

ADVISER'S checklist

May/June 2018

“ QUOTE OF THE MONTH ”

When your values are clear you to,
making choices becomes easier.

– Roy Disney



MONTHLY TO DO'S

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>Plan Your Retreat: Make sure to lock in your group's summer retreat dates before students leave for break. Summer retreats can be a little bit of work to put together, but the benefits will energize your group for the year ahead. MASC/MAHS can help! Here are some topics, or contact us for a full-day facilitation of your retreat. For more topics, visit: https://goo.gl/7mzexR.</p>			
<p>Creating a Student Handbook: Having a group-specific student handbook allows advisers to share important information and details with all members at the same time. Creation is a great introductory tool for new and existing members to lay the groundwork for the year. To view an outline, visit: https://goo.gl/17wqHs.</p>			
<p>Program Evaluation: Make sure to pass out and collect student feedback from the 2017-18 school year. Feedback from your members is crucial to pushing your program to the next level. This feedback will also serve to provide critical student voice and influence in your membership. This is a great objective for your new Executive Board to kick off.</p>			
<p>Balancing the Budget: Working with your treasurer and business office, make sure end of the year invoices are submitted and your account is settled before the start of the 2018-19 school year. Having an accurate financial picture will allow for realistic planning of future events and give way to any end of the year activities where funds can be allotted.</p>			

MONTHLY TO DO'S CONTINUED...

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>Transferring Power: The end of the year may also bring the end of tenure for fellow advisers and class sponsors in your building. Strong school programming is a team effort and knowing which positions may have an opening will help your fellow school advisers form an action plan for looking ahead to the new year. A quick survey can be sent to uncover possible openings and interested staff members to fill these voids.</p>			
<p>Senior Send-offs: If you haven't started already, it's time to plan 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, check out: https://goo.gl/i7xoLw.</p>			
<p>Committee Creations: Plan ahead for success! Distribute your committee sign-up sheets for the 2018-19 school year. This allows your Executive Board to review each student's wish list and they can begin putting together working teams over the summer. This will also help identify gaps in placement and areas that need more attention.</p>			
<p>Review Past Checklists: Last month's highlights include fundraising ideas, student citizenship and Showcases! Lots of great reminders and ideas all year long! Review past checklists for the 2017-18 school year: https://mascmahs.org/monthly-checklists.</p>			

AWARENESS

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>2018-19 MASC/MAHS Membership: Make sure to renew your membership today to receive a discount for 2018-19! Access the digital membership form: https://goo.gl/kbx3kq.</p>			
<p>Membership Referral Discounts: After you submit your 2018-19 membership form, a secondary referral form will be 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!</p>			
<p>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 information at: https://goo.gl/AB47Xi.</p>			

OPPORTUNITIES

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<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 our office at info@mascmahs.org or (517) 327-5315 to schedule.</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>			
<p>Fundraiser Idea: Staff vs. Student Softball! Looking for a new and fun fundraising idea? A staff vs. student softball game is a huge hit! Make it a family event with concessions, t-shirts and sell raffle tickets for 50/50 and fun, themed baskets.</p>			
<p>Tech Bytes: Grammarly – a great, online extension that can help improve your writing through grammar and spelling suggestions. This free resource is a great tool for students/advisers, because it can suggest corrections to mistakes in your emails and social media posts and even explains why it should be changed. Learn more at: https://goo.gl/JEc9G.</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>			

JUST FOR FUN

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>Monthly Icebreakers:</p> <ul style="list-style-type: none">• Pass the Orange: An orange, tennis ball, or a plastic bottle: grab one, and put it under your chin. Hold it there using your chin and neck, trapping it near your collarbone. Take your hand away. From now on, nobody in the room may touch the object with their hands until the game is won or lost. The group wins when everyone in the room has had possession of the “orange,” which means having it held under their chin, and it is then passed back to the starting player. The transfer must be made directly from neck to neck. You all lose if the orange is dropped, or anyone touches the orange with any other part of their body.• 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.			