

Appendix B: American Multicultural Student Leadership Conference (AMSLC) Planning and Implementation Checklist

Preparation	Responsibility	Timeline
1. Facilitate communication between current and future host institutions	UW System	Ongoing
2. Confirm date/location	Current / Next Host Institution & UW System	Immediately following conference
3. Determine Budget & Per Student Cost	Current / Next Host Institution & UW System	Immediately following conference
4. Develop abstract, project, & presentation	Faculty/Staff Mentors & Students	By spring
Registration	Responsibility	Timeline
5. Provide UW institutions with registration materials	Host Institution	Spring
6. Review abstracts & notify students of acceptance or need for revisions	Next Host Institution	Spring
7. Provide students with registration materials	AMSLC Coordinators	As funding is secured
8. Register for conference	Chaperones	Spring
9. Register for conference & submit abstract	Students	Spring (Fall for new freshmen or transfer students)
10. Provide host campus with # of fall applicants	AMSLC Coordinators	Summer
Logistics	Responsibility	Timeline
11. Work in collaboration with host institution	Next Host Institution	Ongoing
12. Participate in conference planning	Students	Ongoing
13. Develop program (community service, speakers, workshops, SpeakOUTs, presentations, performances, entertainment, t-shirts, room reservations, A/V needs)	Host Institution	Spring
14. Assist in negotiating contracts for hotels	UW System	Fall
15. Arrange for accommodations	Host Institution	Spring
16. Print program	Host Institution	Fall
17. Arrange for transportation to/from conference	AMSLC Coordinators	Fall
18. Escort students to/from conference	Chaperones	October (conference weekend)
On-Site	Responsibility	Timeline
19. Work in collaboration with Host Institution	Next Host Institution	At conference
20. Manage on-site registration and volunteers	Host Institution	At conference
21. Administer program activities	Host Institution	At conference
22. Provide certificates to students participants	Host Institution	At conference
23. Facilitate student participation in conference activities	Chaperones	At conference
24. Participate in conference activities	Students	At conference
Assessment	Responsibility	Timeline
25. Develop/administer conference evaluation in collaboration with next host institution	Host Institution	At conference
26. Participate in conference evaluation process	Students	At conference
27. Develop/administer host and next host evaluations	UW System	Immediately after conference
Follow Up	Responsibility	Timeline
28. Write thank you letters	Host Institution	Immediately after conference
29. Encourage students to participate in opportunities beyond AMSLC	AMSLC Coordinators / Chaperones / Faculty/Staff Mentors	Immediately after conference
30. Provide leadership in systemwide efforts to enhance impact of AMSLC	UW System	Ongoing