



✓ ADVISER Checklist

SEPTEMBER 2016

2016-17 Program Calendar: In order to give advisers, students and schools a great headstart on state level programming and events, check out our new [2016-17 program calendar](#). More dates and locations for MASC/MAHS Michigan Student Leadership events will be added as they become available!

New Look for Resources: BIG changes keep on coming for members! Our monthly LeadLines newsletter is getting a makeover – complete with a new interactive menu. Each month will be themed to reflect a standard of curriculum and include an activity, resource guide and curriculum lesson. There will also be more tools and resources you can incorporate immediately!

Redesigned LTIs: Leadership Training Institutes have been fully redesigned from the ground up, giving your student groups even more resources, activities and information to ensure a successful year ahead! Check out the full curriculum and program changes [here](#).

Leadership Training Institutes: The 2016 Leadership Training Institutes are open for registration! Dates and locations across the state are posted on the [LTI website](#). Sign-up your group by visiting the website and get your new students working as an experienced team!

MJHS: MASC/MAHS Michigan Student Leadership now offers a Michigan Junior Honor Society affiliation included in your membership! To register your school contact Matt Alley.

Membership: Don't forget to fill out your 2016-17 membership forms to ensure that you continue receiving members-only resources like this one and member discounts. The form can be found right [here](#).

September Quick Tips:

- **Understanding Roles:** Review and clarify job descriptions for your team. Who is responsible for what? Set some ground rules and expectations for your group as a whole. Use a student contract, explanation/expectations chart, even a goal-meter to keep everyone on the same page, and working as a team.
- **Group Bonding:** Homecoming will be here before you know it! Make sure your group is prepared for a year's worth of meetings, events and lifetime memories! Read more group bonding ideas [here](#)!
- **Constitution:** Review your groups Constitution. Did you encounter any problems last year where an amendment would have helped clarify, or create positive change? Don't have a Constitution yet? No problem, follow [this link](#) for an introductory template.
- **Financial Plan:** Begin development of your budget for the year. Start by looking at anticipated income and expenditures from your year-long event calendar. Having a foundational assessment of money-in and money-out will keep realistic goals for the group. More on budgeting [here](#).