

Leadership Academy Procedure

March/April -

- Hold Committee meeting via Zoom - Confirm date.
- Determine Instructors for the Chapter Office Core classes.
- Brain storm Elective Classes (ie., wish list).
- Confirm dates with UW River Falls College.

May/June - Follow on to above:

- Contact Instructors of Chapter Office Core classes and confirm availability.
- Check with above Instructors for Elective classes they could teach.
- Determine wants/needs for other Elective class and Instructors.
- Continue until all classes in schedule are filled.

July/August

- Lay out class schedule:
 - 3 Elective class groups Friday afternoon - Core classes & 2 Elective groups Sat.
 - Each class group should include: Music Education, Administrative, General.
- Plan Friday General Session for Keynote Address and select 2 songs for mass sing.
- Prepare class descriptions.
- Contact Hotels - confirm date and availability.

Best Western Hotel -

- Block 20 rooms - Faculty & Dist Board - (Master Account Tax Exempt)
- Block 40 rooms - Chapters call in and book own rooms.
- Contact Restaurant - book Thursday Faculty dinner.

Econo Lodge - Chapters call in & book own rooms.

Finalize LTA Budget

September

- Finalize Class schedule.
- Prepare materials to be sent to Chapters and Web site.
 - Registration instructions.
 - Class schedule.
 - Class descriptions.
 - Housing information.
 - River Falls street map.
 - UW Parking lots.

October (late October)

- Send materials to all Chapters in District.
- Reconfirm with UW College and Hotels.

December

- Receive chapter registrations and record attendance for each class.
- Keep Faculty informed of their class sizes.
- Assign classes to specific classroom based on class size and room size.
 - NOTE: We must comply with Fire Marshals maximum number for each room.
 - If Instructors have back to back classes arrange to stay in same classroom.

Assign Hotel rooms for Faculty and Board - send to Best Western (Master Acct)
- Book Faculty and Board on 3rd floor - Room 322 Hospitality room (Jack Edgerton)
Arrange to meet Faculty at Airport (if flying)

Prepare plans for General Sessions - Music Director/Keyboard/Music stand.

Make class schedule for each student hi-lighting classes signed up to attend.

Prepare Student Packet materials

Prepare Faculty Packet materials

Individual Class schedule

Class Schedule

Evaluation sheet

Lists of students by class

UW Floor plan

Expense Voucher

Sheet of tags

UW Floor plan

Music

Send Bob Fricke class listing w/rooms to make room signage

Plan/purchase Hospitality room supplies - Coordinate with Jack Edgerton.

January

7 days prior to school - Provide College with exact meal counts.

Thursday - Arrive River Falls -

Meet with UW at 4:00 pm - finalize plans/Tech support/\$5,000.00 deposit.

Hospitality room set up at Hotel.

Faculty dinner - 7:00 pm - Introductions/Faculty materials.

Friday - 8:00 am to college..

Set up registration area.

Assemble Student packets.

Verify/collect payment from Students/Chapters - Edgerton.

Verify each classroom is set up correct.

Meet with Tech support - get radio for communication during school.

Greet Faculty - show to classrooms, Faculty room and technology in rooms.

As Students arrive hand out individual Student packet to each student.

Be prepared for "walk-ins" as well as no-show changes.

Monitor rooms and classes during each class session.

Be prepared to make copies for Instructors. (need Copier)

Verify meal counts with College end of each meal.

Saturday

After last class check each room assure room is clean, close door and lock.

Arrange for Faculty to airport (if needed).

Check with each Faculty for expense reimbursement (from Edgerton)

Sunday

Jack Edgerton pay Best Western Master Account.

January follow-up

Review student Evaluation sheets.

Prepare summary of Evaluations for each class and send to each Instructor.

Receive final bill from UW College and forward to Edgerton for payment.

Final accounting compared to Budget