

DELEGATE CONFERENCE INFORMATION

There are several very important Delegate Conference issues and deadlines that are coming up which all locals need to be aware of. We encourage you to read through this information, share and discuss these items with your local board members, and plan to send your delegation to the conference.

- **2018 USEA DELEGATE CONFERENCE**

The 2018 USEA Delegate Conference will be held at the DoubleTree by Hilton, 1800 Park Ave, Park City, UT on Saturday, April 28, 2018.

Logistics for attending the 2018 USEA Delegate Assembly:

1. All participants must make their own travel and hotel reservations.
2. Hotel reservations are made by calling the DoubleTree by Hilton Park City Hospitality Reservations Department at (855) 537-5305 and ask for Group Agent to reserve rooms for the 2018 USEA Delegate Assembly. Reservations must be made by **Friday, March 23, 2018** to secure the room rate of \$109.00 plus tax (appx. 11.45%).
 - a. Individuals will be responsible for payment of all lodging, taxes and fees. A major credit card is required for reservations.
 - b. Upon check-in, each guest will be required to present a valid credit card.
 - c. Check in is 4:00 p.m. - Check out is 11:00 a.m.



- **USEA AWARDS BANQUET**

The Awards Banquet will be held on Friday, April 27, 2018. All interested members and local association officers are invited. The dinner will be held at the DoubleTree by Hilton, 1800 Park Ave, Park City, UT at 7:00 p.m. Presentation of the awards will follow the dinner with fun entertainment afterwards.

In March, once the committee has determined the recipients of each award, those local affiliate presidents will be notified – they, in-turn, are expected to notify the recipients in their locals. Please be aware that USEA may contact the award recipients as well, in preparation of the Awards Banquet.

If you have a recipient from your district that chooses to bring extra guests (other than the recipient of the award) you should assist them in making reservations if needed, and pay for the extra dinners in advance. We encourage “business dress” for the evening event.

- **MEALS**

The meal cost will be \$25.00 for the Friday night banquet, \$5.00 for Saturday’s breakfast and \$25.00 for Saturday’s luncheon. Further details and forms for delegate registration, meal reservations, and payment will be sent to each local affiliate president in March.

The deadline for delegate registration and meal reservations is Friday, March 23rd. All meals must be paid for in advance of the conference.

- **NOMINATION FORMS**

Nomination forms for the following awards are available on the USEA website USEAUTAH.ORG – click on the words “Member Center” (red tab at the top of our home page) – the forms are located under Nominations and Award Forms. All nominations are due March 1st.

- Outstanding Employee of the Year – awards may be granted in each of the career family categories as listed on the nomination form.

- One of these award recipients will be selected to be the Utah Distinguished ESP of the Year who will then become Utah’s nominee for the National ESP of the Year. This nominee will be granted a NEA Scholarship to attend the 2019 National ESP of the Year Awards Banquet and Conference.



- Outstanding Administrator of the Year
- USEA/EMI Health Education Scholarship application

Nomination forms must be complete, have a local affiliate officer’s signature, and must be received in the USEA office or postmarked by March 1, 2018. The Awards Committee is available to assist if help is needed. Contact your state executive board member for further information.

- **DOOR PRIZES**

We encourage every local association to donate a door prize or two. Put a note on your donated door prizes with your chapter name and bring them to the Delegate Conference Business Meeting Saturday morning.

- **USEA EXECUTIVE BOARD NOMINATIONS**

Nominations are open and will be accepted for the following USEA Executive Board positions:

- President
- Vice President
- Area 3 – Granite, Murray, Salt Lake City, & Tooele
- Area 6 – Daggett, Duchesne, Uintah & Wasatch
- Area 9 – Garfield, Kane, Piute and Wayne

The job requirements of the USEA Executive Board are as follows:

- Further the Mission, Vision, Core Values and Goals of the Association
- Occasional travel out of state to attend various organization functions
- Attendance at monthly state board meetings, usually held the second Saturday of each month
- Willingness to represent other education support professionals in shaping the future of education support employees in the state of Utah
- Attendance at USEA events such as conference, local mass meetings and local board meetings as requested. USEA officers are reimbursed for approved mileage
- A willingness to contact local presidents (on a monthly basis) to provide communication between their local affiliates and USEA

A state executive board nomination form is available on the USEA website - USEAUTAH.ORG – click on the words “Member Center” (red tab at the top of our home page) – the forms are located under Nominations and Award Forms. The deadline for submitting nominations is March 1, 2018, 4:00 p.m. Nominations should be addressed to the USEA President at the USEA office.

- **RESOLUTIONS**

If a local would like to submit a resolution for the Delegate Conference, it must be submitted to the USEA President in the USEA office by March 1, 2018, 4:00 p.m.



We appreciate the hard work and time you dedicate to working on behalf of Education Support Professionals in your district. Thanks for your support of USEA, its local affiliates and its members. We look forward to seeing you at Conference.