

ADVISER'S checklist

April 2018

“ QUOTE OF THE MONTH ”

An investment in knowledge pays
the best interest.

– Benjamin Franklin



MONTHLY TO DO'S

| DESCRIPTION | ASSIGNED TO | DUE BY | DONE |
|--|-------------|--------|------|
| <p>Plan Elections: As the year winds down, elections season gets into full swing. Advisers use many different methods for conducting elections and voting to ensure the top choices are fairly elected. If you have not looked into Ranked-Choice voting (instant-runoff voting), it might be a great solution for your program. Learn more: https://goo.gl/LJe3gH.</p> | | | |
| <p>Prom-blems: Prom season has arrived and with so much to think about, the legal side can sometimes slip our minds. To help, our friends at Thrun Law put together some needs-to-know for the upcoming season. Read the article: https://goo.gl/JpT9P5.</p> | | | |
| <p>Plan for Your School Awards Ceremony: Its time to start preparing for end-of-year student recognition programs: awards, qualifying recipients, speaker, presenters, program and schedule. Collaborate with everyone involved in the planning and facilitation of the event (secretaries, counselors, custodial staff, teachers and students) to review how it has typically run and to implement any tweaks or changes to improve the program.</p> | | | |
| <p>Campus Clean Up: As the snow melts and the rain falls, you'll notice that much of your campus could use some friendly love from your student leaders. Talk with your administration and plan a few service days getting your campus back in top shape! With new families checking out the building, make sure you show its beauty inside and out!</p> | | | |

MONTHLY TO DO'S CONTINUED...

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| Senior Sendoff: Its time to begin planning this year's senior sendoff. Whether its for every senior in your school or for all the seniors on your team, planning a memorable way to say goodbye and good luck can have a lasting impact as they enter their next journey. For some quick ideas, visit: https://goo.gl/qjVDnF . | | | |
| States Showcase Presentations: Put a few students in charge of program expansion and check out the 2018 State Student Showcases. To view the presentations from the State Conference, visit: https://mascmahs.org/student-showcases . | | | |
| Review Past Checklists: Lots of great reminders and ideas all year long! Review past checklists for the 2017-18 school year: https://mascmahs.org/monthly-checklists . | | | |

AWARENESS

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| Administrative Assistant Day: Mark your calendars for April 26. Having our leaders show their support and recognition for others is kind of what we do! Consider making cards, small gifts and announcements recognizing those that help support our buildings! | | | |
| National Student Leadership Week: Start the Celebration! April 15-21 is National Student Leadership Week, a time to review accomplishments and rejoice in the power of student leadership! For ideas on how to recognize your students, visit: https://goo.gl/HJ2wUd . | | | |
| National Volunteer Week: Use this opportunity on April 15-21 to provide a breakfast or other acknowledgment of the PTA, Boosters and other volunteers who regularly help at school. It's always good to post "Thank You PTA, Boosters and Parent Volunteers" on the school sign. | | | |
| Legal Impressions for Student Activities: One of the great additions to the State Conference is our full-day Adviser program. This year we had four keynote speakers, including attorney Kevin Sutton. View Kevin's PowerPoint on important legal informaiton at: https://goo.gl/AB47Xi . | | | |
| Membership Referral Discounts: After you submitted your 2017-18 membership form, a secondary referral form was emailed your way. Earn money back off your membership dues by referring a local middle or high school to join MASC/MAHS Michigan Student Leadership. Please help spread the word, spread the love for leadership and earn some money back! | | | |

OPPORTUNITIES

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| <p>Spring Adviser’s Workshop: We are excited to introduce our new Spring Adviser’s Workshop! This is a national workshop, uniting advisers from across America for the very best in of resources, networking and great ideas sharing on Student Activities to take back to your school. Join us on the weekend of April 20-22 in Grand Rapids. Get more information: https://goo.gl/xjXiW.</p> | | | |
| <p>Join the Summer Camp Staff: We’re always looking for new professionals to join our energetic team! Summer Camp Staff work with some of the top leaders in a fun and engaging atmosphere. For more information, contact Matt Alley and re-charge your educator batteries!</p> | | | |
| <p>SET SEG Summer Camp Scholarship – Due May 4! The 2018 SET SEG Summer Camp Scholarship is now open! Our partners at SET SEG show their generosity and commitment to student leadership, offering 65 full ride scholarships worth \$26,000! Make sure your students apply for a life-changing program. For more information on the SET SEG camp scholarship and to apply, visit: https://setseg.org/foundation/camp-scholarships.</p> | | | |
| <p>Summer Camp Registration: Our annual Summer Leadership Camp is back and better than ever! This week-long leadership training program is a can’t miss opportunity for our young student leaders. Over 500 students from across Michigan come together to learn new skills, abilities and lessons, all engineered to hold a lasting impact in their development. For full details on our Summer Leadership Camp, visit: http://mascmahs.org/camp.</p> | | | |
| <p>Summer Leadership Seminars: Advisers can choose from a number of curriculum categories to build a program that fits their own needs! To make this event even more accessible, pick a date that best fits your calendar and MASC/MAHS Student Leadership will come to your District/School to deliver the curriculum of your choice – on your campus! Contact the MASC/MAHS Michigan Student Leadership office at info@mascmahs.org or (517) 327-5315 to schedule.</p> | | | |
| <p>Edcon 2018: MASSP’s flagship event and Michigan’s premier secondary education conference has areas of focus for all school leaders with concepts and best practices to build expertise and fill their toolbox. With four keynote sessions, 35 breakout session options and a multitude of networking opportunities, participants learn from both practitioners and experts to help hone their skills as an instructional leader. Learn more at: http://mymassp.com/edcon.</p> | | | |
| <p>Executive Forums: Let’s take it to the next level! If you would like to schedule a personal workshop to help your student leaders in conducting a constitutional review, creating by-laws, understanding executive roles and responsibilities and goal setting, contact the MASC/MAHS Michigan Student Leadership office at info@mascmahs.org or (517) 327-5315.</p> | | | |

JUST FOR FUN

DESCRIPTION

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Monthly Icebreakers:

- **Back Stander:** Divide the group into pairs. Ask each pair to sit on the floor with their partner, backs together, feet out in front and arms linked. Their task is to stand up together. Once everyone has done this, two pairs join together and the group of four try to repeat the task. After they succeed, add another two and try again. Keep adding people until your whole group is trying to stand together. A sight to behold!
- **Live Polls:** Live polls are a great way to break the ice and engage your students right away. The best part is each can be customized to achieve a desired outcome. Whether you want to share experiences, gain insight or just kick off your meeting in a fun way, live polls are easy to use and create.