

# Vista Murrieta Link Crew

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Coordinator: Kelly Parsons

[mparsons@murrieta.k12.ca.us](mailto:mparsons@murrieta.k12.ca.us)

951-894-5750 ext. 6724

28251 Clinton Keith Road, Murrieta CA 92563

# Program Overview

*Who you are and what you do – Matters!*

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- VMHS – 3400+ students (Established in 2003)
- Freshmen class averages 900+ yearly
- Link Crew Program supports 100 leaders
  - 35 of those 100 are selected to be a part of the Link Crew class
- Link Crew has been on our campus for over ten years
- I am the third coordinator for the program

# Leadership Organization

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- 35 Class members
  - 5 Senior Captains (These are returning members that were in class in prior year)
  - 10 Juniors
  - 10-12 Returning Seniors
  - 8-10 New Seniors
- Senior Cabinet
  - 5 Captains, Secretary, Treasurer, Publicity, Unity

# Year in the Life

## -Fall-

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- Link Crew Training
- Freshmen Orientation
- Family Tours during Registration
- Ice Cream Social
- Freshmen BBQ
- Freshmen-Leader Luncheon
- Teacher-Freshmen Luncheon
- Wall of Kindness
- Halloween Movie Night
- Leadership Retreat
- Making High School Count
- Thanksgiving Potluck
- Final Review Sessions
- Good Luck Notes
- Leadership Holiday Party

# Spring

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- Spring Movie Night
- Unity Conference (Hosted by ASB)
- Freshmen Recognition
- Teacher-Freshmen Luncheons
- Interviews
- Spring Service Project
- Incoming Freshmen Parent Night
- May Day
- Incoming Freshmen Rally
- Student Leader luncheons
- Banquet

# Family Tours – First Event Ticket Sales

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- Registration Days (2 days 7-12noon)
  - **What you need:**
    - Easy Ups
    - Tables & Chairs
    - Tickets & Cashbox
    - Laptop
    - Post-it Notes – Pens
    - VIP List
  - **Make it Happen:**
    - 2\$ Tickets – Price goes up the first day of school
    - Log who buys a ticket
    - Leaders to give One on One Tours
    - Books/Extras labeled and stay at home base
    - Add all Freshmen to Master VIP List

# Teacher-Freshmen Luncheons

Teachers select one freshmen student to have lunch with

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- Select a theme
- Ask teachers to select a student
- Send out Invitations/Reminders
- Order Food
- Decorations
- MC – Ice Breakers

# How do we afford all of this?

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- Help via ASB!
  - Vending Machines
  - Annual Donation
  - Herff-Jones Partnership
- Student Donations/Fundraising
  - Parent Night – Rational
  - 100\$ goal per student
- Fundraising Efforts
  - Local Business Partnerships
  - Ticket Sales for Events – Each leader must sell tickets for participation
- Administration
  - LCAP Funds – Focused on Special Populations

## Vista Murrieta Link Crew – At a Glance

*“Who you are and what you do – Matters”*

**Advisor:** Markela “Kelly” Parsons – English Teacher 2005- Current, LC Coordinator 2012 - Current

**Contact:** mparsons@murrieta.k12.ca.us – 951-894-5750 ext. 6724

**Overview:** Link Crew has been a part of the Vista Murrieta Leadership program for over ten years. We have grown over the last five years and are now a highly competitive leadership program on our campus. On average we have 150 students apply for approximately 60 open positions.

**Leadership Organization:** Senior Cabinet includes 5 Captains, Secretary, Treasurer, Publicity, and Unity. All levels of cabinet are selected through application and appointed by coordinator. Senior Captains participate in a round table ‘question and answer’ as well as a 15 minute presentation.

### Year in the Life

- August:
  - Link Crew Leader Training
  - Freshmen Orientation
  - Registration/Family Tours – First event ticket sales
  - First day of school Gauntlet
  - Ice Cream Social
  - Free Freshmen BBQ - before the Back to School Dance (Dance hosted by ASB)
  - First Football Tailgate – Link Crew hosts free face painting booth
- September:
  - Freshmen-Leader Luncheon
  - Teacher-Freshmen Luncheon
  - Wall of Kindness
  - Fall Service Project
- October:
  - Teacher-Freshmen Luncheon
  - Student-Leader Luncheon
  - Halloween Movie Night
  - Leadership Retreat to Big Bear
- November:
  - Leader Thanksgiving Potluck
  - Week of Thanks
  - Student-Leader Luncheon
  - Making High School Count
- December:
  - Teacher-Freshmen Luncheon
  - Final Review Sessions
  - Good Luck Notes for Every Freshmen
  - Leader Holiday Party
- January:
  - Spring Movie Night
  - Unity Conference
- February:
  - Top 100 freshmen recognition
  - Teacher-Freshmen Luncheon
- March:
  - Link Crew Applications
  - Student-Leader Luncheon
- April:
  - Link Crew Interviews
  - Captain Applications and Presentations
  - Spring Service Project
- May:
  - Teacher-Freshmen Luncheon
  - Incoming Link Crew Leader Parent Night
  - May Day
  - Incoming 9<sup>th</sup> Grade Rally
  - Student-Leader Luncheon
  - Banquet

## **Leadership Code of Conduct:**

All leaders are expected to hold true to a code of conduct. The following code is listed on applications and students and parents sign and agree prior to being interviewed for our program.

Contract of Responsibilities for Participation in the Vista Murrieta Link Crew:

I understand the following and accept as my personal code of ethics:

- 1. Dignity** - I shall respect the dignity and individuality of the people I encounter during my tenure in Link Crew
- 2. Confidentiality** - I shall respect the confidentiality of the helping relationships that I engage in as a Link Crew Leader
- 3. Duty to inform** – I understand that I have a duty to inform an adult supervisor about and situations regarding students in harm’s way
- 4. Supervision** – I understand I will be supervised by a variety of adults and agree to follow the guidance that is offered in supervision
- 5. School policy** – I shall follow all school policies. If I neglect to follow policies, it could result in termination from Link Crew
- 6. Honesty** – I understand the importance of being honest and will not be dishonest to benefit other students on this campus, as well as myself
- 7. Leadership** – I understand that I am a leader in this program and will lead in a positive way both on and off the Vista Murrieta’s campus.

## **Family Tours:**

Our school holds two days for freshmen registration and Link Crew is set up as the last station to provide campus tours for every student. It is an optional portion of registration, but on average we have 75% of freshmen students who take the opportunity to go on a tour. At our school they have chosen to take room numbers off of student locator cards and so leaders show families the general area that their classes will be located. Each tour takes 8-10 minutes and students are able to walk and talk with leaders asking questions about what to expect the first days and weeks of school. Each LC member must serve at least one day of tours, many choose to serve both days, which results in about 60-70 leaders giving tours to families.

Prior to the first families coming through I speak with my team about guidelines for the tour and expectations for a positive experience. I also require that my leaders are dressed in dress code appropriate attire. Even though school has not started I find it sets the right tone early – and gives parents a positive experience with the leader who will be mentoring their student for the year.

## **Tours Station Set Up:**

- Laptop and Ticket Booth – Leaders invite families to take tours of the campus, but first we ask them to buy a ticket to our first freshmen only event – the Ice Cream Social that takes place during the first full week of school. We sell tickets for 2\$ at registration, 3\$ at school and 5\$ at the door. When students buy a ticket we ask for their information and put it into a Google spreadsheet so that if they lose their ticket we have them on a VIP list.
- “Coat Check” – We offer to hold all of their registration items while students/families go on tours. Leaders use post-it notes to log the first and last name of the student so they can be properly returned to them at the end of their tour.
- Supplies Needed – Post-it notes, pens, tables & chairs, cashbox with start-up money, VIP list, laptop, music/speaker, and extension cords.

## **Teacher-Freshmen Luncheons:**

Teacher-Freshmen lunches provide an opportunity for teachers to select one of their freshmen students to sit down and have lunch together. Link Crew hosts these luncheons in our Link Crew classroom. It provides a

smaller atmosphere, and with a campus that has multiple events going on during the week sometimes it's hard to book facilities. My classroom can fit 50 people if we bring in extra tables and chairs. On average we have 30-40 guests per lunch (we have two lunch periods on our campus). These luncheons are hosted every 4-6 weeks. Link Crew pays for the event. Each luncheon has a theme for teachers so that we are able to reach out to a wide variety of students on campus. Students are invited to the luncheon at least two days in advance and reminders are sent out to teachers too.

#### Teacher-Freshmen Luncheon Set Up:

- Select a theme for the luncheon. Some of the themes used include: A shining star, student who needs support, someone who will finish the semester strong, someone who shows school spirit.
- Ask teachers to invite students. As the advisor I email teachers with the theme, lunch information and deadline to submit names. I then put them into a spreadsheet so that leaders can get room numbers and provide invitations for students. **Sample Email:**

Hello!

Link Crew wants to feed you and a student of your choice on **Wednesday February 23rd**. We are going to feed you during your lunch. You can pick a freshmen student from any of your classes. For this luncheon, we would like to focus on someone who is **needs a little extra love**. This can be someone who might need some support academically, socially or just needs some quality time with a positive adult.

**What we need from you – Student's first and last name, Your Name and Lunch. We'll take care of the rest!** We need names by the start of 5th period on **Thursday Feb 9<sup>th</sup>**. I will send a few reminders in case you get busy and forget.

We will be serving Submarina sandwiches. If you have a dietary concerns please let me know.

Thank you!

- Order food – Our school has a positive working relationship with a few local restaurants. We have also reached out to PTSA and local organizations for support with these efforts.
- Send Invitations to freshmen – 48hours in advance works well. Sample Invite:

Dear \_\_\_\_\_

Your teacher \_\_\_\_\_ has selected you to come with them to Link Crew Teacher Luncheon! You and Your teacher will be our honored guests and we will enjoy a delicious lunch courtesy of Link Crew. Link Crew will host this lunch on \_\_\_\_\_.

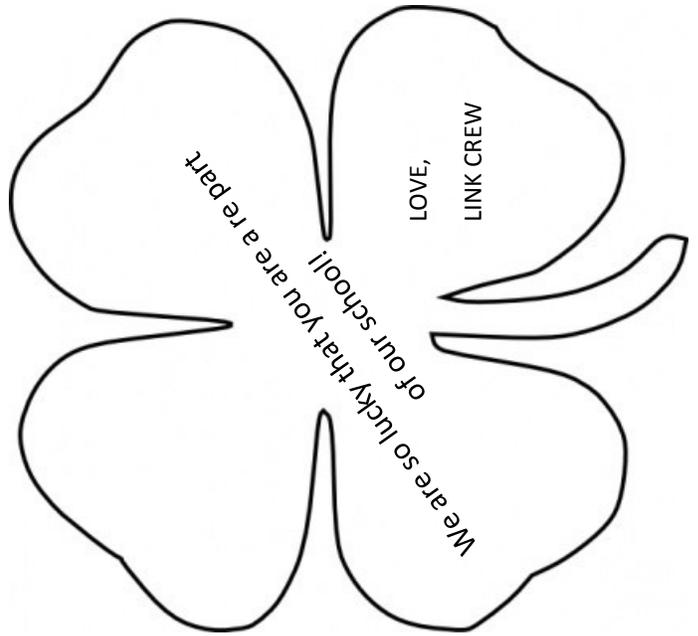
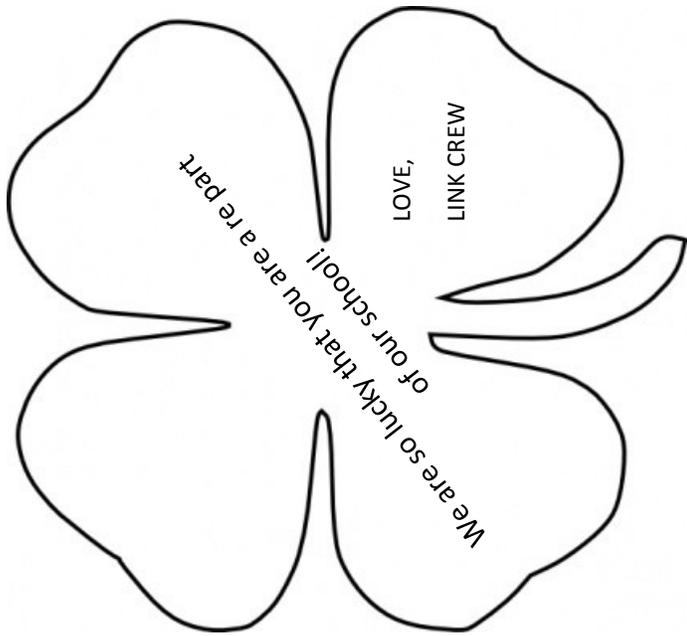
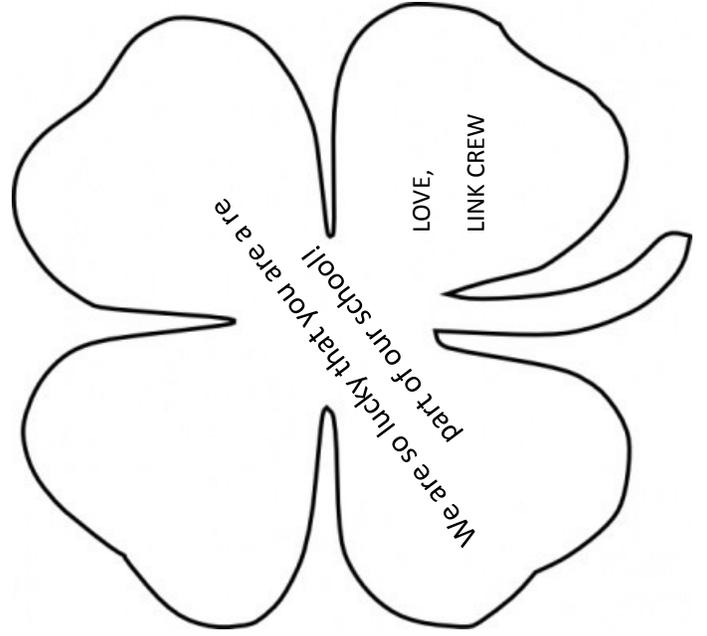
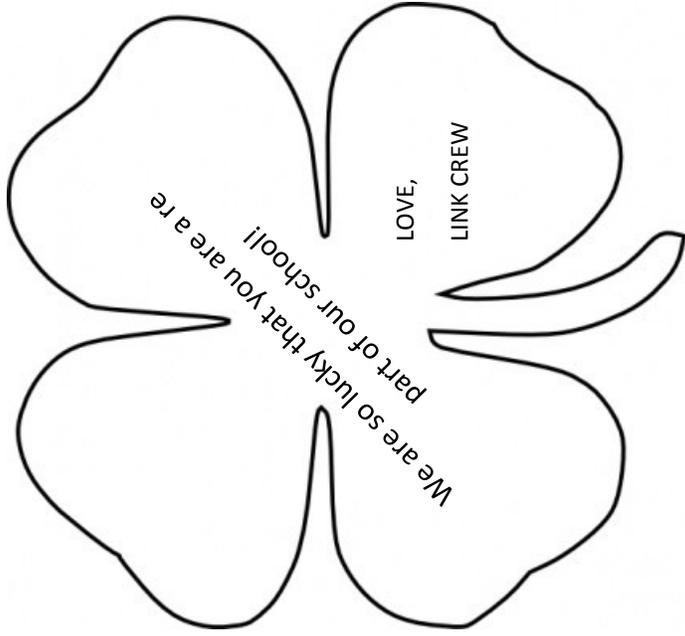
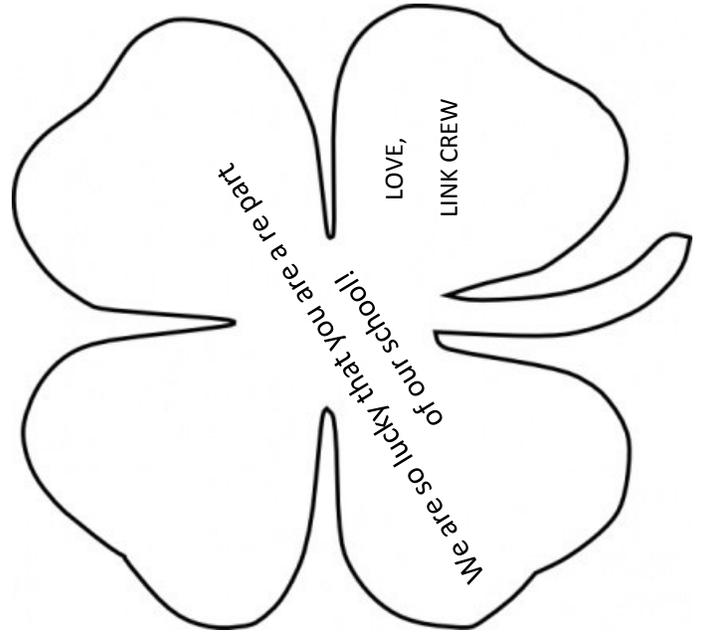
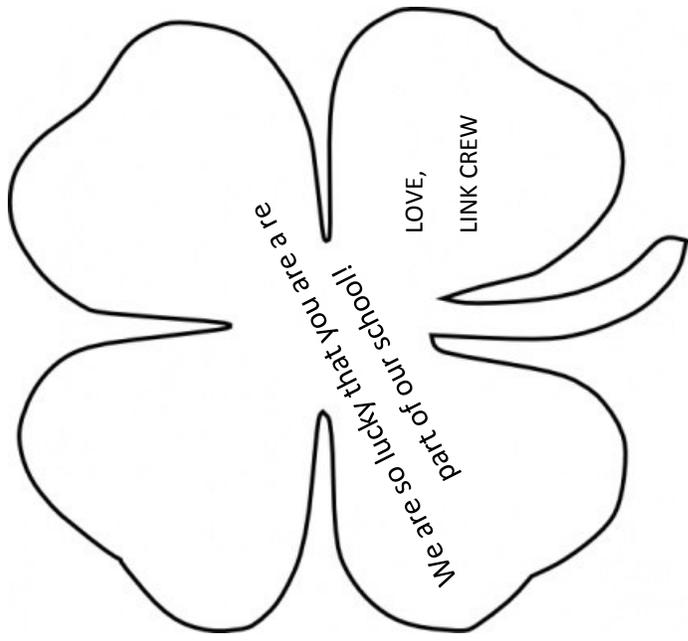
We ask that you join us during \_\_\_\_\_ lunch. Please let your 5th period teacher know if this means you will miss part of their class. If you do miss part of class you will be responsible for the work that you have missed. **Lunch will be served in room M114.**

- Decorations – Name tags help to direct both teachers and freshmen as to where they can sit. It also helps us to know who we are waiting on so we can fill in spots. We always have a few leaders who are able to sit in for teachers who might not be able to attend. Light decorations help create a focus for students and a fun environment.
- MC – Leaders MC the event and are able to lead teachers and freshmen in light conversation. It makes a big difference when MCs have practiced in advance. A light ice breaker is also helpful to make sure teachers and students are able to converse with each other.
- Event Process –
  - Student gauntlet welcoming guests to the event
  - Leaders serve lunch to teachers and students as they arrive

- Students and teachers enjoy lunch – when everyone has arrived MC's will begin hosting the event. Short Ice Breaker and asking teachers to share why they invited the freshmen to lunch
- Announce upcoming events for freshmen (both hosted by LC and ASB)
- Leaders go around and offer to pick up trash for guests.
- Supplies Needed – food handler's gloves, plates, utensils, cups, napkins, water bottles, food, name tags, invitations, decorations, extra trash cans and list of attendees.

### **Little Things = Big Difference:**

- **Shirts** – Link Crew shirts are BRIGHT – they stand out for a reason. Ours are bright blue and they stand out in the crowd. This helps freshmen identify a link crew leader on campus.
- **Spirit Days** – All Link Crew leaders are expected to dress up for every spirit day. This helps freshmen see that it's okay to dress up for spirit days. It also supports the ASB program on campus.
- **First day of school gauntlet** – Every leadership student on campus arrives an hour before school starts to welcome the campus to a new school year. They start with a breakfast treat and some motivational words from the leadership advisors and then head out to campus to cheer as people arrive. Each entrance to campus has a large group of people cheering, give high fives and generally welcoming people to campus.
- **Ice Cream Social** – This event is held during the second week of school. We sell tickets prior to school starting which allows us to know how many students are attending and what our budget will be. We work with food services to borrow a freezer for the ice cream. We check students in and provide different varieties of ice cream and popsicles. Leaders serve and eat last. We also set up carnival style games for freshmen to participate in. We check IDs to make sure upperclassmen don't try to sneak in.
- **Back to School BBQ** – Link Crew hosts a free hot dog BBQ for freshmen prior to the back to school dance. Link Crew leaders begin with a Cheering Gauntlet to welcome them to the event. Then leaders sit with freshmen and mingle during dinner. Leaders are highly encouraged to stay for the dance.
- **First Football Tailgate** – All leadership groups host a tailgate prior to the first home football game. We set up booths with different activities for student participation. Food vendors are often brought in and we are able to use it as a fundraiser as well.
- **Notes for Every Freshmen** – Send notes to every freshmen (usually through English classes) so that they have a positive experience with LC. These positive notes can be sent year round.
- **Unity Events** – Team up with ASB and other leadership groups on campus to attend each other's events. Unity Dinners are hosted to support the Arts on campus. ASB Hosts dinner and students get a discounted ticket to the event.
- **Wall of Kindness** – After the first six week grading period we decorate a wall on campus. These posters are positive and inspiring and we leave them up all week. We also host a lunch time activity encouraging students to add positive notes to the wall.
- **Making High School Count** – Invite alumni to come and speak to freshmen about what they wish they had known while they were still in high school. We try to get a variety of student backgrounds. We host the event in our theater and then invite the freshmen to sit with us during lunch to discuss what they learned.
- **Thanksgiving Dinner** – Leaders sign up for a potluck dinner the week prior to Thanksgiving break to celebrate our fall achievements. LC pays for plates, cups, and utensils and leaders bring food. Leaders select two seniors to give a Toast of Thanksgiving and we all enjoy each other's company.
- **Incoming Parent Night** – Invite families of incoming Link Crew Leaders for an information night. This is when the coordinator introduces expectations and outlines a year of service. Parents are also encouraged to make a financial donation to help the program. All students are required to fundraise in some form to provide activities throughout the year.
- **Service Projects** – Every year we select a fall and spring service project to help our community. In the past we have worked on the following projects – Canned food drive, Socktober (Kid President), Clothes for a Cause (clothesforthecausefundraising.com), Relay for Life, March of Dimes, and Susan G. Koman.



Link Crew is Sending Love!

"Find out who you are and be that person, that's what your soul was put on this earth to be. Find that truth, live that truth and everything else will come" - Ellen DeGeneres

Keep being Awesome!

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Wishing you the very best luck on your final exams!

“You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose. You're on your own. And you know what you know. And YOU are the one who'll decide where to go...”

— Dr. Seuss, *Oh, The Places You'll Go!*

We are so glad you are a part of our Family!

Keep up the great work!



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# I teach.



What's your  
superpower?

Thank you so much for all that you do for our school!

You are truly a SUPER HERO!

# I teach.

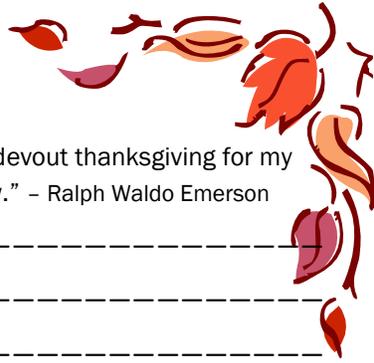


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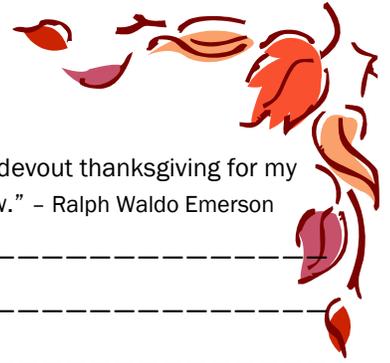
"I awoke this morning with devout thanksgiving for my friends, the old and the new." - Ralph Waldo Emerson

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With Thanks, \_\_\_\_\_

LINK CREW



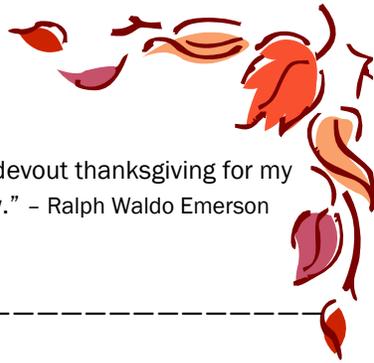
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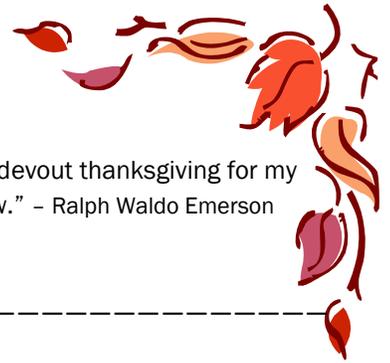
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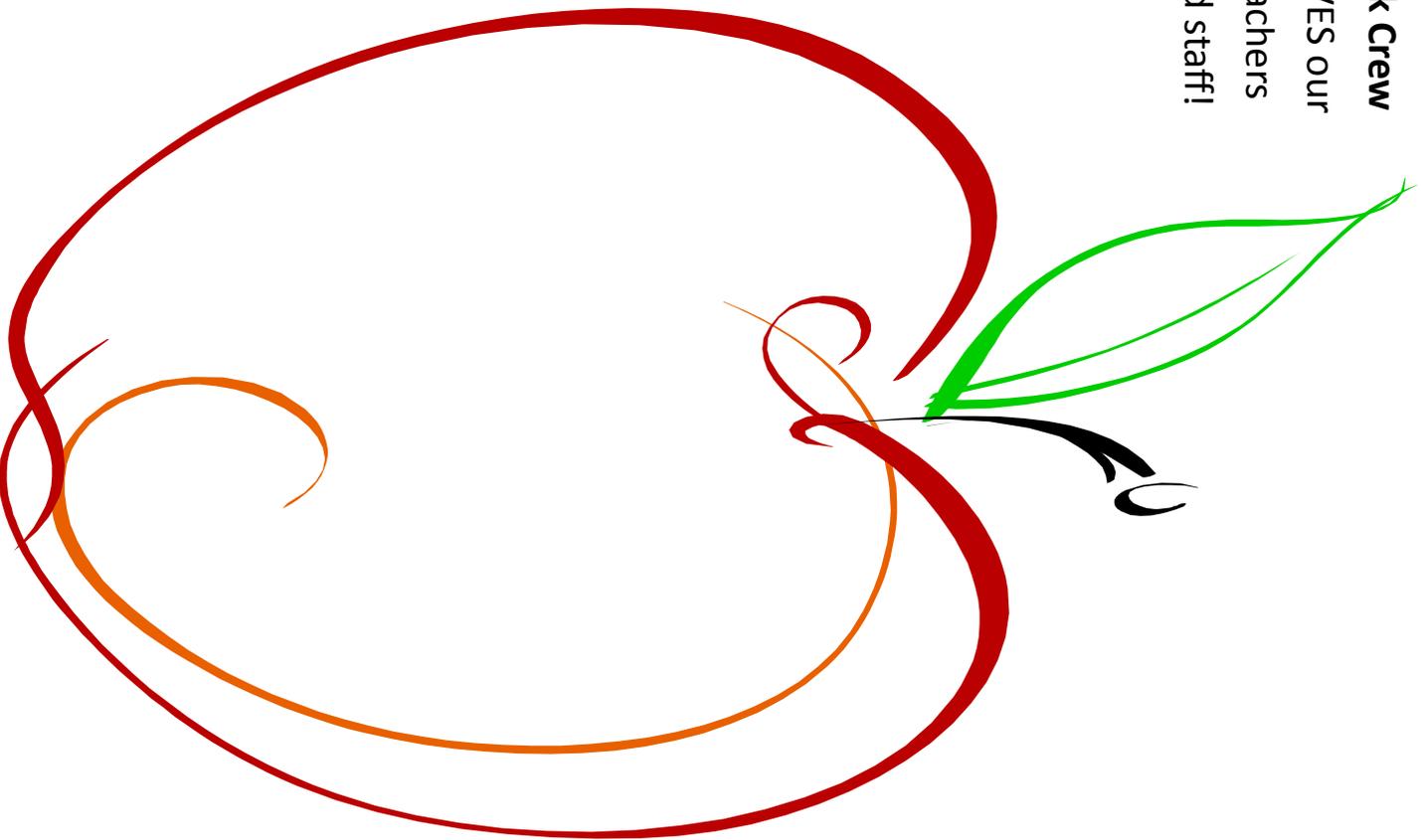
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**Link Crew**  
LOVES our  
teachers  
and staff!



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