





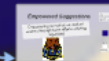
How to take CORNELL NOTES for ASB

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Meeting Focus(Essential Question): →Prom themes, Spring carnival, Club Rush Day		
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REVENGE OF THE NERDS: Organizational Skills make Better Leaders



Marciano Flores, M.Ed.



TM



REVENGE OF THE NERDS: Organizational Skills make Better Leaders



Marciano Flores, M.Ed.



TM



ANDERSON

"I'm here about the details."

Where to begin...

We all need to remember one thing...

The Devil is in the details



Organizational Skills



Binders for All

- Setup binders for each officer
 - planners
 - notepaper
 - pockets
- 3-hole punch available
- If your school has school-wide binders, enable a section of the school binder for ASB



Notetaking

- Empower yourselves toward college readiness while maintaining organized leadership
- Use Cornell Notes for your meeting, committee roundups, and classwork



Its important to train ourselves as leaders to stay organized from the beginning

Binders for All

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**Don't forget...
GOOGLE DOCS!**

- It's easy to set up so you and your fellow leaders can make your plans and share with each other an online document or worksheet



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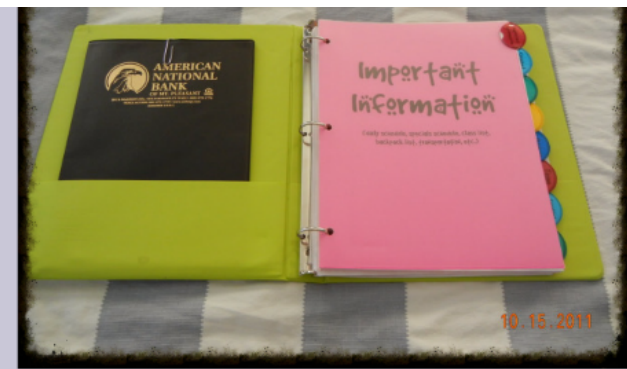
Important Information

(daily schedule, specials schedule, class list,
backpack list, transportation, etc.)

10.15.2011

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Communication

Detailed and often; using all technology available



REMIND (formerly REMIND 101)

- great app for sending text messages to your group(s); with or without responses
- schedule messages to be sent later
- limited characters similar to Twitter



Class, Outlook or Google Calendar

- Laminated version:
 - portable
 - student made
 - edited, easy to make

- Outlook Calendar
 - Many schools use MS Outlook for email
 - transfer of calendar data for transfer and shared with no changes

- Google calendar
 - Many schools use Google for email
 - transfer of calendar data for transfer and shared with no changes



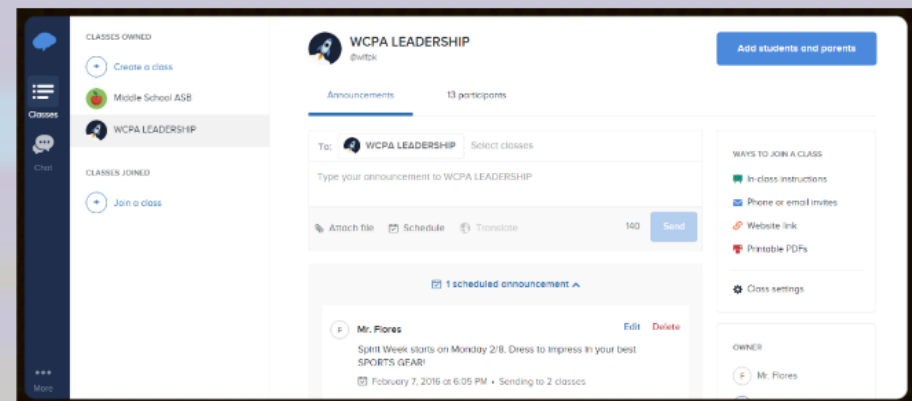
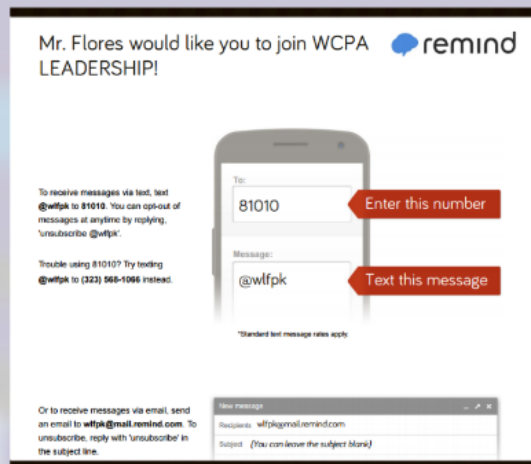
Facebook, Instagram & Twitter

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- hold council accountable for "best practices"



REMIND (formerly REMIND 101)

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Classes

Chat

More

CLASSES OWNED

Create a class

Middle School ASB

WCPA LEADERSHIP

CLASSES JOINED

Join a class

WCPA LEADERSHIP
@wfpk

Add students and parents

Announcements

13 participants

To: WCPA LEADERSHIP

Select classes

Type your announcement to WCPA LEADERSHIP

Attach file

Schedule

Translate

140

Send

1 scheduled announcement ^

Mr. Flores

Edit Delete

Spirit Week starts on Monday 2/8. Dress to impress in your best SPORTS GEAR!

February 7, 2016 at 6:05 PM • Sending to 2 classes

WAYS TO JOIN A CLASS

In-class instructions

Phone or email invites

Website link

Printable PDFs

Class settings

OWNER

Mr. Flores

Mr. Flores would like you to join WCPA LEADERSHIP!



To receive messages via text, text **@wlfpk** to **81010**. You can opt-out of messages at anytime by replying, 'unsubscribe @wlfpk'.

Trouble using 81010? Try texting **@wlfpk** to **(323) 568-1066** instead.



Enter this number

Text this message

*Standard text message rates apply.

Or to receive messages via email, send an email to **wlfpk@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.

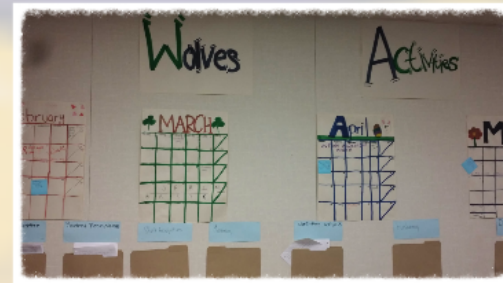


Prezi

Class, Outlook or Google Calendar

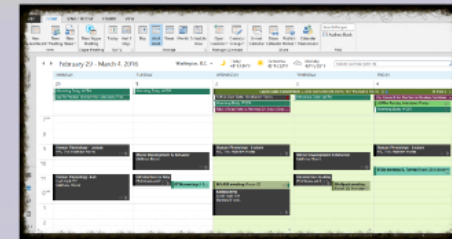
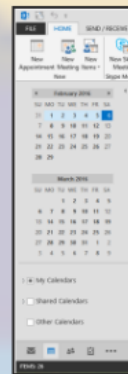
Wall Calendar

- Laminated version: reusable
- student-made: colorful, easy to make



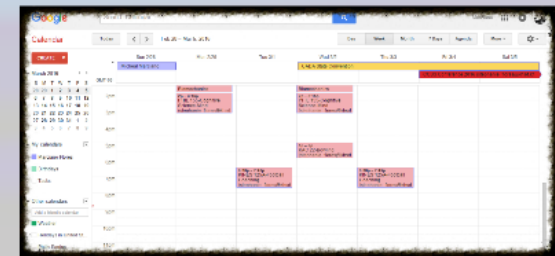
Outlook Calendar

- Many schools use MS Outlook for email
- Additional Calendars can be created and shared among colleagues



GOOGLE calendar

- Many students and advisors have Google accounts
- All Google apps can be synced through their Google accounts



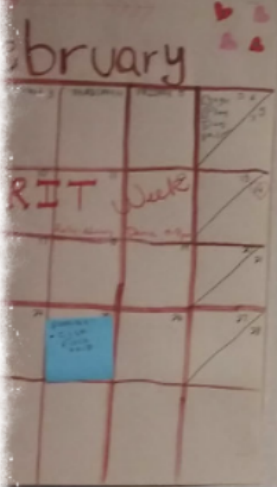
Wall Calendar

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Wolves

Activities



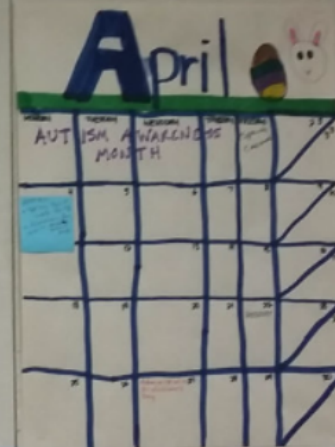
Committee

Student Recognition



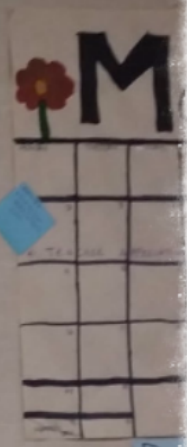
Staff Recognition

Marketing



Lunchtime Activities

Fundraising



Donations

colorful, easy to make

Outlook Calendar

- Many schools use MS Outlook for email
- Additional Calendars can be created and shared among colleagues



Prezi

GOOGLE calendar

FILE

HOME

SEND / RECEIVE

FOLDER

VIEW

New Appointment
New Meeting Items

New Meeting



New Skype Meeting



Today



Next 7 Days



Day



Work Week



Week



Month



Schedule View

Open Calendar
Manage Calendars

Calendar Groups



E-mail Calendar



Share Calendar



Publish Online



Calendar Permissions

Search People

Address Book

Find

February 29 - March 4, 2016

Washington, D.C.

Today
41° F / 34° FTomorrow
45° F / 33° FMonday
43° F / 35° F

Search Calendar (Ctrl+E)



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

29

Morning Duty; WCPA
WCPA Payday; Wonderful; Marciano Flor

1

Morning Duty; WCPA

2

CADA State Convention; Grand Sierra Resort, Reno, NV; Marciano Flores To Mar 5
FAFSA Due Date; Stephanie Flores
Morning Duty; WCPA
NEA's Read Across America-Dr. Seuss Day; ...

3

Morning Duty; WCPA

4

Ca. Council for the Social Studies Confer
UOPHx Payday; Marciano Flores
Morning Duty; WCPA

7 AM

8

9

Human Physiology - Lecture
PAC 144; Mathew FloresMotor Development & Behavior
Mathew FloresHuman Physiology - Lecture
PAC 144; Mathew FloresMotor Development & Behavior
Mathew FloresHuman Physiology - Lecture
PAC 144; Mathew Flores

10

Human Physiology - Lab
Holt Hall 227
Mathew FloresIntroduction to Adap
PE/Intramural F

BTSA meeting-J. I

MS ASB meeting; Room 28

Introduction to Adap
PE/Intramural FWolfpack meeting
Room 28; Marcian

BTSA meeting-B. Torres; Room 28; Marcian

12 PM

1

2

Backpacking
Acker Gym 129
Mathew Flores

All Folders

FILE

HOME

SEND / RECEIVE

New Appointment

New Meeting Items ▾

New

New Skype Meeting

February 2016

SU	MO	TU	WE	TH	FR	SA
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

▸ ☒ My Calendars

▸ ☐ Shared Calendars

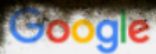
☐ Other Calendars

ITEMS: 26

be created and shared among colleagues

GOOGLE calendar

- Many students and advisors have Google accounts
- All Google apps can be synced through their Google accounts



Search Calendar



Marciano



Calendar

Today



Feb 28 – Mar 5, 2016

Day

Week

Month

7 Days

Agenda

More ▾



CREATE ▾

March 2016



S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

My calendars



☒ Marciano Flores

☒ Birthdays

☐ Tasks

Other calendars



Add a friend's calendar

☒ Weather

☐ Holidays in United St...

☐ Philly Eagles

GMT-08




	Sun 2/28	Mon 2/29	Tue 3/1	Wed 3/2	Thu 3/3	Fri 3/4	Sat 3/5
	Micheal Marciano			CADA State Convention		CCSS Conference 2016 (stephanie_flores@khsd.k12)	
2pm		Biomechanics 2p – 3:15p PHIL 155-Cognitive Science-Mind (stephanie_flores@khsd)		Biomechanics 2p – 3:15p PHIL 155-Cognitive Science-Mind (stephanie_flores@khsd)			
3pm							
4pm							
5pm				5p – 6p KAC 22-Bowling (stephanie_flores@khsd)			
6pm							
7pm			6:30p – 7:45p KINES 125A-Football Coaching (stephanie_flores@khsd)		6:30p – 7:45p KINES 125A-Football Coaching (stephanie_flores@khsd)		
8pm							
9pm							
10pm							
11pm							

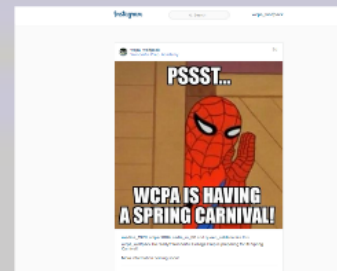
Facebook, Instagram & Twitter

- Designate council officer to monitor social media sites
 - possibly President or Social Media commissioner
- Maintain log of all posts
 - hold council accountable for "best practices"

WCPA Wolfpack Social Media Log

All posts will be logged in order to track our social media and maintain best practices with our postings

Name	Date	Time	Social Media:   	Posts: describe pictures; actual text of Tweet or post; event information, etc.






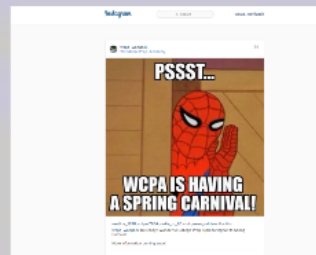
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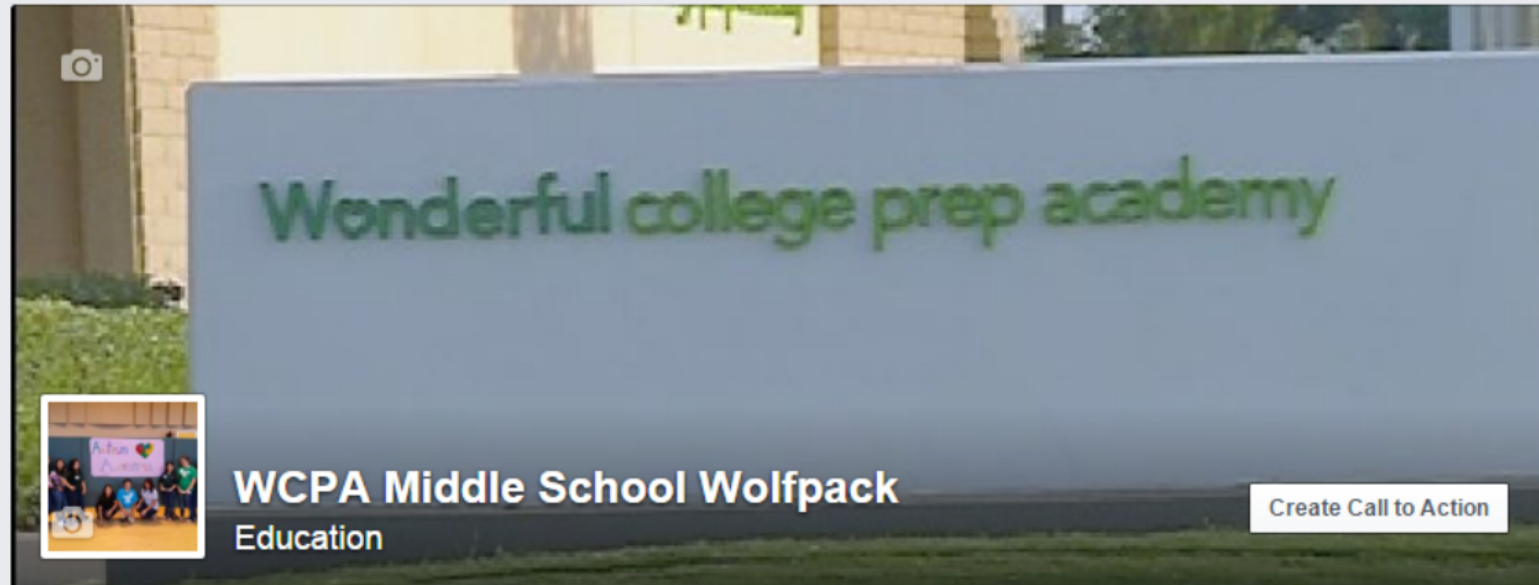
Messages

Notifications

Publishing Tools

Settings

Help ▾



Promote ▾

THIS WEEK

0
Website Clicks

Recent

2016

See Your Ad Here



WCPA Middle School Wolf...
This is a page of all the
WONDERFUL student
activities at Wonderful College
Prep Academy M...

Like Page · 3 people like
this Page

Promote Page

Timeline

About

Photos

Likes

More ▾

Like ▾

Message

...

3 people like this

View Pages Feed
See posts from other Pages

Invite friends to like this Page

Reach people nearby

Status Photo/Video 31 Event, Milestone +



Write something...



WCPA Middle School Wolfpack

1 February at 14:34 ·



wcpa_wolfpack
Wonderful Prep. Academy

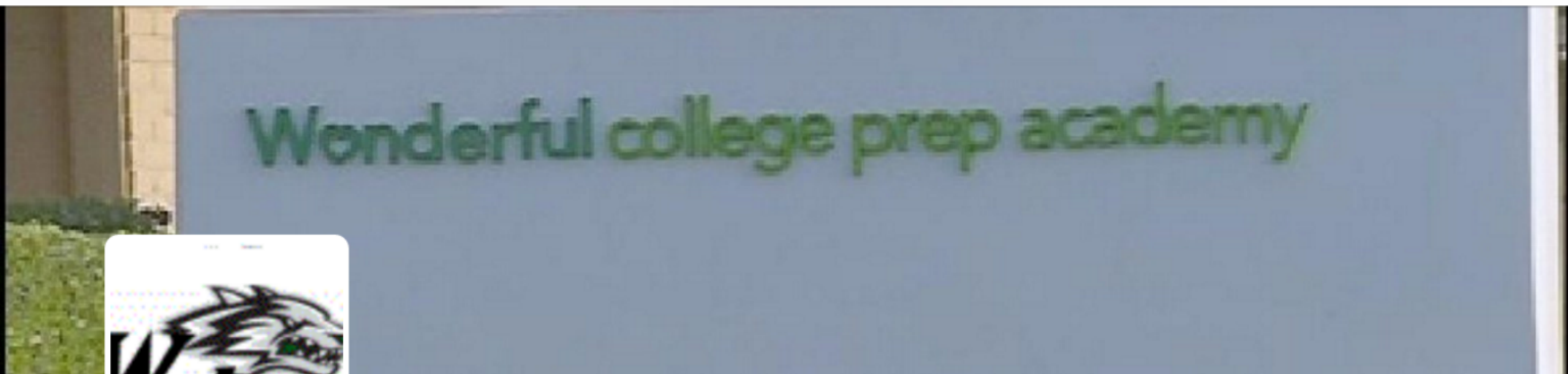
5d



medina_1928, sniper7804, sadie_m_80 and queen_saldana like this

wcpa_wolfpack Be ready!! Wonderful College Prep is preparing for its Spring Carnival!

More information coming soon!



Wolfpack
@WCPAMidSchool

Delano, CA

TWEETS 7 FOLLOWERS 5 LIKES 2

Edit profile

Tweets Tweets & replies



Wolfpack @WCPAMidSchool · 3h
Enjoy your Super Bowl Sunday tomorrow! Remember we DO have school on Monday 2/8 and our Spirit Week starts that day!



Wolfpack @WCPAMidSchool · Feb 1
Be ready!!

Who to follow · Refresh · View all



John Legere @JohnLegere

Follow

Promoted



23ABC News @23ABCN...

Follow






Cody Kessler @CodyKe...

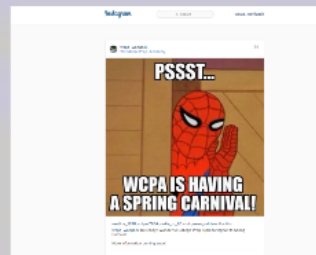
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Empowered Suggestions

Empowering ourselves as student leaders through team efforts at being organized



Meetings

- Agenda
- Robert's Rules
- Begin on time; End on time
- Everyone bring their binders and planners
- Everyone takes notes (not just ASB Secretary)

Teamwork

- Hold each other accountable
- President and/or advisor follow-up on assigned tasks, including note-taking, calendar/planner updates



Questions?



Marciano Flores
Middle School Activities Director
Wonderful College Prep Academy
CADA Area C Council

marciano.flores@wonderfulcollegeprep.org

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**KEEP
CALM
AND
NERD
ON**

© 2013 KeepCalmStudio.com

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Wonderful College Prep Academy
CADA Area C Council***

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TM

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[illegible]