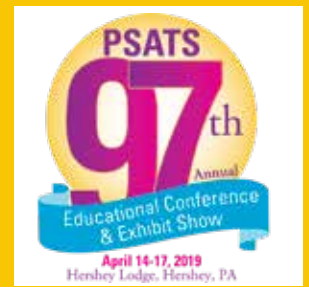


# Additional Information



## PSATS' 2019 Annual Conference Timeline

Keep handy for your reference.

### December 6, 2018

Conference publicity materials are mailed to all members. We still offer our easy 1-step conference registration and room reservation process! A “How to Register” video is available at [conference.psats.org](http://conference.psats.org), which will show you how to register for the conference and obtain lodging. Also, be sure to **have all PSATS Member info updated at [connect.psats.org](http://connect.psats.org) (include newly elected officials).**

### January 14, 2019

Conference registration and room reservation system opens at 9 a.m. at [conference.psats.org](http://conference.psats.org).

Need help? Call the PSATS Conference Registration and Hotel Reservation Help Desk starting at 9 a.m. at (717) 763-0930, ext. 190, or watch our informational “How to Register” video at [conference.psats.org](http://conference.psats.org).

Upon completing your registration, you will receive an email confirming the details.

### April 14-17, 2019

**Obtain conference credentials:** Report to the PSATS check-in area in the Chocolate Lobby at the Hershey Lodge to obtain your conference welcome packet and name badge.

### January 7, 2019

**At your January organization meeting, be sure to:**

- 1) Authorize attendance for those going to the conference.
- 2) Choose your “voting delegate” (must be a supervisor, secretary, treasurer, or manager).

### March 8, 2019

**Hotel confirmations** will be sent by each hotel to those with room reservations indicating confirmed room nights, room type, and names of other occupants.

### March 28, 2019

**Free live webinars for first-time attendees** (at 10 a.m. and again at 1 p.m.). Sign up at [conference.psats.org](http://conference.psats.org).

*More information is available at [conference.psats.org](http://conference.psats.org).*



# Don't Miss These Events

*Be Sure to Sign Up!*

## Sunday, April 14

### PSATS Grassroots Advocacy Network Reception ♦ 4:15 - 5:15 p.m. ♦ Hershey Lodge, Aztec Room

*Free but preregistration is required.*

**For network members, it's a "thank you" for being involved. For others, it's an invitation to get involved!**



You are invited to the 2019 Grassroots Advocacy Network Reception! Meet and greet your fellow network members, share in the network's success stories, and learn what's on the horizon in 2019.

If you're not yet a network member, attend

this reception and find out why getting involved should be a top priority for your township.

**While attendance at the reception is free, preregistration is required.** If you plan to attend this event, please be sure to make a reservation when you register for the conference.

### First-Time Attendees ("New-bee") "Swarm" ♦ 5:30 - 6:30 p.m. ♦ Hershey Lodge, Empire B, C, & D



*Free for all first-timers and their mentors but preregistration is required. (This event is for first-time conference-goers only.)*

Conference newcomers are invited to this casual get-together, where they will meet members of the PSATS Executive Board, staff, and fellow township officials who have volunteered as ambassadors to mentor first-timers during and after the conference.

We encourage you to take advantage of this opportunity to ask "veterans"

about the conference, including what goes on, how to find your way around, what's the best time to visit the exhibit hall, and where to dine. We're here to help make your first conference experience a positive one. Snack food, beverages, and door prizes!



### 60's-Themed Welcome Reception ♦ 6:30 - 8:30 p.m. ♦ Hershey Lodge, Chocolate Ballroom

*\$25 per person for buffet (must be registered for the conference)*

#### Get Your Groove On!

The PSATS Executive Board and Trustees invite all conference attendees — delegates, guests, and exhibitors — to join them for another fun start to the conference. Break out your tie-dye shirts and bell-bottom jeans (*c'mon, we know you*

*still have them!*). This event is quickly becoming an attendee favorite, so register early to make sure you get a seat. You won't want to miss it!



## Monday, April 15

### Dessert Reception ♦ 8-9 p.m. ♦ Hershey Lodge, Cocoa Suites 2 & 3

*Free*

Be sure to save room for some dessert after dinner Monday evening and stop by the Cocoa Suites for some ice cream and other goodies.

Relax and enjoy an evening of conversation with friends, new and old.



## Tuesday, April 16

### Secretaries-Managers Thank-You Luncheon ♦ Noon - 1 p.m. ♦ Hershey Lodge, Empire Suite

*\$10 for secretaries or managers who register for the conference and \$25 for all others*

**Please join us for a special hour of celebration and networking at PSATS' Eighth Annual Secretaries-Managers Thank-You Luncheon!**

What would we do without the secretaries and managers who keep townships running smoothly from day to day? They handle the big stuff, the small stuff, and everything in between.

That's why PSATS is once again hosting a special luncheon at its 2019 Annual Conference to honor these hard-working employees. This is also a great opportunity to network with your peers and share valuable information.

Everyone is invited, but space is limited so register early! **If you plan to attend this event, please be sure to make a reservation when you register for the Conference.**

Our ever-popular Township Secretary and Manager Q&A session will follow the luncheon.



# PSATS Conference Mentor-Mentee Program

Where you can learn from experienced township officials and establish an ongoing peer-to-peer relationship

## Mentor's Role

- Reach out to mentee prior to the PSATS Conference.
- Share best practices for good local governance.
- Share knowledge about PSATS' services and assistance.
- Meet your Mentee at the Mentor-Mentee "Mashup."

## Mentor Expectations

- Must register for (and attend) the upcoming Annual PSATS Conference.
- Must have attended at least one PSATS Conference in the last three years.
- Must support the mission and goals of PSATS.
- Ideally, has an email address for ease of communication.

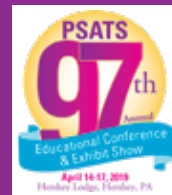
## Mentee Benefits

- Improved conference experience:
  - ◆ Understand what to expect from the conference ahead of time.
  - ◆ Learn to navigate the conference facility.
  - ◆ Ask the mentor questions about the conference and local government anytime.
  - ◆ Network with the mentor and others during and after the conference.
- Clear knowledge of PSATS' services prior to needing them.
- An experienced person to contact for ideas, advice, and support when needed.



If interested in participating as a **mentor** or **mentee**, please call PSATS at (717) 763-0930, ext. 189, or note it on your conference registration.

# Timeline for Mentor-Mentee Relationship



## PROGRAM SUGGESTIONS

### Prior to the Conference

- Mentor reaches out to the mentee by phone to:
  - ◆ Share contact information.
  - ◆ Set up a time and place to meet if other than the “Mentor-Mentee Mashup” on Sunday, April 14.
  - ◆ Discuss various facets of the conference (general sessions, workshops, exhibit show, welcome event, etc.).
  - ◆ Inform of First Timers events (webinar, “Newbie Swarm,” “Mentor-Mentee Mashup,” and the Beehive Reception.)
- ◆ Suggest what workshops might be good to attend and explain how the workshops are categorized by tracks.
- ◆ Make sure the mentee understands the role of PSATS and the services it provides.
- Mentor follows up with the mentee.
- Mentor calls or emails the mentee right before the conference to remind them of their meeting location.

### At the Conference

- Mentor and mentee attend the Mentor-Mentee Mashup and the Newbie Swarm together on Sunday of the conference.
- Mentor and Mentee meet to take a casual tour of the Lodge.
- Mentor and mentee meet Monday evening from 5:30 to 6:30 p.m. in Crystal A for a “Beehive Reception.”
- Mentor is available for questions, general guidance, and directions.

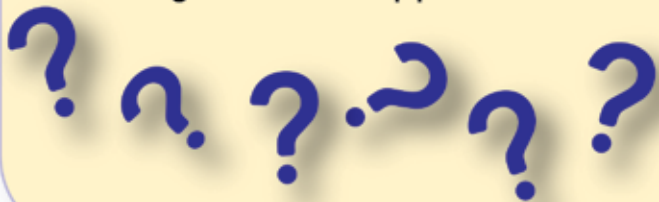
### After the Conference

- Mentor reaches out to the mentee a week to 10 days after the conference to discuss the mentee’s conference experience.
- Mentor reinforces what PSATS does and what services it has to offer townships and their elected officials and staff.
- If desired, both stay in touch and reach out to each other after the conference to assist with any further questions or comments.



## What Is the Power of One?

The Power of One is a **personalized volunteer initiative** that urges PSATS' members to get involved with the association through various opportunities.



## Why Should I Volunteer?

- Opportunities respectful of your busy schedule
- Building relationships with fellow local leaders
- Overall rewarding experiences



## What Opportunities Are Available?

- Help at the Annual Conference
- Help at a regional PSATS class
- Contact a legislator
- Share an experience with the Township News
- Post on the Discussion Group
- Like and share posts on Facebook

## How Can I Get Involved?

Visit [psats.org](http://psats.org), and click on the "Power of One" button



Call 717-763-0930, ext. 189



# GUEST PROGRAMS

**Note:** Guests must be registered for the 2019 conference to attend guest programs. Conference name badges required for participation. If any guest program is cancelled by PSATS for failure to meet minimum registration, a full refund will be provided. A PSATS chaperone will be present on all guest programs.

## MONDAY, APRIL 15

### King of Prussia Mall Shopping Excursion • 9:30 a.m. to 4 p.m. • \$30

Enjoy a casual day shopping at the King of Prussia Mall, the east coast's largest indoor mall. Featuring more than 450 stores, including Nordstrom, Macy's, Neiman Marcus, Bloomingdale's, and Lord & Taylor, King of Prussia is one of the most iconic malls in the nation. A delectable selection of international dining options is available at three unique food courts and in casual and sit-down restaurants, including Seasons 52, Maggiano's Little Italy, True Food Kitchen, Morton's The Steakhouse, and The Cheesecake Factory. Lunch (and shopping!) is on your own and at your leisure. The bus departs the Lodge at 9:30 a.m. and will return by 4 p.m.



### Still-Life Painting Class • Hershey Lodge • 9 to 11 a.m. • \$30

Back by popular demand! Join a master artist in a hands-on class in which participants will paint a real painting of the topic *de jour*! Not only will you spend a relaxing morning learning how to paint, but you will enjoy humor, optimism and just plain fun as the instructor describes and shows how to perform the various brush strokes to be used. Participants will get individualized help with their painting. The class starts at 9 a.m. and will end by 11 a.m.



## TUESDAY, APRIL 16

### Sight and Sound Theatre & Lunch • 9:30 a.m. to 5:30 p.m. • \$99



This two-and-a-half-hour extravaganza retells the timeless story of relentless love. While Jesus's story may be familiar, his actions are unexpected. He befriends outcasts and heals the hurting. He challenges social norms and confronts hypocrisy. He sets sail with fishermen and reasons with religious scholars. And the lives he touches will never be the same. From the streets of Jerusalem to the raging Sea of Galilee, there's no place — and no person — that his love can't reach.

**NOTE:** Lunch and shopping will not be available until after the show ends at 1:30 p.m. Guests attending this play should eat a filling breakfast prior to departure. Register early, as we close registration by Feb. 1st in order to secure premium seats. The bus departs the Lodge at 9:30 a.m. and returns to the Lodge by 5:30 p.m.

### Amish Quilt Tour of Lancaster County • 9 a.m. to 5:30 p.m. • \$80

Quilters, you've come to the right place! Quilt enthusiasts from all over the world come to Lancaster County in search of exquisite handmade Amish quilts and great buys on quilting supplies and fabrics. From the quilt shopper to the quilt maker, this guided tour will help you find more variety, quality, and value in quilts and supplies than you'll find anywhere else in the world and includes an in-home Amish lunch! The bus departs the Lodge at 9 a.m. and returns by 5:30 p.m.



## WEDNESDAY, APRIL 17

### Pennsylvania Bingo • Hershey Lodge • 9 to 11 a.m. • \$25

Join fellow bingo enthusiasts for a morning of fun and games with "Pa. Bingo." Twenty games of bingo will be played, and all prize baskets will contain Pennsylvania-made products. The games start at 9 a.m. and will end by 11 a.m.

