

GRSP CONCLAVE PROFORMA

The GRSP Conclave is awarded annually to a Rotary club or group of clubs that agrees to host the GRSP students in their initial gathering for the academic year. The purpose of this meeting is to gather all the GRSP students for the current academic year together in one place to let the international students know what they can expect of GRSP and what GRSP expects of each of the international students. Items highlighted in **boldface** in this document are construed to be **critical** to the success of the Conclave and are considered essential by GRSP.

The annual GRSP Conclave is usually held the last weekend in August. The GRSP Conclave will be held over a three-day weekend beginning on Friday at noon and concluding on Sunday morning. **All program matters will be handled by GRSP. At least 30 days before the conclave GRSP Vice Chair, or his representative, will need to visit the facility to specifically prepare for the meeting. No events, activities, or programs should be scheduled without clearance from the Vice Chair of GRSP. All meals and facilities needed will be provided by the Host Club(s). All costs associated with the Conclave will be the responsibility of the Host Club(s), except GRSP will provide a budget supplement of \$5,000.00.** In the past, some District Governors have matched this amount as well. It is the clubs responsibility to request these funds from your District Governor in a timely manner, with the understanding that matching funds are at the sole discretion of the District Governor. Rotarians, GRSP Trustees and their guests are responsible for the cost of their attendance. **The GRSP students are guests and will not be charged for their mandatory participation in the weekend.**

The most critical task for the Conclave is to secure host families for each of the GRSP students. (A complete list of students will be supplied as soon as possible.) **Students should stay in Rotarian's homes and not be housed in public accommodations. We request that two students be assigned to host families, but in no case more than four students per host family.** Sign up at least 15 more families than needed, because at the last minute there are always cancellations. Assignments of students with the host family will be the responsibility of the Host Club(s).

The Host Club(s) will select a headquarters hotel and hold about 60 rooms to be reserved by Rotarians and Trustees. The Host Club(s) will need to provide a registration area Friday beginning at 10:00 a.m. to receive the students and arrange for them to meet their host families at the headquarters hotel. The Host Club(s) should provide an informal assembly area near the registration area (such as the Hotel Pool area) for the students until the **host families pick up the students at about 5:00 p.m.** The GRSP students will arrive at noon and the host club will provide a snack lunch (or cook out hamburgers and hotdogs, etc). **All meals provided by the Host Club(s) should include options for a vegetarian diet. According to GRSP bylaws, alcoholic beverages are not to be served or available at Conclave events where students are present.** The students, trustees and Rotarians will have the opportunity to informally

socialize during the afternoon on Friday. Music CD and cassette tape players should be available for the students.

The GRSP Directors and Executive Trustees will meet in the afternoon on Friday and will require space for 25-30 people; a podium is required but no audio-visuals. A small room should be available for storage of student luggage and to facilitate photos for the student yearbook. **Additionally, we require a meeting room to accommodate the students (seating for 100) for approximately one to two hours starting at 2 PM Friday. The District Governors will present a seminar on Rotary to the students at that time.** A head table with podium and microphone will suffice.

The Friday Dinner meeting should be informal. It may be held out of doors in a venue approved by the Vice-Chair. **An out of doors venue will only be approved if there is an adequate backup venue available in case of rain or excessive heat.** The dress should be casual. There is a limited program with each of the students having the opportunity to introduce themselves individually to us. **A public address system and small stage area will be need for this program. The dinner (for approximately 300 people) and program usually begins at about 6:30 p.m. and adjourns by 9:00 p.m. and the students go home with their host families for the evening. Host families should be advised that students are not allowed to go "out on the town" after the event. Host families are encouraged to interact with and get to know their students, but parties or late night gatherings are not allowed, since the students are required to be prompt and alert for their Saturday morning meeting.**

The most significant meeting of the GRSP Conclave is Saturday. The meeting area should seat approximately 200 people. We will need audio and visual equipment to be addressed based on the facility. **The host families should provide breakfast on Saturday morning and deliver their student to the main conclave meeting place no later than 8:15 a.m. The meeting will start promptly at 8:30 p.m.** There will be a refreshment break in mid morning. A snack lunch will follow. After lunch the program will reconvene to wrap up the program and allow the students to meet with their Rotary District Governors and district GRSP Trustees. The remaining part of the afternoon (about 2 hours) will be devoted to the students preparing for their talent presentations for the evening. **Host families will need to pick up their students at 4:00 p.m. Additionally, we require two rooms, preferably at the same facility where the students are located, seating 100 each, to be used for GRSP Trustee and GRSP Host Family training.** This training will commence at approximately 9:30 AM on Saturday. A podium with microphone is required, as well as a screen for a PowerPoint presentation.

The highlight of the annual GRSP Conclave is the Saturday evening program. The dinner is dress up time for the students. We ask them to wear a native or tradition national costume. Dress for men is coat and tie. The meal should be a sit down dinner for approximately 400 people served banquet styled or buffet. A stage or raised podium area (20 feet by 40 feet) should be provided in the banquet area. We will need audio and visual equipment to be addressed based on the facility. **The dinner should be served at 6:30 p.m. A professional photographer provided by the host club(s) will take a**

group photo of all GRSP students immediately after the meal and before the evening's activities. GRSP will purchase a group photo for each of the students. **Because professional photographers usually copyright their work, GRSP requires a copyright release on the group photo for future use by GRSP.** A short program will follow with a formal parade of nations with each student presenting their national flag. The students will sing two songs as a group. The dinner will "adjourn" to an informal GRSP Cabaret and the students will present their individual and group talent presentations. The meal, program and cabaret may be held in the same room. Rotarians may leave at their pleasure. When the Cabaret concludes the students should be provided a "DJ" to play music and an area to dance. **The students will adjourn by 12:00 a.m. and their host families will take them home for the evening. Again, no late night parties.**

The GRSP students will return home on Sunday morning. **The host families should return their students to the hotel headquarters by 9:00 a.m.** Their rides back to their schools will be ready at that time. By 10:00 a.m. all the GRSP students should be on their way back to their schools.

Benchmarks:

NLT 24 months prior to Conclave:

Committee formed and matching funds request made to District Governor nominated for year of the Conclave.

NLT 18 to 20 months prior to Conclave:

Venues identified and contracted. Hotel identified and rooms blocked.

NLT 12 months prior to Conclave:

GRSP suggests that small delegation attend prior year's Conclave. Meet with GRSP representative to review initial plans.

NLT 10 months prior to Conclave:

Committee meets with GRSP representative to review venues and hotel. Full committee meeting to review plans for Conclave.

NLT January GRSP meeting prior to Conclave:

Registration site up and running. Printed registration materials available. Marketing plan in full swing.

NLT Three months prior to Conclave:

Optional meeting with GRSP representative.

NLT Two weeks prior to Conclave:

Final numbers to caterer. Unused rooms, if any, released to hotel. Registration on space available basis.

Day prior to Conclave:

GRSP representative will be available for final arrangements.

GRSP suggests that the Conclave Chair set up a reasonable meeting schedule for committees: perhaps every quarter until nine months prior and then every two months.