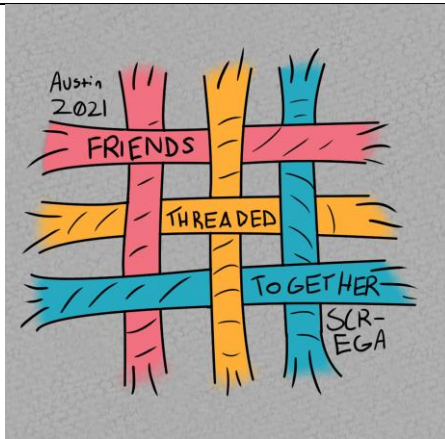


**SCR Seminar 2021
Committee Report
May 24, 2021**

Status	36 MONTHS (or more) – June 2018
Complete	Seminar chair and treasurer selected and approved by region executive committee.
Complete	Seminar committee jobs assigned to chapter members or, if region sponsored, committee jobs assigned to chapters.
Complete	Initial loan made to seminar from region. (As of 6/2015, \$500)
	<ul style="list-style-type: none"> • Bank account opened 9/4/2018.
Complete	Site Selection.
	<ul style="list-style-type: none"> • Contract signed with Sheraton Hotel in Georgetown, for June 1 – 5, 2021.
Complete	Confirm dates with National. Ask to be informed if another region has scheduled a seminar for the same dates.
Complete	Seminar website domain is secured by seminar webmaster. The name will be: SCR<year>Seminar.org. (Example: SCR2016Seminar.org)
Complete	Seminar email addresses are created and assigned as committees are filled. (See Appendix B for list of email addresses.)
	<ul style="list-style-type: none"> • Names and emails sent to SCR Webmaster in 2018 for creation of Gmail email accounts.
	32 MONTHS – October 2018
Complete	Initial budget approved (at the Fall executive committee (EC) meeting)
	<ul style="list-style-type: none"> • Draft budget has been prepared and will be reviewed by the SCR Seminar 2021 Exec Committee on 9/9/2018. • After approval it will be sent to the SCR EC for review and approval during their 9/22/2018 conference call. • Provisional approval of the budget received during the fall 2018 SCR EC conference call. Changes were requested to the teacher salaries. • A revised budget has been prepared for review and approval by the SCR 2021 Committee at their Feb. 10, 2019 meeting. Once approved it will be submitted to the SCR EC. • Approved Feb 2019
Complete Dec - 2018	Remaining loan made to the seminar treasurer (after initial budget has been approved). (As of 6/2015, \$4,500)
	30 MONTHS – December 2018
Complete 10/7/2018	Seminar logo and theme selected by host unit.
	<ul style="list-style-type: none"> • Seminar Theme – Friends Threaded Together • Seminar Logo –



Complete 11/19/2018	Logo sent to EGA product design and sales committee for approval. (See Appendix A for logo guidelines as of 2015.)
	28 MONTHS – February 2019
Complete	Teacher pay, including per diem and allowed incidentals is determined.
	<ul style="list-style-type: none"> Teacher pay rate and per diem amount included in budget presented for approval at SCR Mid-year meeting on Feb 22, 2019.
Complete 4/15/2019	Seminar website is up with call for proposal information.
Complete	Dean of faculty prepares a list of potential teachers. The list from the previous year may be used as a starting point.
	26 MONTHS – April 2019
Complete 4/29/2019	<ul style="list-style-type: none"> Begin publicity for teachers. Request for proposals e/mailed to potential faculty. The request will direct the teacher to the seminar website for proposal information. As of May 13, forty-nine have been contacted and seven have responded thus far: Six will send proposals, and one has declined since she will be retiring in 2020.
	23 MONTHS – July 2019
Complete	<ul style="list-style-type: none"> Reminder email to teachers to submit proposals is sent by dean of faculty
	21 MONTHS – September
Complete	<ul style="list-style-type: none"> Second reminder email to teachers to submit proposals is sent by dean of faculty
Complete	<ul style="list-style-type: none"> Faculty proposals due on September 30, 2019 As of September 30, 2019 - 98 proposals have been received from 20 teachers.
Complete	<ul style="list-style-type: none"> Selection committee reviews due to faculty chair on October 14, 2019
	20 MONTHS – October
Complete	<ul style="list-style-type: none"> Class selection committee chooses seminar classes on October 19, 2019 (The region director and SCR seminar mentor are de facto members of the selection committee. The RD, ARD or seminar mentor should attend the selection in person as an observer.) List of teachers selected is sent to region director. Region director sends list to national Director of Education for approval.
	19 MONTHS – November
Complete	<ul style="list-style-type: none"> Notify faculty of acceptance or rejection with return of all hard copy proposals.
	18 MONTHS – December

Complete	<ul style="list-style-type: none"> • Faculty contracts due to dean of faculty.
	17 MONTHS – January
Complete Complete Complete	<ul style="list-style-type: none"> • Website/brochure development begins • Committee making Save the Date table favors for Saturday lunch at SCR 2020 • Committee making Registration favors for the first x# of those to register for SCR 2021
	14 MONTHS -- April
Complete Complete	<ul style="list-style-type: none"> • Initial website data is sent to webmaster. (April 1st) • Website is developed in partnership with host unit and webmaster. (Month of April and May)
	13 MONTHS – May
Complete	<ul style="list-style-type: none"> • Website is developed in partnership with host unit and webmaster. (Month of April and May)
	12 MONTHS – June
Complete	<ul style="list-style-type: none"> • Complete seminar information is available on-line • Faculty preview at region seminar – <u>only available online</u> due to COVID-19 and Seminar 2020 cancellation • Registration opens – opened June 10 • Registration invitation letter and registration form mailout ready to mail. Includes Saturday luncheon – Save the Date table favors
	9 MONTHS – September
Complete	<ul style="list-style-type: none"> • Cancel teacher contracts with low numbers <ul style="list-style-type: none"> • The 3 teachers with low numbers have agreed to extend their cancellation date until December 1 to see if additional registrations are received • Repay loan to region – requesting an extension from region due to low registrations. • Boutique Vendor canceled due to Covid
	8 MONTHS – October
Complete	<ul style="list-style-type: none"> • Class assignments made – <ul style="list-style-type: none"> • scheduled for October 10 • Registrar’s letter/invoice confirming class assignments and account status is emailed to students. • Letter confirming class status is emailed to teachers. <ul style="list-style-type: none"> • Email notification has been sent to teacher’s whose classes have made
	5 MONTHS – January
Complete	<ul style="list-style-type: none"> • Registrar sends out invoices for final payments due on Feb. 1. • Solicitation letters sent to vendors requesting donations for door prizes • Invitations sent to vendors encouraging participation in Merchandise Night • Invitations sent to chapters providing them information about Opportunity Knocks • Email blast sent out to region indicating that YES seminar will be held this year and outlining the Covid-19 protocols that will be followed by the hotel.

	4 MONTHS – February (Added due to Covid-19)
Complete	<ul style="list-style-type: none"> • Held Walkthrough of hotel to review space availability based on Social Distancing requirements • Hotel committee working on class/classroom assignments with regard to size and social distancing requirements • Maximum Class sizes are adjusted to satisfy social distancing requirements • Maximum registrations will be adjusted to accommodate social distancing requirements • Repay loan to region
	3 MONTHS – March
Complete	<ul style="list-style-type: none"> • Cancellations postmarked on or before March 1, 2021 will receive a refund less the \$85 nonrefundable registration fee • Cancellations between March 1 - May 10, 2021 will receive a refund less the \$85.00 nonrefundable registration fee in addition to a \$100.00 cancellation fee. • Registrar furnishes information collected from registration forms to various seminar committees.
	8 WEEKS – April
Complete	<ul style="list-style-type: none"> • Teacher sends student letter and pre-work where required.
	4 WEEKS – May
In Process	<ul style="list-style-type: none"> • Participant deadline for cancelling classes. • Cancellations after May 10, 2021 will be reviewed by the seminar committee to determine the amount of refund, if any. • No refunds will be considered after May 31, 2021. • Registration count = 137; 7 teachers • All preparations for seminar are being finalized.
	FINAL WEEK – May 31 – June 4
	<ul style="list-style-type: none"> • Seminar!
	120 DAYS AFTER – October (In time for fall executive committee meeting)
	<ul style="list-style-type: none"> • Complete seminar report with financial statement attached due to region director and region treasurer. • Financial summary completed and given to region treasurer for inclusion in region's Annual Financial Report and for region representative's information. • Any funds remaining returned to region treasury. • Seminar bank account closed. • Region audit of seminar treasurer's financial records.

Respectfully submitted,
Sandy Crow
SCR Seminar 2021 Chair
May 24, 2021