



Nuts and Bolts for New Activity Directors

**10 musts for
New Activities
Directors**

Jim Bennett
jbennett@ttusd.org

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ME!

- 25 years as a History Teacher
 - Also a Coach (*football, wrestling and baseball*)
- Advanced into the Athletic Director World
- Economic Crash of 2008 changed the course of my life in many ways!!!
- 2013 Truckee High
 - Needed an Athletic Director = but the stipend was minimal and there was no release period Um NOOO!!!!!!
 - Needed an Activities Director = large stipend and a class!
 - Fill a need??? Tenure??? Prove myself??? Step out of my box???
- Here I am 10 Years later and ready to share and help all of you!

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10 Lessons that I have learned from my first 10 years at CADA.

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- 1- SODAS Teams
 - 2- Cabinet
 - 3- Handbook
 - 4- Book Clubs
 - 5- Yearly Calendar
 - 6- Staff Buddies
 - 7- Speeches as Finals
 - 8- Elections by Committee
 - 9- Exposure!!! CADA, Summer Camp, CASL,
Area conferences, Inter-leagues
 - 10- Love your Leaders - Swag, Class Picture, Breakfasts
And Donuts. Build a Sense of Team

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Create Teams = S.O.D.A.S teams

- Sign-up for committees only create opportunities for student to choose to do NOTHING.
- Same student often volunteer and end up doing everything and get burned out.
- Creates more work for you as you fill voids
- Puts more pressure on you to find help.
- Forming Teams transfers the power and responsibility from you to the students.
- Forming Team creates accountability and Responsibility.
- Forming Teams creates LEGACY in which it is the job of the older students to teach and train the younger students.
- Have the older students create To-Do-Guides and train the new and younger students.

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LEGACY CLASS

- **Sign-up system doesn't work**

Instead.....

- **Create Teams with older students as Captains**
- **Create accountability**
- **Transfer power**
- **Create a legacy of the Seniors and Juniors teach the freshmen and sophomores how to do things and run our events.**

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S.O.D.A.S.

SPIRIT
OUTREACH
DESIGN
ACTIVITIES
SPORTS

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Spirit

- | | |
|--|--|
| <ul style="list-style-type: none">● Rallys● Games for Rallys● <u>Sound Crew</u><ul style="list-style-type: none">- Music and Sound system● <u>Video Crew</u><ul style="list-style-type: none">- Screen and projector● Videos for Rallys● Slides for Rallys● Spirit Point Counting● Assemblies● Friday Music | <ul style="list-style-type: none">- Frosh Rally- Homecoming Rally- Halloween Rally- Winterfest Rally- Love + Kindness Rally- March Madness Rally- Promposal video- EOY Rally- EOY video |
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Outreach

- | | | |
|---|--|---|
| <ul style="list-style-type: none">● Community Service● School Service● Fundraising● Staff Buddies● Clubs● Student of the Month● 8th Grade Orientation● Wolverine Day● Thank you letters● Thank you card | <ul style="list-style-type: none">- Birthday Cards, Balloons + Stickers- Club-a-Palooza- Homecoming Parade/floats- Fall Blood Drive- Fall Food Drive- Fall Jacket Drive- Colors for Cancer or- Pennies Patients | <ul style="list-style-type: none">- April Fools Day for staff buddies- Super Hero Day- Red Nose Day- Admin Appreciation- Staff Appreciation- Staff Luncheon w/ Boosters- Spring Blood Drive- Invisible Students- Community Service Projects |
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Design

- Daily Bulletin
- Weekly Video Bulletin
- Wolverine Monthly
- School Activities Flyers
- Website
- **All Social Media**
- Video Messages
- Media liaisons
 - Info to TTUSD, Info to Admin, Newspaper, radio, town government

- First Day Decorating
- Hallway Signs
- Homecoming Dance
- Locker slips
- Event Posters
- Rally Posters
- Rally Decorations
- Game Decorations
- Dance Decorations
- Staff and office decorations
- West Wing Whiteboard
- Daily International Days of....
- Banquet Decorations

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Activities

<ul style="list-style-type: none"> ● All Activities minus Rallys ● ASB Card sales ● Homecoming ● Winter HoCo ● Elections ● Contests ● Dances 	<ul style="list-style-type: none"> - Homecoming Court - Halloween Costume Contest - Winterfest Door Decorating - Ugly Sweater day - Talent Show - March Madness Door Decorating - March Dance - Elections 	<ul style="list-style-type: none"> - Cinco De Mayo - Crazy Hat Day - May the Fourth be with you day - Aloha Day - Yearbook Day - Leadership Banquet
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Sports

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| <ul style="list-style-type: none">● Student Sections● Mascot- Wally Team● Arch and Paw inflatables● Swag● Half Time Games● Team Rosters and database● Sports Awards + Packets● Booster Requests● AD Liaison | <ul style="list-style-type: none">- Friday Night Lights- Powder Puff- Student Sections<ul style="list-style-type: none">- <i>Football</i>- <i>Volleybal</i>- <i>Basketball</i>- Pink Volleyball and Football Games | <ul style="list-style-type: none">- Senior Nights- Fall Awards- Winter Awards- BroMan- Spring Awards |
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Create Your Cabinet - *Train Your Leaders*

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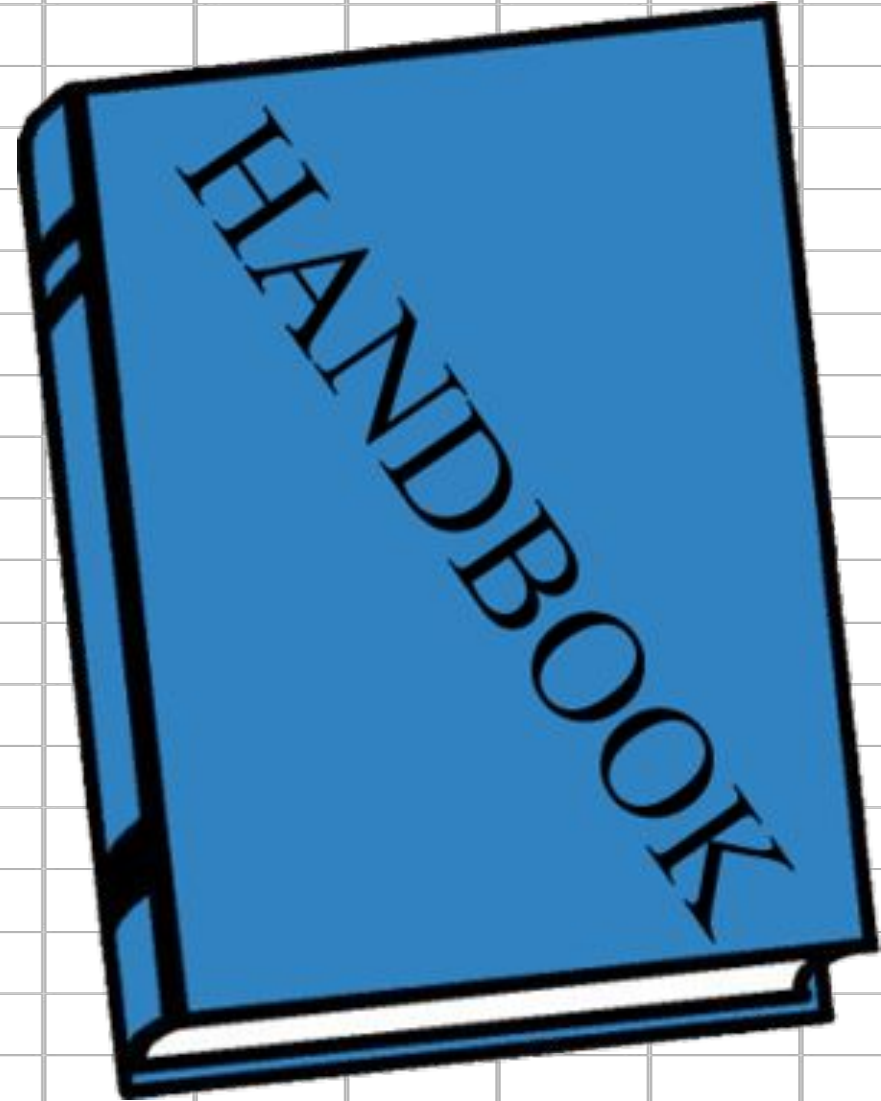
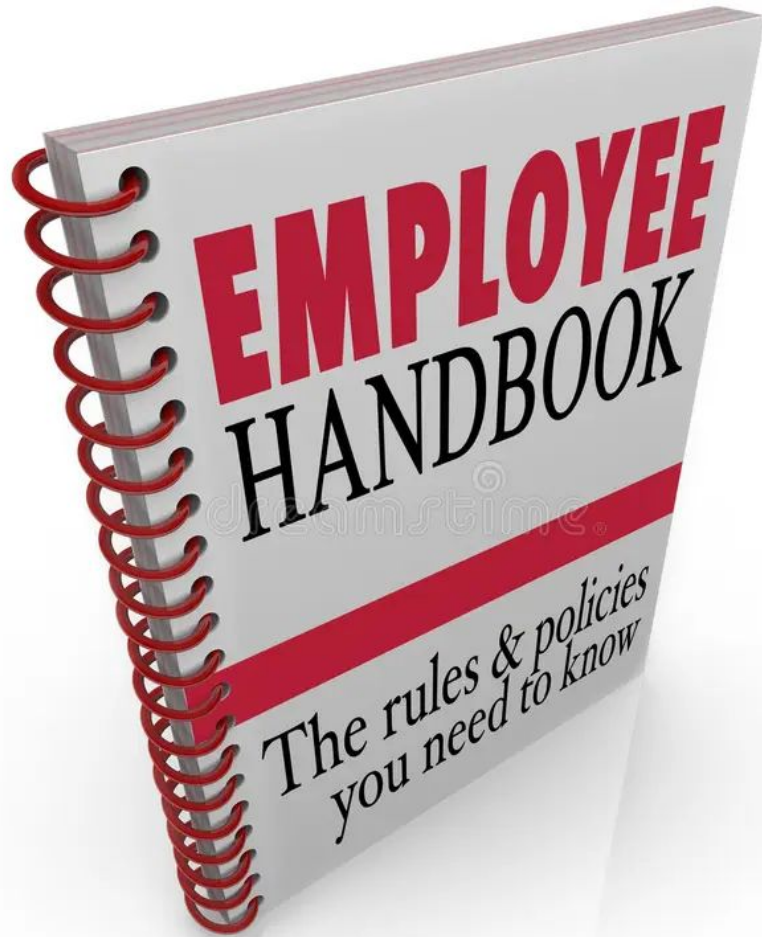
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- Create a cabinet of your class leaders
 - ASB officers
 - Junior, Sophomore, and Freshmen class Presidents
 - 3-4 general class students (non-officers)
- Meet with them at least twice a month
- Create a feedback loop – Keep you finger on the pulse and vibe of the class
- Create training opportunities
- Problem solving and Next Steps Discussions
- Create Leadership Opportunities
 - They run the class when I am not there
 - Have them teach one Leadership lesson per month



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Make a Handbook

- It is their Textbook.
- It is their Monthly Planner.
- It is their To-Do-Lists.
- It contains all of your Event Planning Guides
- It has your monthly Leadership Lessons or assignments.
- You can add end of quarter or end of semester projects.
- You can add S.E.L. components or assignments.
- It helps with making your class A-G compliant.

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QR Code to copies of 3 of my handbooks

#1 = 2018-19 Handbook



#2 = 2017-18 Handbook



#3 = 2023-24 Handbook



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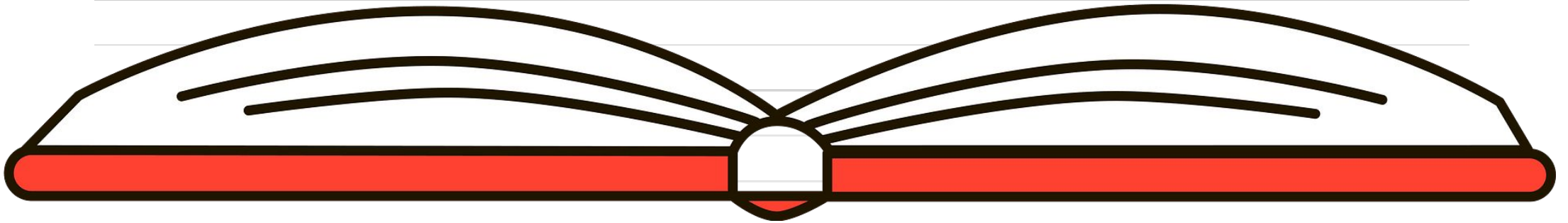
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BOOK CLUB



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Book Clubs

- Unintentional learning
 - I moved away from questions and answers during COVID.
- Find books with life lessons and leadership lessons in them.
- Build a library of class sets of a variety of books. Have enough books to read 2 different books each year for 4 years.
 - No repeats
- Create discussion questions or guiding topics for the student to follow.
- Have the students read the assigned pages and then record a 3-4 minute book talks for each of those assignments.
- Don't let them just answer questions. Make them have real and authentic discussions.

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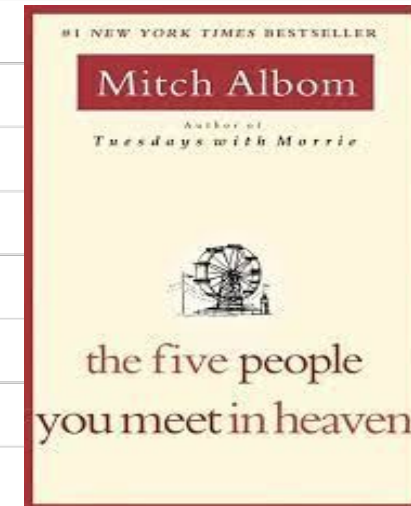
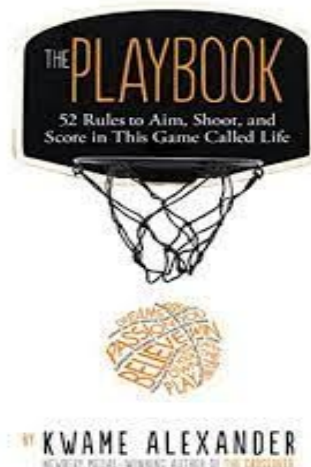
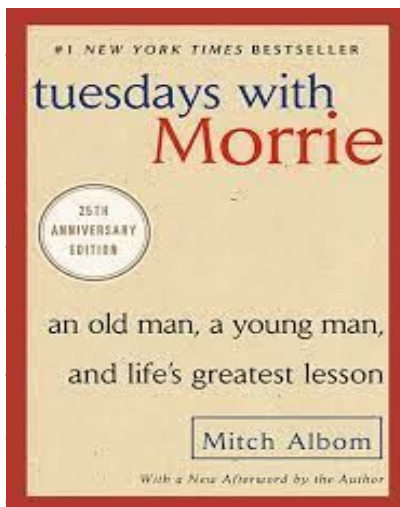
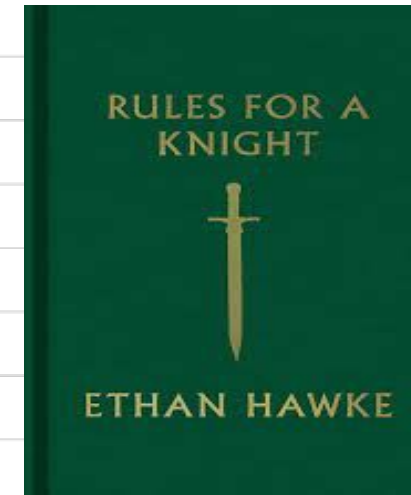
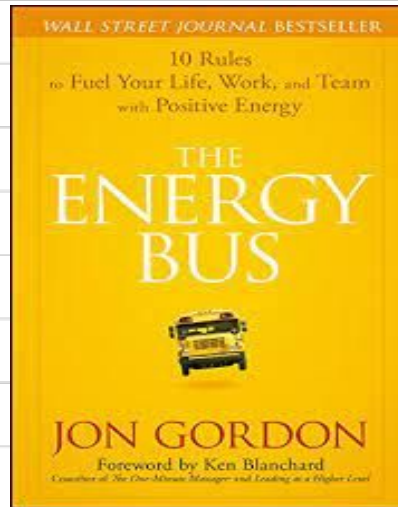
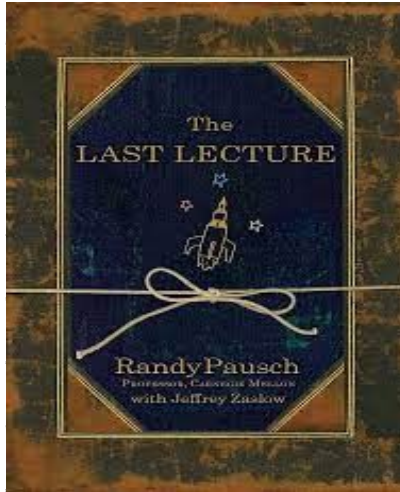
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Book Examples



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Yearly Event Calendar

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- Don't overload your students or yourself
- Only schedule one big event each month
 - Hold Smaller events in between
 - Don't schedule Back to Back
- Try not to add new events every year.
- Find your traditions and find what your school does well. Build off of those.
- Don't reinvent the wheel every year.
 - Tweak, adapt, modify, improve.
 - Practice makes perfect.
- Outline your events for the kids and the staff.
- Set the dates in a annual calendar meeting every May.
- Set your monthly and yearly schedules so there are no surprises.
- My Example = Annual calendar meeting with my principals.



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August

Aug 29 Senior Sunrise 6:30 am
Aug 30 Opening Day of School



September

Sept 2 Freshmen Class Meeting and Welcome during SS
Sept 8 Picture Day
Sept 5 Labor Day NO SCHOOL
Sept 13 Link Crew event during extended SS
Sept 15 Club-a-Palooza during extended SS (50/50 split)
Sept 15 Back to School Night

Homecoming Week

Sept 26 Dress up day #1
Sept 27 Dress up day #2
Sept 28 Dress up day #3
Sept 29 Dress up day #4
Powder Puff
Sept 30 Dress up day #5
Homecoming Rally
Homecoming Game
Oct 1 Homecoming Dance



October

Oct 17-21 Pennies for Patients Week and Colors for Cancer
Oct 19 Picture Make up day
Oct 20 Great Shake-Out (Earthquake drill)
Oct 31 Halloween Rally and Costume Contest



Make this for
your STAFF

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November

Nov 1	Food and Coat Drive Starts
Nov 1	Start Advertising for Talent Show
Nov 11	Veterans Day
Nov 23	Thanksgiving Break Starts
Nov 30	Blood Drive



December

Dec 2	Food and Coat Drive ends
Dec 5	Start Door Decorating
<i>Winterfest Week</i>	
Dec 19	Dress up day #1
Dec 20	Dress up day #2
Dec 21	Dress up day #3 and Winter Rally
Dec 22	Ugly Sweater Day and Door Judging
Dec 23	Winter Break Starts



January

Jan 9	Return from Break
Jan 16	MLK Day
Jan 25	Finals Review
Jan 26	Site Min Day, 1/2 Finals
Jan 27	Site Min Day, 3/4 Finals - End of Term 2



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August + September 2023

Date	Event	Team	Who
August 14	Boot Camp (Mandatory)	EVERYONE	
August 21	Leadership Night @ ??? Wild Island Coconut Bowl Reno Aces	EVERYONE	
Aug 26+28	Leadership Set-up for First Day	EVERYONE	
Aug 1- Sept 30	ASB Card Sales	ACTIVITIES	
Sept 1	Freshmen Welcome Rally (extended SS)	SPIRIT	
Sept 13	Club-a-Palooza during extended SS (50/50 split)	OUTREACH	
Sept 16-Oct 5	Club Board Updates and Posters	OUTREACH	
Sept 5- Sept 15	HoCo Court Nominations	ACTIVITIES	
Sept 18-23	Homecoming Week	ACTIVITIES	
Sept 19	Powder Puff	SPORTS	
Sept 22	Homecoming Rally	SPIRIT DESIGN	
Sept 22	Parade between games	OUTREACH	
Sept 22	Court between games	ACTIVITIES	
Sept 23	Homecoming Dance	ACTIVITIES DESIGN	

Make this for your
STUDENTS
and put these in
your Handbook

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Staff Buddy.



WELCOME
TO
THE
TEAM

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Staff Buddies

- Communication is one of our biggest problems.
- Your teachers are often better than social media
- Assign each student to a staff member

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<u>Staff Member</u>	<u>Staff Buddy</u>	<u>Staff Member</u>	<u>Staff Buddy</u>
<u>English Dept</u>		<u>Math Dept</u>	
Krista Strecker	Michelle M.	Eniko Kuch	Kai J.
Meara Mooney	Peyton	Jody Burrill	Melanie
Craig Rowe	Addy Balan	Sarah Krammen	Shayne
Bryce Worley	Charlotte	Courtney Clark	Ryan Phelan
Daniel Cunningham	Matt T	David Cary	Anna Hainey
Alex Close	Skye	Izaak Eberst	Lilly
Kim Warren	Dom		
<u>Social Science</u>		<u>Science Dept</u>	
Nik Fertitta	Noah	Courtney Delgado	Julia E.
Jessica Jacobs	Emma B	Ian Kuhn	Jolie P.
Mike Mazzie	Katelyn D	Kathy Tallant	Faith
Megan Rosenblatt	Maddie W.	Brittany Thomas	Gavin
Katie Jamison	Macee	Yvette Herrera	Brennan
		Caroline Dezendorf	Brittany
<u>ELD</u>		<u>Library</u>	
Laurie Cussen Liz Ramirez	Angie	Sara Gooding	Pedro
<u>Foreign Language</u>		<u>PE</u>	
Tamara Chisholm	Dani	Renee Farwig-Collins	Ella, Harper
Andreanne Breton	Parker	Josh Ivens	Kylie D.
Brandon Scutt	Naomi	Mike Healey	Peyton
Kristen Torres	Sarah	Erika Murphy	Gavin
<u>Supervisors and SRO</u>		<u>Custodial Office</u>	Ailey, Lilly
Officer David McKay Tom Mohun Matt Estabrook	Brennan G.	Salvador Guerrero, Antonio Castillo, Bernarda Nunez, Marisol Cardoza, Ein	

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Speeches as your Final Exam

- Make public speaking a part of your daily activities.
- Take turns reading the daily bulletin over the intercom.
- Have them stand up and share in class.
 - Popsicle Sticks
- SEL Circles from your handbook
- Create opportunities that lead up to the 3-4 minute speech that is their final exam/project.

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- 7 Word Biography
- My Biggest Mentor
- 3 Life Lessons
- What I learned this year
- **Seniors – Last words of advice before I graduate





Elections

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Elections by Committee

- Take the popularity out of the equation
- Create requirements
 - GPA, Previously enrolled in Leadership class, Previous Officer
- Create a fair campaign rules
 - Set perimeters for posters, social media and candy or gifts
- Create an Election Committee
 - Non-running cabinet members and previous officers. 3 at-large students
 - Top 4 win offices (5 for ASB)
 - But the Election committee interviews them
 - Committee Decides on who gets which office

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Exposure





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Exposure - CADA for KIDS!!!

- Expose your leaders to other schools, other students, other events...and... other ideas!!! Get them out of their BOX
- Leadership Training Days
 - CASL offers them in every area
- One- Day Conferences
 - Modesto
- Local Groups, Area or District Meetings
 - Sacramento-Interleague meets 4x a year
- Multi-Day Conferences
 - CASL
 - Summer Camp

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*Lead
with
Love*



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Love your Leaders

- Treat them like a team
- Pre-School year Fun Nights or Retreats
- Annual team pictures
- Feed them!!!!
 - Donuts
 - Breakfast
- T-shirts, Sweatshirts
- Banquet
- End of the year awards

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LEADERSHIP



2022-23



SPROUT AWARD

THE STUDENT THAT GREW THE MOST DURING THE YEAR



Firstname Lastname



Front: 12" x 10.5"t
Back: 12" x 7.8"t
Colors: 3



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Thank You

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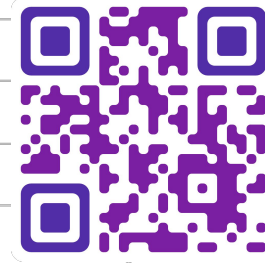
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