



Illinois Probation and Court  
Services Association

# Host County/Circuit Guide

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## **Introduction**

The Executive Board extends a heartfelt thank you for volunteering to host a conference in your jurisdiction. This is a large and, at times, confusing undertaking as there are a number of parties involved in organizing a conference. It is our hope that this guide will answer your questions as you begin to plan your event.

## **Duties**

### **Keynote Speakers**

The host county/circuit is asked to choose keynote speakers for the luncheons on Wednesday and Thursday. Regardless of who is selected, the host county/circuit must provide a biography and a picture if possible to the Program Committee for inclusion in the registration packet and conference programs. Occasionally, the Program Committee may be able to work with the host county/circuit to bring in a national speaker to conduct a workshop as well as give a keynote address. Since this information is crucial for the organization of the conference and must be included in the registration packets, keynote speakers must be confirmed and all information given to the program committee no less than four months of the start of each conference.

### **Color Guard**

At the opening luncheon, a color guard is needed to present the flags. We ask the host county/circuit to contact a local police department, fire department, ROTC, or military unit to present the colors.

### **Registration Table**

It is the responsibility of the host county/circuit to have staff available to work at the registration desk on Wednesday and Thursday between the hours of 7:00 a.m. and 4:30 p.m. Duties include distributing name tags, registration packets, and conference booklets. Individuals who choose to register the day of the event should be directed to the Executive Assistant who will process their registration and provide them with a name tag. Ribbons for committee membership, committee chairs, vendors, and faculty are provided by the Association. A minimum of two persons should be present at the registration table.

## **Raffle and 50/50**

It is the responsibility of the host county/circuit to secure prizes for the raffle which can be either purchased or secured through sponsorship. Additionally, it is the host county/circuit's choice of a recipient for a portion of the proceeds earned from the raffle as noted in the financial section. The host county/circuit is responsible for providing a minimum of two staff members to work at the raffle table between the hours of 7:00 a.m. and 4:30 p.m. on Wednesday and Thursday. On Friday morning following the conclusion of the breakfast meeting, the host county/circuit shall conduct the raffle drawing. Raffle winners do not have to be present to win. If the host county/circuit chooses, they may present the donation to a representative of the charity during the breakfast meeting. The Executive Assistant has a basic form letter available for soliciting prizes if requested by the host county/circuit.

The host county/circuit may also sell tickets for a 50/50 drawing. Details of this drawing are described in the financial section.

## **Introduction of Guests**

At both lunches during the conferences, it is customary for the host county/circuit to invite local dignitaries such as judges, state's attorneys, county sheriffs, and state legislators. It is the responsibility of the host county/circuit's CMO to introduce the guests and provide a headcount to the Program Committee no later than one week prior to the start of each conference. IPCSA will provide lunch free of charge for up to 10 dignitaries.

## **Hotel**

Conference hotels are chosen by the President in conjunction with the Program Committee. The President and the Program Committee are responsible for all negotiations and contract arrangements with the hotel including but not limited to menus, number of rooms, and A/V equipment. However, suggestions for hotels from the host county/circuit are always appreciated.

## **Workshops**

The host county/circuit is welcome to suggest workshops for the conference. However, all workshop proposals must be submitted to the Program Committee who is responsible for organizing and selecting the training curriculum. Proposal forms can be obtained either from

the Program Committee Chairs or on the IPCSA website. Typically, workshop proposals must be submitted no later than four months prior to the conference.

## **Evening Events**

All evening events are coordinated by a collaboration of the Program Committee and the Host County/Circuit. All budget requests and financial questions are subject to final approval of the Executive Board. Creative suggestions are encouraged. However, proposals must be submitted to the Program Committee no less than four months prior to the start of each conference.

## **Golf Outing**

At each Spring Conference, the Association holds an annual golf outing. It is the responsibility of the host county/circuit to select a golf course at which to hold this event. That information must be provided to the Executive Assistant no later than four months prior to the conference. The host county/circuit is responsible for securing raffle prizes for the event and may choose to seek tee sponsors from the community. If tee sponsorships are accepted, it is the host county/circuit's responsibility to make and place signs at the golf course. In the event that tee sponsorship occurs, that money shall be forwarded to the Treasurer. Organization of the event itself will be handled by the Association in conjunction with the golf course.

## **Financial Questions**

A budget for each conference is established by the Executive Board. The Executive Board/President shall work in cooperation with the host county/circuit, the Program Committee, and the Treasurer to plan each conference. Furthermore, the Treasurer, as liaison for the Executive Board, shall be informed of all potential expenditures and planning meetings related to each conference. The Executive Board has final authority to approve or deny all financial expenditures in order to maintain the financial integrity of the Association.

The Association Treasurer shall provide money bags and start up change for the raffle, 50/50 drawing, and IPCSA merchandise table. Each night the Treasurer shall collect the money and verify the amounts collected with a representative of the host county/circuit. The Treasurer shall be responsible for the safe keeping of the money each night. If the Treasurer is unavailable, either the Association President or President-Elect shall assume this responsibility.

## **Charitable Donations**

The host county/circuit will be responsible for selecting a charity in their community to receive a portion of the proceeds from the raffle as noted below. This information must be given to Program Committee and at least four months in advance to ensure that information is included in the registration packets and conference booklets. If the host county/circuit chooses, they may invite a representative from the charity to attend the business meeting on Friday in order to present them with a check. The host county/circuit is responsible for doing the presentation. The Treasurer is responsible for issuing said check.

## **Raffle**

Raffle tickets and drum are provided by the Association. Ticket prices are \$1.00 per ticket or 6 for \$5.00. Tickets may be sold throughout the day, at any event sponsored by the Association, and during the breakfast meeting. Seed money of \$500.00 will be provided by the Association for the purchase of prizes. Receipts for prizes must be submitted to the Treasurer.

Furthermore, seed money shall be reimbursed to the Association at the conclusion of the conference from money earned selling raffle tickets. All money earned shall be submitted to the Treasurer at the breakfast meeting. The Treasurer shall split the remaining proceeds evenly between the charity and the Association and issue a check made payable to the charity. The host county/circuit may either present the check during the breakfast meeting to a representative of the charity or send it via the United States Post Office. If necessary, the Executive Assistant will mail the check.

Local businesses may donate directly to the charity chosen by the host county/circuit. However, if the host county/circuit receives additional funds donated from area businesses in order to purchase prizes, the money shall be submitted to the Association and will be divided as described above.

## **Raffle License**

It is the responsibility of the host county/circuit to determine whether or not a raffle license is required in their jurisdiction. Contact information for the appropriate county clerk and cost of the license must be forwarded to the IPCSA Executive Assistant and Treasurer no less than six months prior to the conference. Solicitation of prizes cannot begin until this license if necessary is obtained.

## **50/50 Drawing**

The host county/circuit is welcome to have a 50/50 drawing at each conference. Tickets are provided by the Association. Ticket prices are \$1.00 per ticket or 6 for \$5.00. Tickets may be

sold throughout the day, at any event sponsored by the Association, and during the breakfast meeting. All money earned shall be submitted to the Treasurer at the breakfast meeting. The host county/circuit shall draw the winning ticket at the conclusion of the Friday breakfast meeting. The Treasurer shall split the proceeds evenly between the Association and the individual who wins the drawing. The winner must be present to win.

## **Meals**

IPSCA will provide lunch free of charge for up to 10 dignitaries per day. Additional meals can be purchased by the host county/circuit at a rate of \$25.00 per meal. Host counties/circuits will be responsible for all meal costs of those non-registered individuals working at the conference but not attending workshops. Additionally, if guests are invited to the Fall Banquet, the host county/circuit is responsible for dinner costs at a rate of \$50.00 per plate.

## **Registration Fees**

Host County/circuit employees registering to attend the full conference will be granted a 20% discount on registration costs. This includes all conference meals and events. However, if the host county/circuit chooses, they may pay full registration fees and the applicable discount amount will be applied to an evening event sponsored by the host county/circuit.

### **Wednesday Only Registration:**

Host county attendees scheduled to **assist with conference and registered to attend all or part of the workshops** on Wednesday only will be required to pay the “Wednesday Only” registration fee minus the 20% host county discount. This fee includes all meals and events scheduled for Wednesday.

Host county attendees scheduled to **assist with conference but not attending any workshops** on Wednesday will have their “Wednesday Only” registration fees waived to accommodate the work schedule and pay only the necessary meal and or event fees for the conference at a non-discounted rate.

### **Thursday Only Registration:**

Host County attendees scheduled to **assist with conference and registered to attend all or part of the workshops** on Thursday only will be required to pay the “Thursday Only” registration fee minus the 20% host county discount. This fee includes all meals and events scheduled for Thursday.

Host County attendees scheduled to **assist with conference but not attending any workshops** on Thursday will have their “Thursday Only” registration fees waived to accommodate the work

schedule and pay only the necessary meal and or event fees for the conference at a non-discounted rate.

### **Individualized Pricing**

Host County attendees may choose to refrain from any of the above registration options and pay only for certain events. (20% host county discounts do not apply.) Those prices are as follows:

Lunch Fee Only: \$25.00

Wednesday Evening Event Fee Only: \$25.00

Thursday Banquet Fee Only: \$50.00 (includes dinner, dance, and reception)  
\$15.00 (includes dance and reception)

Friday Breakfast Only: \$15.00

*(IPCSA Board of Directors reserve the right to adjust fees in accordance with venue pricing)*

### **Vendors**

The Resource Committee is responsible for securing vendors for each conference. However, the host county/circuit is encouraged to seek out local providers who may be interested in becoming vendors. Vendor contact information must to be given to the Chair of the Resource Committee at least four months prior to a conference.

Since the dates vary for every conference, the exact cut off dates for registration fee deadlines are determined by the Resource Committee Chair. In general, the early registration fee option is valid for three weeks from the time conference registration notices are initially mailed. Late registration is 10 days before the conference.

Fees for vendors are as follows:

- Early registration fee = \$400
- Regular registration fee = \$450
- Late registration fee = \$500
- Break sponsorship = \$150 per break
- Workshop sponsorship = \$300

Lunch on Wednesday and Thursday is included for ONE exhibitor in the registration fee. If the vendor has more than one exhibitor, they are charged \$25.00 for lunch and \$50.00 per person

for the banquet. If required by the hotel, vendors may be required to pay extra for Internet service and electric hook-up. Vendors are encouraged to provide a door prize for the vendor card drawing at Thursday's lunch.