



MSAN Student Conference

November 1-4, 2023

Hosted by Sun Prairie Area School District

2023 MSAN Student Conference CHAPERONE COMMITMENTS

MSAN and the Sun Prairie Area School District are honored to welcome you to the 2023 MSAN Student Conference: "You Belong Here." Our theme embodies MSAN's mission and amplifies the significance of cultivating and sustaining safe environments where students feel they belong which leads to greater success.

Our planning committee has been working to make this an exceptional experience for all! Your commitment before, during, and after the conference is key to the success of this event. Also critically important to ensuring a successful conference experience for students is developing and strengthening your relationship with the student conference delegates from your district-our "MSAN Scholars". We are so excited to host you and your MSAN Scholars this year in Madison!

Please take some time to review the following MSAN Chaperone Commitments to assist you in preparing and understanding expectations for chaperones. See you in Madison!

BEFORE THE CONFERENCE

1. **Get to know and strengthen connections with and among your MSAN conference delegates.** Take some time for relationship-building with the MSAN Scholars from your district and their families. Also, reserve time for scholars to build connections with one another. Fostering connections prior to the conference is important for a successful conference experience.
2. **Communicate expectations with your MSAN conference delegates.** Ensure MSAN Scholars understand they will serve as ambassadors of their school district during this national conference. Having clear, shared expectations and understandings with delegates before arrival in Madison ensures a seamless conference from start to finish.

3. **Review the registration process, required pre-conference materials, and conference schedule.** Please check in weekly at the MSAN Student Conference website--
<http://msan.wceruw.org/conferences/studentConf.html>. The required pre-conference materials will be posted here.
4. **Prepare for active participation as an MSAN Chaperone.** The MSAN Student Conference is not only designed to further develop our conference delegates as student leaders, but we also view this experience as an opportunity for chaperones to grow in leadership and relationship with MSAN scholars. There will be many opportunities for you to engage and help facilitate learning for MSAN scholars during the conference. It is a good idea to refresh yourself on MSAN's mission, vision, and core values. Additionally, reviewing your district's equity initiatives, and guidelines for engaging in conversations about race, equity, student voice, and advocacy will also be supportive to you as you prepare. Chaperones are expected to model and uphold conference norms so that all attendees have a rich and meaningful conference experience.

DURING THE CONFERENCE

5. **Become familiar with the setting.** The Concourse Hotel in Madison, Wisconsin is a beautiful venue located downtown and very close to the University of Wisconsin-Madison campus. We will be sharing this facility with other guests and groups. Students are NOT allowed to leave the hotel unaccompanied by a chaperone from your district at any time and must be supervised in all hotel spaces at all times. Chaperones will be asked to share in the responsibility of monitoring different areas of the hotel throughout the conference.
6. **Meet and build community with chaperones from other districts.** All chaperones are required to attend the chaperone introductory meeting at the start of the conference, while students participate in icebreaker activities. During this introductory meeting, chaperones have the opportunity to meet and learn about each other and discuss and ask questions about the conference schedule, expectations, and activities.
7. **Support all MSAN conference delegates, including those from other districts.** Chaperones will be given a special lanyard so that students can easily identify all MSAN chaperones. In the opening day introductions, students will be notified to seek assistance or support from any chaperone, if needed. Students will be intermingled during the campus tours, discussion sessions, and meal times. During certain segments/activities during the conference, you may be asked to work with and support students from multiple districts. Every student belongs to every chaperone and we are all responsible for ensuring a great, safe experience for all student delegates!

8. **Be present for conference activities.** MSAN conference delegates will be under the leadership and guidance of their chaperone(s) during the duration of the conference. Scheduled activities are not optional for students or chaperones and all are required to attend. When you need a break, please communicate with other chaperones from your district **to ensure students are supervised at all times.**
9. **Curfew is at 10:30 p.m., lights out at 11:00 p.m.** MSAN will provide a late-night snack each night of the conference. There should be no additional food orders to the hotel after curfew and lights out.

AFTER THE CONFERENCE

10. **Celebrate with your MSAN scholars.** The MSAN Student Conference is a memorable, life-changing experience for conference delegates and chaperones. Be sure to take time to debrief the experience with student delegates who attended, and facilitate opportunities for MSAN scholars to share with other students and staff.
11. **Facilitate opportunities for MSAN conference delegates to share their action plan.** Work with your scholars to present their equity action plan to district leaders and help build support for their efforts.
12. **Stay engaged and connected.** The MSAN network is a powerful way to sustain equity work and your personal growth as a leader for equity. Keep abreast of the network offerings and opportunities for further growth, development, and ways to stay connected to network members.