

# ADVISER'S checklist

October 2017

## “ QUOTE OF THE MONTH ”

If your actions inspire others to dream more, learn more,  
do more and become more, you are a leader.

– John Quincy Adams



## MONTHLY TO DO'S

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<b>Student Group Contact:</b> Make sure to collect full details from your student delegations. Each year, students change phone numbers, emails and even home addresses. Employ an easy and fast Google form to collect this information.			
<b>Membership:</b> Don't forget to fill out your 2017-18 membership form to ensure that you continue receiving member-only resources like this one and member discounts. The form can be found on our website at <a href="http://mascmahs.org/become-a-member">mascmahs.org/become-a-member</a> .			
<b>Calendar Planning:</b> Working with your student leaders, map out the big events and programs for the entire year. This will help visibly showcase the best times for additional programming that students want to run, without adding to your stress level.			
<b>Review Last Year's Goals:</b> A great exercise for your new E-Board and senior leadership to engage in is to review last year's goals and program evaluation forms. Having a better understanding of your past success and failures will allow this year's group to make appropriate changes as they plan ahead.			
<b>"What's Next" List:</b> With a new year comes new programming, events and student opportunities. Have your students begin planning a 2017-18 program "wish-list" to present to their follow peers and advisers. Vote on the top three and begin the program planning process!			

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<p><b>School Visits:</b> Set up a time with your neighboring high school to trade a few students' leaders each. Students can witness first hand how others in your area run meetings, plan events and collaborate as a group.</p>			
<p><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>)</p>			
<p><b>The Power of the "Thank You":</b> Showcase the importance of saying "thank you" with your student group. Have your group write thank you letters to the local businesses, school staff and community members that supported your last event. This will also help to earn their support for future events!</p>			
<p><b>Letters to Parents:</b> Becoming a member of a student group is a BIG deal. It takes a ton of time, passion and commitment from students to ensure that your collective goals are reached. Help reinforce this point by sending a letter home, informing parents/guardians of their students involvement, welcoming them to the group and listing your programs mission statement. This is also a great way to recruit volunteers!</p>			
<p><b>Letters of Recommendation:</b> Remind your senior group to request letters of recommendation early! This will benefit your entire staff (and you) when crunch time rolls around. Remind students to send thank you letters as well.</p>			
<p><b>Assign Student Ambassadors:</b> In order to share experiences, as well as upcoming programming, assign student ambassadors to meet with other school groups or start an "Activities Board" with one member from each student group. This not only helps align programming, but also helps each program promote each others efforts and upcoming events!</p>			
<p><b>Executive Board Roles and Responsibilities:</b> Understanding one's role and job responsibilities is vital to the success of any organization. Make sure your officers understand the expectations and what each are responsible for throughout the year. This will create greater group organization and less stress once each have a clear understanding of their own roles. Here's more information and ideas on traditional officer roles. (Resource: <a href="https://goo.gl/cxXRdF">https://goo.gl/cxXRdF</a>)</p>			
<p><b>Senior Checklist Board:</b> A great showpiece to add to a busy hallway is a "Senior Checklist." This board shows a generic timeline for college applications, scholarships and financial aid deadlines. Add an "ACCEPTED" header and take pictures of students holding their letters of acceptance!</p>			

## AWARENESS

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<b>NEW! “Share and Get” Responsive Survey:</b> Each month we will post a quick survey for advisers to respond to, enabling idea sharing and networking for advisers on the go! Check out this month’s survey title “How do you...” at: <a href="https://goo.gl/forms/iPQruHKtsAa7Awyl2">https://goo.gl/forms/iPQruHKtsAa7Awyl2</a> .			
<b>Membership Referral Discounts:</b> After you have submitted your 2017-18 membership form, a secondary referral form will be emailed your way from our office. This allows 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. Help spread the word, spread the love for leadership and earn some money back!			
<b>2018 Prudential Spirit of Community Award:</b> This unique youth recognition program, created by Prudential Financial, in partnership with the National Association of Secondary School Principals (NASSP), honors middle level and high school students for making meaningful contributions to their communities through volunteer service. The program gives schools an opportunity to reward and shine a spotlight on students who have distinguished themselves through volunteer activities – and an opportunity to call attention to the role that schools play in promoting community service. Get more information at: <a href="https://spirit.prudential.com">https://spirit.prudential.com</a> .			
<b>Brand New Website!</b> The all-new <a href="http://mascmahs.org">mascmahs.org</a> website is live! We pride ourselves on providing the very best in communication and students resources. Our new website will continue our mission in providing our member schools the tools and information they need to take their program to the next level! A new responsive design allows complete phone and tablet access to view resources and register for events!			
<b>Leadership Day at the Palace Is Back!</b> Enjoy a leadership workshop with the Detroit Pistons at the brand new Little Caesars Arena! Be on the lookout for dates and details soon.			

## OPPORTUNITIES

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<b>The Adviser Network:</b> Back for the 2017-18 school year, the Adviser Network offers one-day workshop designed to provide training and best practice initiatives for school advisers. New this year, virtual workshops will also be provided. To view the Adviser Network program details and to see upcoming workshops, visit <a href="http://mascmahs.org/adviser-network">mascmahs.org/adviser-network</a> .			

## OPPORTUNITIES - CONTINUED...

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p><b>Leadership Training Institutes:</b> The 2017 Leadership Training Institutes are open for registration! We have 10 dates and locations across the state. Get more information and register your group: <a href="http://mascmahs.org/leadership-training-institutes">mascmahs.org/leadership-training-institutes</a>.</p>			
<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>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> "Man-Gun-Bear" Players start out back-to-back. The facilitator counts to three the players jump around to face each other and pick one of the following choices:</p> <ul style="list-style-type: none"> <li>• Man – This is a man in a karate pose, and as the player turns around, they yell, "Hi-yah!"</li> <li>• Gun – Get out your shotgun and yell "ka-boom" as you turn around and face your opponent.</li> <li>• Bear – Let out your most ferocious "Grrr" as you turn around and pose like a bear.</li> </ul> <p>Man beats the gun (chops or kicks it out of their opponent's hand). The gun beats the bear. The bear beats the karate man. And if you tie, both die. Before starting the game, make sure all players know the rules and who beats who. You can say it in chant, and get all of your team to say it with you. Then, do two or three practice rounds and let your team figure out their strategy.</p>			
<p><b>Halloween Fundraisers:</b> Bring the whole community together with a fun and engaging "Trunk or Treat." Student members plan and decorate the trunks of their car for a family friendly Halloween gathering. Park the cars at the school and pass out candy to each passer by! Use this time to promote your programs, raise money and have fun!</p>			
<p><b>Hallway of Horror:</b> Since community members will be at your trunk or treat anyways, decorate a hallway in a family friendly haunted house! Charge a few bucks for students to pass through or sell game tickets for Halloween themed activities. It's a win-win!</p>			