



# 2024 Pre-Conference Handbook



## 25th Annual MSAN Student Conference November 13-16, 2024

The Kellogg Hotel and Conference Center, East Lansing, Michigan  
Hosted by East Lansing Public Schools

### Purpose of the Annual MSAN Student Conference

During the MSAN student conference, teams of student leaders—our MSAN Scholars— from member districts will:

- engage in discussions about barriers students of color face in their schools, districts, and communities;
- network with students from across the country;
- share ideas and craft solutions to improve their schools; and develop plans of action to implement in their schools after the conference.

### Conference Readings, Guiding Questions & Materials

Our hosts at East Lansing Public Schools (MI) have prepared readings and materials for your MSAN Student Conference team to review and discuss before the conference. These required readings and materials are available for download at

<http://msan.wceruw.org/conferences/studentConf.html>. While no written response to the questions is required, the materials and readings are intended to provide an introduction to the conference theme, ground students in preparation for the conference, and promote individual and group reflection.

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<https://msan.wceruw.org/conferences/studentConf.html>

# MSAN STUDENT CONFERENCE INFORMATION FOR FAMILIES

We are so excited that your student will be a delegate to the 2024 MSAN Student Conference. This leadership conference is designed to provide skills and experiences that delegates to the conference--our *MSAN Scholars*--will be able to build upon when they return from the conference. Included below is critical information regarding conference expectations and dress code guidelines. Please carefully review this information with your student.

## Before the Conference

- Sign and return to the designated staff at your school: (1) the MSAN Student Conference Consent Form; and (2) the Emergency Information Form both included at the end of this document.
- Sign and return to the designated staff at your school any additional district permission/consent form(s) that you received from your school.
- Be sure your student's conference chaperone knows of any allergies or health conditions that might influence your student's conference participation.
- Review dress code guidelines with your student.
- Work closely with your student and your district's conference chaperone to ensure a successful trip.

## During the Conference

- Please call or text your student **only during breaks or other times when conference activities are not occurring.** (*Please see the conference program for the full schedule*). This will help in our effort to model the appropriate use of technology during the conference.

## After the Conference

- Take time to discuss the conference experience with your student including what they learned, what they enjoyed, and their ideas for improving the conference. Please feel free to email the MSAN Project Manager, Connie Showalter, at [connie.showalter@wisc.edu](mailto:connie.showalter@wisc.edu) with feedback. Encourage your student to complete the conference evaluation.
- Review and discuss with your student the action plan that your student and other delegates will create for your school district at the conference. Advocate for the implementation of the plan in your school district. For a copy of the plan, contact your student's chaperone or the MSAN Project Manager, Connie Showalter, at [connie.showalter@wisc.edu](mailto:connie.showalter@wisc.edu).

## Conference Location

- The Kellogg Hotel & Conference Center  
Address: 219 S. Harrison Rd. East Lansing, MI 48823  
Phone: (800) 875-5090  
Web: [kelloggcenter.com](http://kelloggcenter.com)

**Emergency Contact Information: Obtain and include below the cell numbers of the chaperones who will accompany your student. Save this document for your reference.**

Your District's Chaperone \_\_\_\_\_ Cell # \_\_\_\_\_

Your District's Chaperone \_\_\_\_\_ Cell # \_\_\_\_\_

# MSAN STUDENT CONFERENCE INFORMATION FOR CHAPERONES

Thank you for being a chaperone for the MSAN Student Conference. The role of the chaperone is critical to the success of this event!

## Planning & Preparation

- Set the stage before the event. Introduce the term *MSAN Scholars* and the idea that the student delegates from your district are joining a community of MSAN Scholars from around the country. Share the purpose and proposed outcomes for the conference.
- Review the contents of this document with all of the students who will be attending the conference as delegates from your district.
- The planning committee has selected several readings and materials for your team to review and reflect on before arrival at the conference. These required materials can be downloaded from <http://msan.wceruw.org/conferences/studentConf.html>.
- Please plan to arrive between 3:30–5:30 p.m. EST on **Wednesday, Nov. 13, 2024**, to check-in.
- Chaperones are responsible for ensuring that students adhere to all curfews at the conference site.

## Lead by Example at the Conference

- Promote an atmosphere of teamwork.
- Encourage and support positive attitudes.
- Arrive at all conference activities on time.
- Meet new colleagues and establish new contacts.
- Note that the dress code guidelines are for students *and* staff (see p. 5).
- Have fun!

## At Your Hotel - It takes a village!

- Be responsible for keeping noise levels at respectful levels in public areas and rooms.
- Model flexibility.
- Monitor the hotel halls and public areas during quiet hours (11:00 p.m.–7:00 a.m.).
- Know where your MSAN Scholars are **at all times**.

## Chaperone Checklist

- Bring to the conference a signed copy of the MSAN Student Conference Parental **Consent Form** and the **Emergency Information Form** for each of your students; be sure the forms are completed in their entirety.
- Ensure you are aware of and have noted all allergies or health conditions that might influence your students' conference participation.
- Review the information posted to the "**For MSAN Chaperones**" section of the student conference website at <http://msan.wceruw.org/conferences/studentConf.html>. Pre-readings and helpful considerations will assist you in preparing yourself and your students to maximize the MSAN Student Conference experience.

# MSAN STUDENT CONFERENCE INFORMATION FOR STUDENT DELEGATES

Congratulations on being selected as a delegate from your school district for the 2024 MSAN Student Conference! You are joining a community of *MSAN Scholars* from around the country who are working for educational equity in their school districts.

Each year, students just like you help design the MSAN Student Conference. Support their leadership by reviewing the guidelines for behavior, dress code guidelines, and other conference details, below.

## Planning, Preparation, Perfection

- Read this document with your chaperones, your family, and the other student delegates from your school district.
- The planning committee has selected several readings and materials for your team to review and reflect on before arrival at the conference. These required materials can be downloaded from <http://msan.wceruw.org/conferences/studentConf.html>.

## Dress Code Guidelines for Students and Chaperones

The suggested dress code guidelines for the conference range from Casual to Business Casual:

BUSINESS CASUAL ATTIRE FOR CONFERENCE EVENTS OUTSIDE OF THE HOTEL
<ul style="list-style-type: none"><li>• Casual dress shirts, such as button-downs or polos. No t-shirts with advertisements or slogans that wouldn't be okay in school.</li><li>• Skirts, dresses, capris, dress shorts, business casual pants (for example, khakis). Jeans are not recommended.</li><li>• <b>Wear comfortable shoes for the campus visit – extensive walking is required. Flip-flops are NOT recommended.</b></li></ul>
CASUAL ATTIRE FOR CONFERENCE EVENTS INSIDE THE HOTEL
<ul style="list-style-type: none"><li>• All participants should wear clothing that will allow for comfortable movement.</li><li>• Shorts or skirts should be mid-thigh or longer. Sheer clothing requires appropriate underlayers. Pants or jeans should fit comfortably; belt loose-fitting pants/shorts. Gym shoes are okay.</li></ul>

Please remember to check the weather forecast to ensure you are dressed appropriately. Autumn weather in East Lansing can be unpredictable and can change very quickly. Rain is a distinct possibility. We will also be touring a college campus, which will require extensive walking. **Make sure to wear appropriate footwear** (flip-flops are NOT recommended).

To request alternate transportation for the campus visit, please contact the MSAN Project Manager, Connie Showalter, at [connie.showalter@wisc.edu](mailto:connie.showalter@wisc.edu) or call (608) 263 - 1565.

## MSAN Student Conference Delegate Agreements

- MSAN Student Conference delegates agree to use technology appropriately during the conference. DO post appropriate conference updates on social media, and tag @MSANachieve. DON'T use your phone or device in a way that takes away from your experience, the experience of other delegates, or the experiences of our guest speakers.
- MSAN Student Conference delegates agree to a *strict* no alcohol, tobacco, or other drug policy during the entire conference.
- MSAN Student Conference delegates agree to socialize only in public spaces. Conference delegates are NEVER allowed to socialize in each other's rooms. Outside guests are not permitted at the conference. Family members who attend the conference need to register with MSAN as official conference volunteers.
- MSAN Student Conference delegates agree to cooperate with all reasonable requests made by adults affiliated with the conference.
- MSAN Student Conference delegates agree to follow all curfew rules.
- MSAN Student Conference delegates agree to keep shared spaces (e.g. hallways, stairwells) quiet and remain with the group at all times.

## MSAN Student Conference Delegates Are...

### MSAN Student Conference Delegates are LEADERS

- Express and discuss your ideas, views, and opinions.
- Think about how you will use the information you learn when you get home.
- Create a plan of action to implement in your school district.

### MSAN Student Conference Delegates are DEPENDABLE

- Attend all events and activities.
- Be on time.
- Complete tasks and assignments.
- Stay with chaperones.

### MSAN Student Conference Delegates are REPRESENTATIVES OF THEIR SCHOOLS, FAMILIES, AND COMMUNITIES

- Represent with pride!
- Wear MSAN name tag at all times.
- Observe rules and curfews.

### MSAN Student Conference Delegates are COMMUNITY BUILDERS

- Cooperate with others.
- Give, accept, and use feedback effectively.
- Ask questions, network, and share information with peers, adults, and presenters.
- Stay involved and engaged.

### MSAN Student Conference Delegates are FULL PARTICIPANTS

- Be positive – it's contagious!
- Be Flexible.
- Ask Questions. Listen. Reflect.



## MSAN STUDENT CONFERENCE CONSENT FORM (revised 9/3/2024)

Your student has been selected to represent \_\_\_\_\_  
(name of district) at the annual MSAN Student Conference to be held November 13-16, 2024 in East Lansing, Michigan. By signing this consent form you acknowledge that you have read the conference preparation materials and grant permission for your student to attend. Included in the conference agenda is a tour of Michigan State University.

Name of Student: \_\_\_\_\_

Name of Parent/Legal Guardian: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

Emergency Contact (phone number): \_\_\_\_\_

The MSAN Student Conference may receive media coverage from reporters, photographers, and videographers. Students may also be interviewed for educational documentaries or editorial uses. Please place an "X" below to indicate whether or not MSAN may use photos/videos/interviews in which your student appears.

\_\_\_ Yes, I give my permission for photos/videos/interviews of my student to be used.

\_\_\_ No, I do not give my permission for photos/videos/interviews of my student to be used.

**Please return this form to the district chaperone. Thank You.**



**MSAN**  
Multicultural Student Achievement Network

# MSAN Student Conference Emergency Contact Information

Student's Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**If unable to reach parent/guardian in case of emergency, please contact:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Family Physician: \_\_\_\_\_

Phone: \_\_\_\_\_

In case of an accident or serious illness, I understand that the school will contact me. If the school is unable to reach me, the chaperone in charge has my permission to obtain the services of a physician and/or hospital until I can be reached.

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_





# MSAN Student Conference Medical/Emergency Information Form

Please complete the following in order to assist your student with any health problems and/or emergency.

1. Is your student presently under the care of a physician for any particular reason?

Yes\_\_\_ No\_\_\_

If yes, please explain:

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2. Is there any medical limitations or conditions that would affect your student on this trip?

Yes\_\_\_ No\_\_\_

If yes, please explain:

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3. Is there any medication, including over-the-counter medication, that your student needs to take while on this trip?

Yes\_\_\_ No\_\_\_

If yes, please explain what medication and for what reason:

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4. Does your student have any known allergies?

Yes\_\_\_ No\_\_\_

If yes, please explain:

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5. Date of last tetanus booster: \_\_\_\_\_