

**Help To Plan The Next Phi Rho Pi National Tournament In 3 Steps!**

Recently, Phi Rho Pi established a new Host Committee that is responsible for planning the Phi Rho Pi National Tournament. The Host Committee receives a budget from the Phi Rho Pi Executive Board to cover the majority of the costs of the tournament. If a community college wishes to lead the way and take on a significant role planning the national tournament and/or request that the National tournament be in a specific location, a community college can work with the VP of Association to prepare a proposal for the Site Selection Committee to review. If approved, the college can request that one of their representatives be designated as the Chair of the Host Committee for the selected year.

The Host Committee will include the designated Chair, a representative from the most recent Phi Rho Pi Host Committee, a representative from a school that wishes to play a significant role for a future Phi Rho Pi National Tournament and no more than three other at-large members to be appointed by the Phi Rho Pi President.

The goal of this document is to share information about the new process and steps a school should take if they would like to be more involved. Please direct your inquires about this document to the Vice President for Association. A list of current officers of Phi Rho Pi can be found here: <http://www.phirhopi.org/officers.html>

STEP 1:

INDICATE YOUR INTEREST TO HELP PLAN A PHI RHO PI NATIONAL TOURNAMENT

The first step in the process is sharing your interest in helping to plan for an upcoming Phi Rho Pi National Tournament. Please share your interest or questions about the process with the Vice President of Association. The Vice President of Association will answer all questions and present several options for getting more involved.

Specifically, upon hearing your interest, the Vice President of Association will also let you know of the next available opportunity to play a more significant role and provide you with information about existing locations for upcoming Phi Rho Pi National Tournaments. In addition, the Vice President for Association will work with you to identify the next available opportunity to serve on the Host Committee.

By letting the Vice President of Association know your school is interested in taking on a leadership role planning the tournament it does **not** obligate you to do anything formal.

The Vice President of Association will answer any questions you have about the process and begin to review possible locations in your area if your school would like to have the tournament occur close to your location. This is the first step to getting more involved. We wish to address all your questions and debunk any myths about financial obligations or challenges involved in the early stages of the planning process.

STEP 2:

VOLUNTEER TO SERVE ON THE PHI RHO PI HOST COMMITTEE

The next step of the process is to volunteer to serve on the Phi Rho Pi Host Committee as an At-Large member.

The Phi Rho Pi Host Committee is an appointed committee responsible for assisting in the preparation of the next upcoming Phi Rho Pi National Tournament. Generally, members of the committee work on the following tasks: (1) Development of the Tournament Theme & Selection of Student Activities/Giveaways; (2) Acquisition of Necessary Materials & Equipment For The Tournament Proper (e.g. Tab Room, Ballots, etc.) (3) Management of the Opening Banquet & Awards Ceremony, and (4) Promotion & Communication Duties and (5) Management of the Budget that the Phi Rho Pi Treasurer and Executive Board provide for the Tournament.

By serving on the Host Committee you will learn more about the nuts and bolt of the planning process and what it takes to plan and deliver a high quality National Tournament in this new system. The Host Committee works in a collaborative manner and is chiefly responsible for ensuring all the necessary needs of the tournament are met prior to the start of the tournament. After serving on the Host Committee, your school can decide if you would like to go further and take on a more significant role selecting a location for the next Phi Rho Pi National Tournament.

STEP 3:

PREPARE A PROPOSAL FOR THE SITE SELECTION COMMITTEE

If a school decides to move forward in the process, the next step is to work with the Vice President for Association to create a proposal that the Site Selection Committee will review in consideration for the next available Pho Rho Pi National Tournament location. If the Site Selection Committee approves the proposal, it will advance to the Phi Rho Pi Business Meeting. If the proposal is approved at the Phi Rho Pi Business Meeting, the next step of the process will involve the Executive Board reviewing the contractual obligations with the preferred hotel and/or other entities. If a contract is signed, the location of the Phi Rho Pi National Tournament for the selected year in question will be official and a representative from your college will become the Chair of the Host Committee for that given year.

Typically, a proposal for the Site Selection Committee will include important information from the selected hotel, transportation information, information about amenities, and an analysis of to what extent the hotel and or surrounding location meets the needs of the Phi Rho Pi National Tournament. Typically, the Vice President of Association gives the report to the Site Selection Committee; however, if you would like to take a role in presenting you certainly can do so by working with the VP for Association.

It is important to note that only Phi Rho Pi Executive Officers or representatives designated by the Phi Rho Pi President are permitted to have direct communication with a possible hotel or a contracted hotel regarding expected or existing contractual issues that concern the Phi Rho Pi National Tournament. This would include discussion of the room rate, food and beverage minimum, use of meeting room space, the logistical needs of the National Tournament, and other matters specific to the hotel and Phi Rho Pi.

The Vice President of Association will directly assist you in vetting all issues and possible hotel locations to increase the strength of your proposal. You will not need to communicate with the hotel.

CLOSING THOUGHTS

Overall we hope this document has provided you with a clear step-by-step process to become more involved in the planning of a Phi Rho Pi National Tournament. The Executive Board will continue to provide the necessary monetary support for the Phi Rho Pi National Tournament. Please note in this new system, the costs of the banquet, the copy machine for the Tab Room, the Judges Reception, and the ballots will be covered with the stipend the Executive Board provides the Host Committee and/or will be covered in the contractual document Phi Rho Pi signs with the preferred hotel. Schools are not under any financial obligation to contribute. If a host school wishes to donate funds to Phi Rho Pi to cover certain expenditures or add to the overall budget that is permissible but certainly not required.

Once again, if you have any questions about the process please contact the Vice President for Association and/or any Executive Officer for more information.

We encourage your to participate in this collaborative effort!