is closed early or something is neglected because it "wasn't their job."
7. Let the conference staff know that when the conference is happening, do not expect to go to bed early or sleep late. This is a time where they will be lacking sleep so come in with good attitudes or you might want to hurt each other.
8. Get a list of what the SEC needs from you early. Sometimes things get left off until the last minute so be prepared for that. There were some things that they SEC said they would do for the conference and it wasn't done so we had to help them, which was fine because they helped us out more than we ever had to help them.
9. Make sure the advisor has complete knowledge of the budget and knows what is going on at all times with it.
10. We, as advisors, were involved too much in the planning and execution of the conference. We were doing things that committee chairs should have been doing and this took away some leadership opportunities for students. Although our original committee chairs resigned their positions, we never looked for new people we wanted them to come to us. We were in charge of registration, communication with some schools, maintaining the database, organizing volunteers, driving people to and from the airport and the conference, finding out about taxes, helping with food, and executing the majority of the conference. Michael once said to one of our chairs, "I feel like you two (the chairs) spent all weekend doing things we forgot or neglected and we (the advisors) ran the conference." This should be a student run conference but we couldn't let our chairs fall or allow our school look bad so we did what we had to do.
11. PLAN EARLY PLAN EARLY PLAN EARLY! If anyone says this can wait until later, it's not important, slap them! That was a major problem with our staff. We thought we could wait until later to plan things and we ran out of time, and were scurrying around like crazy trying to get things done before the conference.

12. Evaluations! We didn't have them, you do need them!

13. A final lesson that we learned was this: an SEC member at your school should not be considered conference staff. Although we benefitted greatly by having Hope to advise us in the weeks prior to the conference, the chairs came to depend on Hope a little too much during the actual conference. Because Hope had been present for the entire process and had helped plan along the way, responsibility was placed on her that should have been taken over by the conference chairs. In hindsight, we should have had a conversation outlining where Hope's duties as a conference planner ended, and where her duties as ADBA began. Just remember that at the conference, an SEC member has a whole other set of duties apart from the conference staff, and should not be expected to take on the role and responsibilities of a conference chair.

Last Minute Advice and Support

You can do it! No matter how bogged down things get or how bad they look! You can do it and it will be okay. Hosting the conference is something that you will look back on and think "I'm glad I did it but I'm glad it's over!" Take time during the conference to look around and think that you did this. You made this conference happen and if it wasn't for you, it wouldn't be happening. We are both glad that we had this experience and looking back, we appreciate hosting and working with our staff! You are the only people that notice everything that goes wrong, other people do not notice it, so stop stressing out during the conference. There is nothing that you can do sometimes except to chill out and accept the things that you can not change.

Attendance Breakdown by State

Alabama

		Delegates	Advisors
University of Alabama at Birmingham	Alabama	4	1
University of South Alabama	Alabama	5	0
Totals		9	1

Florida

		Delegates	Advisors
Florida Atlantic University Honors College	Florida	1	1
Florida Atlantic University	Florida	1	1
Florida International University	Florida	2	1
Florida State University	Florida	3	1
University of Central Florida	Florida	1	1
University of Florida	Florida	4	1
University of North Florida	Florida	2	1
University of South Florida	Florida	3	1
Totals		17	8

Georgia

		Delegates	Advisors
Columbus State University	Georgia	3	1
Georgia Institute of Technology	Georgia	3	1
Georgia Southern	Georgia	3	1
Georgia Southwestern State University	Georgia	1	0
Kennesaw State University	Georgia	2	2
Oxford College of Emory University	Georgia	2	1
University of West Georgia	Georgia	2	0
Valdosta State University	Georgia	3	0
Totals		19	6

Kentucky

		Delegates	Advisors
Bellarmino University	Kentucky	3	1
Eastern Kentucky University	Kentucky	2	2
Morehead State University	Kentucky	3	1
Murray State University	Kentucky	4	1
Northern Kentucky University	Kentucky	2	1
Spalding University	Kentucky	2	1
Western Kentucky University	Kentucky	2	1
Totals		18	8

Mississippi

		Delegates	Advisors
Mississippi State University	Mississippi	3	1
Mississippi University for Women	Mississippi	1	1
The University of Southern Mississippi	Mississippi	4	2
University of Mississippi	Mississippi	2	0
Totals		10	4

North Carolina

		Delegates	Advisors
Appalachian State University	North Carolina	4	1
East Carolina University	North Carolina	4	1
Elon University	North Carolina	1	0
Gardner-Webb University	North Carolina	1	1
North Carolina State University	North Carolina	3	2
UNC - Chapel Hill	North Carolina	3	1
University of North Carolina Wilmington	North Carolina	4	0
Wake Forest University	North Carolina	1	1
Western Carolina University	North Carolina	3	1
Totals		24	8

South Carolina

		Delegates	Advisors
Clemson University	South Carolina	1	0
College of Charleston	South Carolina	5	1
University of South Carolina	South Carolina	3	1
University of South Carolina Aiken	South Carolina	1	0
Winthrop University	South Carolina	3	1
Totals		13	3

Tennessee

		Delegates	Advisors
East Tennessee State University	Tennessee	3	1
Maryville College	Tennessee	10	1
University of Tennessee Knoxville	Tennessee	3	2
Totals		16	4

Virginia

		Delegates	Advisors
Radford University	Virginia	4	1
The University of Virginia's College at Wise	Virginia	2	1
University of Mary Washington	Virginia	2	0
Virginia Tech	Virginia	2	2
Totals		10	4

Deposits		Expense Total by Category	
12/20/2005	\$ 500.00	ADA Add on Fee	\$ 865.00
1/13/2006	\$ 0.38	Add On Fee	\$ 865.00
1/13/2006	\$ 0.31	Auto	\$ 155.02
1/23/2006	\$ 279.04	Awards	\$ 720.00
1/26/2006	\$ 220.96	Boardroom Motivation	\$ 26.85
1/31/2006	\$ 674.00	Filing Materials	\$ 16.88
2/1/2006	\$ 517.91	Folders and Labels	\$ 94.13
2/1/2006	\$ 297.25	General Registration Supplies	\$ 17.27
2/2/2006	\$ 427.91	General Reserve	\$ 98.23
2/7/2006	\$ 2,696.00	Hospitality Food And Beverage	\$ 323.96
2/10/2006	\$ 2,890.00	Housing	\$ 9,891.84
2/21/2006	\$ 1,670.00	Meals and Banquet	\$ 3,667.10
2/24/2006	\$ 1,818.00	Name tags	\$ 106.96
3/1/2006	\$ 2,966.00	Printing	\$ 89.11
3/10/2006	\$ 1,226.00	Signs	\$ 25.42
3/13/2006	\$ 518.21	Staff Development	\$ 198.50
3/13/2006	\$ 557.05	Staff Nourishment	\$ 114.59
3/13/2006	\$ 590.00	Vans	\$ 625.68
3/13/2006	\$ 3,983.00	Volunteer Shirts	\$ 293.72
4/3/2006	\$ 2,386.00	Winter Summit	\$ 223.47
		Uncategorized	\$ 556.00
TOTAL Deposit	\$24,218.02	OVERALL TOTAL	\$ 18,974.73

EXPENSES By Category

Uncategorized

	3/6/2006	Checking		Return Deposit Item		-556
TOTAL Uncategorized		-556	-556		-556	-556

ADA Add on Fee

	4/4/2006	Checking	1011	SAACURH		-865
TOTAL ADA Add on Fee		-865	-865		-865	-865

Add On Fee

	3/28/2006	Checking		FLAME Chapter Of NRHH		-130
	4/4/2006	Checking	1012	SAACURH		-735
TOTAL Add On Fee		-865	-865		-865	-865

Auto

Fuel

	3/13/2006	Checking		WM SUPERCENTER		-60
	3/14/2006	Checking		QT		-10
	3/14/2006	Checking		Murphys		-36.33
	3/14/2006	Checking		Texaco		-48.69
TOTAL Fuel		-155.02	-155.02		-155.02	-155.02
TOTAL Auto		-155.02	-155.02		-155.02	-155.02

Awards

	2/21/2006	Checking	1001	Andrew Howard		-720
TOTAL Awards		-720	-720		-720	-720

Boardroom Motivation

	2/28/2006	Checking		ORIENTAL TRADING CO		-26.85
TOTAL Boardroom Motivation		-26.85	-26.85		-26.85	-26.85

Filing Materials

	1/30/2006	Checking		Wal-Mart Super CARROLLTON GA	-16.88
TOTAL Filing Materials		-16.88	-16.88	-16.88	-16.88

Folders and Labels

	3/6/2006	Checking		Braves Bookstore	-94.13
TOTAL Folders and Labels		-94.13	-94.13	-94.13	-94.13

General Registration Supplies

	3/14/2006	Checking		Walmart	-17.27
TOTAL General Registration Supplies		-17.27	-17.27	-17.27	-17.27

General Reserve

	12/28/2005	Checking		CHECK CHRg HARLAND CHECKS XXXXX	-25.8
	1/27/2006	Checking		9363PAYPAL *EXPUSE	-1.95
	2/24/2006	Checking	1002	Brandie Hewitt	-17
	3/13/2006	Checking		STAPLES #539	-53.48
TOTAL General Reserve		-98.23	-98.23	-98.23	-98.23

Hospitality Food And Beverage

	3/10/2006	Checking		Southern Family Markets	-27.57
	3/10/2006	Checking		WM SUPERCENTER	-73.21
	3/13/2006	Checking		WM SUPERCENTER	-19.3
	3/13/2006	Checking		WM SUPERCENTER	-42.61
	3/13/2006	Checking		Food Depot	-68.27
	3/14/2006	Checking		McDonald's	-7.69
	3/14/2006	Checking		WM SUPERCENTER	-20.26
	3/14/2006	Checking		Publix	-65.05
TOTAL Hospitality Food And Beverage		-323.96	-323.96	-323.96	-323.96

Housing

	3/14/2006	Checking	1010	Bill Pickett	-9,891.84
TOTAL Housing		-9,891.84	-9,891.84	-9,891.84	-9,891.84

Meals and Banquet

	3/13/2006	Checking	ATM	ATM Withdrawal	-20
	3/14/2006	Checking	1006	Papa John's Pizza	-458.5
	3/30/2006	Checking	1013	Classic Fare Catering	-3,188.60
TOTAL Meals and Banquet		-3,667.10	-3,667.10	-3,667.10	-3,667.10

Nametags

	2/28/2006	Checking		STAPLES #539	-106.96
TOTAL Nametags		-106.96	-106.96	-106.96	-106.96

Printing					
	3/14/2006	Checking		STAPLES #539	-3.52
	3/14/2006	Checking		STAPLES #539	-9.63
	3/14/2006	Checking		STAPLES #539	-31.02
	3/14/2006	Checking		STAPLES #539	-44.94
TOTAL Printing			-89.11	-89.11	-89.11
Signs					
	2/28/2006	Checking		WM SUPERCENTER	-8.03
	3/14/2006	Checking	1008	Bill Pickett	-17.39
TOTAL Signs			-25.42	-25.42	-25.42
Staff Development					
	2/21/2006	Checking		JUNCTION LANES BOWLING	-53.5
	4/21/2006	Checking		Walmart	-145
TOTAL Staff Development			-198.5	-198.5	-198.5
Staff Nourishment					
	2/21/2006	Checking		STEAK-N-SHAKE	-40
	3/14/2006	Checking		Martins	-16.49
	3/14/2006	Checking		The Border Bar And Grill	-58.1
TOTAL Staff Nourishment			-114.59	-114.59	-114.59
Vans					
	3/14/2006	Checking		Enterprise Rent a Car	-437.23
	3/14/2006	Checking		Enterprise Rent a Car	-437.23
	3/16/2006	Checking	DEP	Enterprise Rent a Car	124.39
	3/16/2006	Checking	DEP	Enterprise Rent a Car	124.39
TOTAL Vans			-625.68	-625.68	-625.68
Volunteer Shirts					
	3/9/2006	Checking	1004	Southeastern Sales	-293.72
TOTAL Volunteer Shirts			-293.72	-293.72	-293.72
Winter Summit					
	1/27/2006	Checking		Wal-Mart Super CARROLLTON GA MAPLE ST. CARROLLTON GA	-11.28
	1/30/2006	Checking	ATM	GA	-20
	1/31/2006	Checking		Ryans #344 Q82	-137.81
	1/31/2006	Checking		PUBLIX #608 SA1	-54.38
TOTAL Winter Summit			-223.47	-223.47	-223.47
TOTAL EXPENSES			-18,974.73	18,974.73	-18,974.73
OVERALL TOTAL			5,243.29	5,243.29	5,243.29