

ADVISER'S checklist

December 2017

“ QUOTE OF THE MONTH ”

Leadership and learning are indispensable to each other.

– President John. F. Kennedy



MONTHLY TO DO'S

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>Submit a Showcase Presentation: Student presentations are designed to showcase the best programming in the state of Michigan! Make sure your students consider submitting a presentation to highlight your school's activities and for a chance to be selected to present at our State Conference! Showcase presentation details can be found here: https://goo.gl/yDdVBP.</p>			
<p>Project Planning: As a few BIG events have already been crossed off your list, students will begin flooding your office with new ideas and programs they would like to see set in motion. This can be a difficult time for advisers to assess which ones should be acted on. To help, check out our student Project Planning form – this collects all the necessary information you would need to approve new student ideas. (Resource: https://goo.gl/6sVWwy)</p>			
<p>Event Evaluation: On the other end, how did that BIG event go? To collect event feedback, check out our event Evaluation Form. (Resource: https://goo.gl/6a6U7M) This is a great tool to collect important information on the focus, logistics and changes to make for next year's group of leaders.</p>			
<p>2017-18 Charity of the Year: Mental Illness affects all of us in some shape or form. To help combat this prevalent issue, we are very happy to be working with our 2017-18 Charity of the Year (COY), the National Alliance of Mental Illness – Michigan. Get the full details on how your school can get involved: https://goo.gl/sFFjVv.</p>			

MONTHLY TO DO'S CONTINUED...

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>Quick Service Project Ideas: The linked list of ideas below were selected due to their ability to have a strong impact in your community, but can also be completed with minimal planning and maximum student effort: https://goo.gl/W2p7mF.</p>			
<p>Additional Project Ideas:</p> <ul style="list-style-type: none"> • Fleece and Thank You: Fleece & Thank You provides fleece blankets to pediatric wings at 28 hospitals throughout Michigan. Each blanket has a patch with unique code on it. When the code is entered by phone or computer, a hospitalized child can see a video from the person who made their blanket. For more information, visit fleeceandthankyou.org. • MDA Shamrock Challenge: Join the Muscular Dystrophy Association (MDA) and other schools to help save and improve the lives of people fighting muscle disease. There are countless children and adults living with progressive diseases that weaken their muscles, often taking away their ability to walk, run, hug, stand and even talk or breathe. We would love your school to partner for the annual MDA Shamrock program to help these children, which can be held anytime from January through April. For more information, contact Cindy Clark at MDA via email at cclark@mdausa.org. • Kids Collation Against Hunger: Did you know that we lose 600 children every hour because of starvation? Join with the Kids Collation Against Hunger to help more people get the food they need. The group will come to your location with all of the supplies to make the meals; they even bring tables. The meals consist of rice, soy, a vitamin powder, and dehydrated vegetables. Your students can then help to prepare each meal package, which is weighed, heat sealed and boxed. One meal can feed 6 adults or 12 children. All you need is volunteers! For more information, visit https://www.kcah.info. 			
<p>Senior Legacy Project: HELLO? ARE YOU STILL WITH US? Senioritis can hit unexpectedly and can be hard on any group. Avoid the drama and withdrawal by creating a "Senior Legacy Project." The concept is for Seniors to plan an end of the year event or service project for their entire activity group. Whether it's a new traditional bonding experience or a mural for future leaders, have Seniors take the lead for a fun, engaging activity.</p>			
<p>Review Past Checklists: Lots of great reminders and ideas all year long! Review past checklists for the 2017-18 school year: mascmahs.org/monthly-checklists.</p>			

AWARENESS

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>2018 State Conference: Registration for the State Conference opens on Friday, December 1! Make a plan to ensure that all interested students can attend. Join our biggest program of the year, celebrating student achievement with impactful keynote speakers, structured activities, student networking and so much more on March 24-26, 2018 at the Amway Grand Plaza Hotel in Grand Rapids! Get more details and register at: mascmahs.org/student-state-conference.</p>			
<p>Award Season: Award season is right around the corner! Consider assigning a student ambassador or committee to take a deeper look into each award. All schools are encouraged to use these platforms as a way to not only recognize strong school leaders, but also as a growth piece for program development. For more information, visit mascmahs.org/award-information-and-rubrics.</p>			
<p>Staying on Target: Help your students stay focused on the leadership target! This article provides quick tips for student leaders (and advisers) to stay focused throughout the school year: https://goo.gl/2qvNqh.</p>			
<p>Membership Referral Discounts: After you submitted your 2017-18 membership form, a secondary referral form was emailed your way. This allows you, our member schools, a chance to earn money back off their 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!</p>			

OPPORTUNITIES

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>Adviser Network Webinar – Project Planning and Evaluation: The next Adviser Network webinar is scheduled for Tuesday, December 5. This 2-hour virtual session will focus on student project planning and event evaluation practice. Learn how to get students engrossed in the entire model from start to finish, while sorting student created initiatives and efforts quickly and efficiently. Get more information at: mascmahs.org/adviser-network.</p>			
<p>Regional Connect Events: Regional Connect events are coming! Venues and dates will be announced in the next week or so. Gain insight into new ideas, programs, leadership activities and more! Get details and register your group at: mascmahs.org/regional-connect-conferences.</p>			

OPPORTUNITIES CONTINUED...

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>Leadership Day with the Pistons: It's back and better than ever! Enjoy a leadership workshop (and a little fun, too!) with the Detroit Pistons at the brand new Little Caesars Arena on Tuesday, December 12. For more information, visit: mascmahs.org/detroit-pistons-leadership-day.</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	ASSIGNED TO	DUE BY	DONE
<p>Monthly Icebreaker: "Create your own Emoji!" Have students use this Emoji chart as a way to open a meeting and get a feel for the group (Resource: https://goo.gl/6fD3qp). They can also select from this list to describe a recent event and explain in detail how this image recaps their feelings. Go the next step and have students create their own emoji for promotional use!</p>			
<p>Greeting Circle: This is a great inclusion activity to get your students up and moving and continue learning about the members that make up your group: https://goo.gl/p4GjXF.</p>			
<p>"National Day" Celebrations: Nearly every day there is a "National Day" to celebrate. This can be a fun and engaging project for leaders to be creative and recognize your student, staff and community populations. Check out the National Day Calendar at: nationaldaycalendar.com.</p>			