

# ADVISER'S checklist

November 2017

## “ QUOTE OF THE MONTH ”

The quality of a leader is reflected in the standards they set for themselves.

– Ray Kroc



## MONTHLY TO DO'S

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p><b>Project Planning:</b> 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: <a href="https://goo.gl/6sVWwy">https://goo.gl/6sVWwy</a>. This collects all the necessary information you would need to approve new student ideas.</p>			
<p><b>Event Evaluation:</b> On the other end, how did that BIG event go? To collect event feedback, check out our event Evaluation form: <a href="https://goo.gl/6a6U7M">https://goo.gl/6a6U7M</a>. This is a great tool to collect important information on the focus, logistics and changes to make for next years group of leaders.</p>			
<p><b>Food Drives:</b> With Thanksgiving just around the corner, now is a perfect time to work on a group service project. Food drives are easy and incredibly rewarding for our leaders to experience. Feeding America has some great tips to help get you started. Get more information at: <a href="https://goo.gl/1ZD5NS">https://goo.gl/1ZD5NS</a>.</p>			
<p><b>Host a Blood Drive:</b> Michigan Blood makes hosting your own blood drive easy, efficient and powerful for your entire schools to contribute too. Hosting a blood drive is one of the most important service projects a schools can engage in. For more information on hosting a blood drive at your school, visit Michigan Blood at <a href="http://miblood.org/become-dcp">miblood.org/become-dcp</a>.</p>			

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<b>NHS Induction Ceremony:</b> Induction is right around the corner! Make sure you have your program and ceremony in order. Here are pledge ideas (Resource: <a href="https://goo.gl/cgT5bC">https://goo.gl/cgT5bC</a> ) and a helpful NHS program checklist. (Resource: <a href="https://goo.gl/5uhz67">https://goo.gl/5uhz67</a> )			
<b>2017-18 Charity of the Year:</b> We are excited to work with our 2017-18 Charity of the Year: The National Alliance of Mental Illness – Michigan. Get more information on our CoY and how to get involved here: <a href="https://goo.gl/sFFjVv">https://goo.gl/sFFjVv</a> .			
<b>Keeping our Students Safe:</b> This time of year is always a mental gut-check for student leaders. With college applications due, semester and AP testing on the way, along with their countless group activities deadlines; it's important to remind students to breathe, center and relax. Consider sharing some easy-to-use stress management techniques to help keep your students mentally healthy. (Resource: <a href="https://goo.gl/pzF11b">https://goo.gl/pzF11b</a> )			
<b>Senior Legacy Project:</b> HELLO? ARE YOU STILL WITH US? Seniorities 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 take the lead on planning 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.			
<b>Review Past Checklists:</b> We have lots of great reminders and ideas to fill your bucket all year long! Visit <a href="http://mascmahs.org/monthly-checklists">mascmahs.org/monthly-checklists</a> to review past checklists for this school year.			

## AWARENESS

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<b>2018 State Conference:</b> Registration for the State Conference opens December 1st! Make a plan with your leaders to ensure 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!			
<b>Award Season:</b> 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 for program development. Get more information at: <a href="http://mascmahs.org/award-information-and-rubrics">mascmahs.org/award-information-and-rubrics</a> .			

## AWARENESS - CONTINUED...

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p><b>World of 7 Billion Video Contest:</b> Back by popular demand, the World of 7 Billion student video contest helps you bring technology and creativity into your classes. The contest challenges your students to create a short video connecting world population growth and one of three global challenges. Get more information at: <a href="https://goo.gl/hAfWLg">https://goo.gl/hAfWLg</a>.</p>			
<p><b>Membership Referral Discounts:</b> After you have submitted your 2017-18 membership form, a secondary referral form will be emailed your way. This gives you a chance to earn money back off your membership dues by referring another middle or high school to join MASC/MAHS Michigan Student Leadership. Help spread the word, spread the love for leadership and earn some money back!</p>			
<p><b>Oxfam Hunger Banquet:</b> At an Oxfam Hunger Banquet, guests take on the roles of people who are well-fed, hungry, or somewhere in between by randomly drawing tickets that assign them to different income levels. Some receive a filling dinner, while others eat a simple meal or share sparse portions of rice and water. Participants may even take on the roles of real people from around the world to see what it's like to be in someone else's shoes. These events help increase our power to respond to global crises, highlight issues of injustice, and change the laws that keep people trapped in poverty. Get more information at: <a href="https://goo.gl/q7g3tb">https://goo.gl/q7g3tb</a>.</p>			

## OPPORTUNITIES

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p><b>Regional Host Application:</b> Want to host an event with MASC/MAHS? Give your student leaders the challenge and thrill of hosting a statewide event! The Regional host application is now available for 2018 by visiting: <a href="https://goo.gl/forms/sWamNX7Y4J4NLP7m2">https://goo.gl/forms/sWamNX7Y4J4NLP7m2</a></p>			
<p><b>Adviser Network Webinar - Project Planning and Evaluation:</b> The next 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: <a href="http://mascmahs.org/adviser-network">mascmahs.org/adviser-network</a>.</p>			
<p><b>Leadership Day at the Palace:</b> It's back! Enjoy a leadership workshop (and a little fun, too!) with the Detroit Pistons at the brand new Little Caesars Arena on December 12. Get more information at: <a href="http://mascmahs.org/detroit-pistons-leadership-day">mascmahs.org/detroit-pistons-leadership-day</a>.</p>			

## OPPORTUNITIES - CONTINUED...

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p><b>Michigan Science Center Volunteers:</b> The Michigan Science Center – Michigan’s STEM hub located in Midtown Detroit – seeks volunteers to inspire curious minds of all ages. Student groups (like NHS) whose individuals give a combined 1001 hours of volunteer service to the Science Center between Oct. 7 and Jan. 7 will earn a free holiday party venue rental at the Science Center (\$4,000 value). Get more information at: <a href="http://Mi-Sci.org/Volunteer">Mi-Sci.org/Volunteer</a>, by calling (313) 494-5307, or emailing <a href="mailto:Volunteers@Mi-Sci.org">Volunteers@Mi-Sci.org</a>.</p>			
<p><b>Executive Forums:</b> If you would like to schedule a personal workshop to work with 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 <a href="mailto:info@mascmahs.org">info@mascmahs.org</a> or (517) 327-5315.</p>			

## JUST FOR FUN

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p><b>Monthly Icebreaker:</b> “Meme Making” A great way to get students involved in marketing or reflecting on a past event is to have them create “memes.” There are countless meme generators online that students can use to upload their own flyers or use an existing viral picture to get their point across. Whether you are promoting an upcoming event or sending out a friendly school reminder, a quick, fun meme will grab your target audience’s attention while supporting your message. Another way to use this activity would be for your student group to reflect on a past event. Have students work in pairs to create the best “meme recap” and then have them describe in details why they chose a particular picture and message.</p>			
<p><b>Thanksgiving Meeting Party:</b> Plan a themed thanksgiving party for an afterschool meeting, complete with snacks. This is a great morale booster after homecoming season and gives you the chance to reward your group’s commitment with treats while they focus on what’s ahead.</p>			
<p><b>Thanksgiving Appreciation:</b> Help your staff get in the Thanksgiving spirit by creating dried bouquets. Gathering and drying flowers was a popular fall activity in colonial America. It also adds a touch of color to the building and can help get your school in the giving spirit. Get more information at: <a href="https://goo.gl/GL8APJ">https://goo.gl/GL8APJ</a>.</p>			