

ADVISER'S checklist

January 2018

“ QUOTE OF THE MONTH ”

The task of a leader is to get people from where they are, to where they have not been.

– Henry Kissinger



MONTHLY TO DO'S

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
Calendar Review: This is a MUST do activity once your crew returns from break. Not only does it help get everyone back on track for council and event planning, but it also your students to look for holes in the calendar. If students can identify areas of need and slower months ahead, they can begin the planning process in January.			
Regional Conference Registration: Get ahead of the crowd and book your Regional conference registration now to secure your desired location. Regional dates and locations (and full event details) can be found at mascmahs.org/regional-connect-conferences .			
Faculty Appreciation Day: Pancake breakfast? Notes of appreciation? Superhero theme song over announcements? How will your crew appreciate the hard working team of leaders in your building? January is a great month to get spirits up and honor those in your building.			
Welcome New Students: To start the New Year of right, welcome all of the new students to your school's family atmosphere. There are many transfer students that have recently joined your student body. This can be a very difficult time for these students to find comfort. Writing cards and introducing yourself to these new students can make all the difference in the world.			
Event Evaluation: 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.			

MONTHLY TO DO'S CONTINUED...

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>Regional Showcase Presentations: 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>State Conference Scholarship Presented by Michigan Blood: Michigan Blood is once again stepping to the plate to offer student scholarships to this year's State Conference! To be eligible for the scholarship drawing, all you need to do is contact MI Blood and set up a future blood drive. Contribute to a great cause and get your school in the drawing for 4 free additional students and two hotel overnights! For more info contact Allison Beers at Abeers@miblood.org.</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>			
<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>			

AWARENESS CONTINUED...

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<p>School Improvement: An opportunity to Examine Processes, Practices and Conditions: As you may know, the Michigan Department of Education has called together a group of individuals to examine the current school and district improvement processes and documentation requirements. The team is thinking abstractly about the revision of the DIP/SIP requirements and how to use the process to truly impact achievement. Read more: https://goo.gl/azyqVc.</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>State Conference Adviser Program: One of the best features of our State Conference is specifically geared toward Activity Advisers. During Sunday, March 25 conference schedule, we have five unique adviser sessions, with content provided from some of our nation's top adviser presenters. If you are not attending this year's conference with a student group, contact Matt Alley at matt@mascmahs.org to reserve your spot for Sunday's Adviser program.</p>			
<p>Spring Adviser Workshop: We are excited to introduce our new Spring Advisors 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.E.</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

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<p>Monthly Icebreaker: “The M&M Game” Fill a bowl with M&Ms and pass around the group. Ask each person to take a small handful of M&Ms. Once the bowl has been passed around, have students count the color they have the most of. Explain that the colors of the M&Ms mean certain things, such as:</p> <ul style="list-style-type: none"> • Red: Favorite superhero • Orange: Favorite outdoor activity • Blue: Favorite food • Green: Favorite vacation spot • Brown: Favorite TV show • Yellow: Why you absolutely love your organization <p>Then have students report out on their color and answer to the entire group (all while enjoying delicious M&Ms)</p>			
<p>Snowman Fundraiser: A fun way to raise a little bit of money and a lot of school spirit. Assemble your crew to build snowmen in front of your building and charge a few bucks a piece to have students knock them down! It’s a chance to play in the snow, decorate snowman and have a great after school activity for all to enjoy!</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>			