

Staff Appreciation

Beginning of the Year Brunch: This can take place during the preservice days (Aug. 21/22) if you speak to Mrs. Ramsey at the end of this year, she can tell you if you can do this at the first meeting before school starts. This is quite impressive to the teachers if you do this. If not, sometime the first week of school is still great. Simply coffee, donuts works as a great menu. **Department of the**

Month: Each department is Department of the Month (DOM) for one month. Order of departments:

September: PE: Garcia, DiGirolamo, Durkin, Hooper-Peters

October: Fine and Performing Arts AND Applied Arts: Innes, Milani, Stroeh, Sorenson, Galbreath, Gostlin, Auto shop teacher

November: Math: Bosque, Brown, Gustin, Nishinaga, Thomas, McCarthy, Halonen

December: English: New Teacher, Paige, Schmitt, Sandry, O'Brien, Else, Sharp, Bonicalzi, Little, Popoff

January: Social Studies: Coleman, Pope-Garcia, Huneke, Baker, R., Hallowitz, Coyne, Comfort

February: Special Ed: Richards, Selinsky, Taylor, New, Bader

March: Science: Zargar, Turner, Fix, Baker, J., Mannion, Simpson, Frack

April: Modern Language: Gonzales-Mohn, Teakle, Mendoza, St. John, Quinby, Koorhan

Department of the Month activities should include but are not limited to:

A display case with pictures and short bios, a poster made in ASB for each teacher's door, a brunch held in their honor in Room 111 OR in their workroom.

Ask them what they'd like to have served at their brunch.

Spirit Friday: The LAST Friday of EACH month is SPIRIT FRIDAY. Simply buy enough donuts for the whole staff, make a BIG pot of coffee and send out reminders. Then show up with a department check off sheet and keep track. Put a bulletin out to let everyone know which department wins.

That department will get something that you determine (a candy bar is fine).

Adopt a Class Spirit Activity: In August or September you divide the staff list up by grade. The first person on the list is adopted by Seniors, next Juniors, next Sophomores...and so forth until every staff member has been adopted. Type up a list for each of the classes and give it to the class officers. Make each teacher a little plaque (paper) saying "You've been adopted by the

_____ (Senior, Junior, Sophomore, Freshman) Class." Tell teachers that if they dress up for Spirit Friday and other Spirit Days that their spirit points will go to the class that has adopted them.

Holiday Brunches or Lunches: Anytime there is a holiday we try to hold some sort of brunch or luncheon for staff members. Brunches are more economical and much easier to do. Some sort of pastry, fruit, and coffee is served. Choose a fun theme, decorate around the theme, choose food around the theme if it makes sense, bring a CD to play with the theme music on it, send out invitations to the staff with the theme shown, and then have a great brunch/lunch. Be sure to plan set-up time and clean-up time. Most of these will be done through a council. You will either be on the council or will check in with the council to be sure it is being held, etc.

Secret Pal Week: Students in ASB and staff members participate. You will need to attend a staff meeting to explain the program. Staff members exchange gifts with students and vice versa. Each person gives to one person and receives a gift from a different (secret) person. All participants fill out a questionnaire and this is given to the pal for gift buying ease. (Re-do the questionnaire this year, it didn't help much last year.) Each day for the week you bring a gift for your secret pal and you receive a gift from your secret pal. Pals write hints on their gifts. It's great fun!!! At the end of the week on Friday a luncheon is held and pals give their last gifts in person thus revealing themselves.

Birthday Cards/Substitute Welcome Cards: Just what it sounds like. Make a fun birthday card for staff members. Or create something silly like cover a can of Pringles with red paper making it into a stick of dynamite that says, "Have a dynamite birthday, Mrs. Halonen!" on it. Something clever is great! The sub welcome card is a card with a candy bar attached that simply welcomes them to TL.

Home and School Club: You are the student on this committee. See me for meeting time/place.

Recognition in General: Know what is going on in the school and recognize teachers and other staff members for their dedication and above and beyond the call of duty work as well as for important events in their lives—babies, weddings, etc.. Submit names of staff members to be recognized at the Renaissance assembly, etc.

Student Recognition

Student of the Month: Attend the first staff meeting and explain to all teachers what Student of the Month is, how to nominate, and what will happen once they do nominate.

While at the meeting hand out a nomination form that will be due the second Friday of September. Nomination forms will go into teacher's mailboxes by the first Friday of each month and be due back to you by the second Friday of each month.

Create a data base of information for each month and have this done by the 3rd Friday of the month. Brunch will be held by a council on the last Friday of each month. You **MUST** have certificates ready to hand out to each student at the brunch.

Give a list of students who will be attending the brunch to the brunch council by the week prior to the brunch so they can use the list to plan for the brunch.

Count up the nomination forms and give the brunch council the exact number of people to be invited by the second Friday of the month—so they can plan their budget early.

Attend the brunch, take roll at the door, greet everyone coming, and take a digital picture of the whole group sometime during the brunch. (This means you encourage everyone to stay for the picture.) Make a cool display case at the end of the 100 hall with the picture, a list of names and maybe some of the items from the brunch theme. Do this the **MONDAY** after the brunch.

Cake Day: The first Friday of every month you will hold Cake Day. In order to get students into this you'll need to make a **BIG** splash on the first Cake Day to be held the first Friday of September. You can do half birthdays and so August will be done in February. Ask Ann Marie Sachetti for the birthday list a month in advance—for Sept. ask the first week of school. Do bulletin announcements, make flyers and posters for the week leading up to Cake Day and **ON** Cake Day get some people in ASB to go down and sing Happy Birthday with you on Cake Day to remind everyone. The day before Cake Day, buy cake(s)—depending on how many birthdays there are in the month (look at staff birthdays too—ask Staci) you may need two cakes. Buy birthday hats and candles. Right before lunch cut the cake and put slices on plates, put a candle in each slice (make them big enough to be fun!!!) and be ready to hand them out. Have your birthday list handy incase someone is missing their ID cards. Check IDs or your list and hand out cake slices at the door of Room 109.

Recognition: Know what is going on with students in the school and recognize different students as often as possible. Ask Mr. Sorenson, Mrs. Stroeh, Mrs. Halonen, etc. for information about their students and possible awards they may have won. Send these students congratulation cards. If you hear of athletes getting awards, notify the Athletic Commissioner. Try to find at least one person each week to recognize legitimately. (You may not have this many...but make that your goal.)

ICC

Club Day: This is held one of the first weeks in September for students to join clubs. The date is already on the calendar for you. Hold two preliminary meetings to get those interested in creating or reviving a club to understand the club day procedures and the responsibilities and duties of the club president/officer. Create a form to sign up for club day and attach the club information form to it (attached) along with a blank constitution worksheet and a blank sign-in sheet for club day. If a club is already in existence, they do NOT have to create a new constitution IF you have one on file. Give them the one you have on file and ask them to update it for you. Prior to Club Day you keep track of all clubs being represented so you know how many tables you will need. You can put two clubs at each table. Plan to make Club Day a GREAT show. Have balloons, crepe paper, signs, and music. During Club Day someone can go around to all the clubs with the mic and find out the name and purpose of each club. Generate lots of interest beforehand with posters and bulletin announcements. You want students on campus for club day. The day of Club Day set up sound system. Set up the correct number of tables and put 3X5 cards with club names on them holding the place for the clubs. During Club Day circulate and thank club presidents for being there. 10 minutes prior to the bell ringing remind clubs to clean up all food, etc. on their tables and to submit copies of their sign-up lists to us by Monday.

ICC Meetings: These are held monthly at lunch on the first Thursday of each month. These meetings are to check in with the club presidents, to see what ASB can do to help them, to offer ideas for projects for various clubs (if we get something given to us—like “Pennies for Patients” we give it to a club that addresses the issue), and to make sure clubs are active and having meetings. Additionally you will give them information. Your first meeting is used to talk about how to handle money (club advisor MUST handle the money, give it to Mrs. Romberger, etc. students are not to keep money in their lockers, etc.), request a cash box, get a fundraiser approved. You'll go over this paperwork. Let them know about food sales (4 per year for everyone). Discuss the roster and that they are to turn these in each month. Let them know their advisor is to be present and LISTENING to all club meetings. ICC meetings will tell you which clubs are doing things on campus. From the list of club presidents who attend you ICC meetings you will be able to submit names for the Renaissance assembly to recognize club presidents. This list should be comprised of club presidents who are DOING things. Not someone who is a club president in name only.

Attend one club meeting a week: Choose a different club each week and go on behalf of ASB. You don't have to stay for the entire meeting, just ask to say a few words, thank them for being a club, offer any help that ASB can give (ask them what they need), and let them know about any upcoming food faires, etc. Answer any questions they might have about money, fundraisers, etc. ASK questions about the club—it's purpose, what they've done so far, what they have planned, etc. Have the club advisor sign your club attendance sheet before you leave.

Spotlight One Club a Month: You will be attending one club meeting a week so by the end of the month you'll have four or five clubs to choose from for the next month's spotlight. This club's information should go in the bulletin in the “Club Spotlight.” You will also need to make some posters and do a display case for the club. Ask the club for help—get items for their display case from them. Take digital picture of everyone in the club and put this in the display case as well. Do a print-out of club member names too. AND provide cookies or cupcakes and milk for one of their club meetings during their spotlight month. Clubs getting this honor should be having solid meetings with active members and they should be DOING something that makes sense.

Monitor Bulletins: This is a task you are charged with so you can see which clubs are actively having meetings. This will help you know which clubs to offer support to, which meetings to attend, etc. Keep a copy of all bulletins and keep a database (create one) for each club where you list the meetings they've had. This tracking job might also help the advisor get adjunct duty points for being the advisor of a very active club.

Renaissance Commissioner:

Congratulations, this is perhaps THE most important job, as far as integrating the whole school, in ASB. You have a chance to make a BIG difference in many lives. The Renaissance program can motivate students to do better not only in school but in all aspects of their lives. You have a lot of power. Be sure you respect that power and all of the students who will be touched by you and your position. It is essential that you make EVERYONE feel good about their achievements. School is easy for some people and very, very difficult for others. You will also be privileged to know students' GPAs. You MUST respect these and keep this information to yourself.

Donations: Your biggest challenge will be procure donations for your program. The goal is to get enough of the donations to effect everyone in one of the groups (Gold, White, or Blue). Try getting things like coupons for tacos from Taco Bell, for burgers from MacDonald's, etc. Money is another goal. And various items for our brunches that you will put on will be yet another item to ask for. Create multiple form letters so you can send these to anyone and everyone from Real Estate to Restaurants. Samples are in the Renaissance section of the filing cabinet. (NEVER take anything out of Room 109, make a copy of a document for yourself if you need it.) Send donation letters out to multiple vendors at the beginning of the school year, follow-up on all of them with a phone call or a visit. See me for particulars on this. It's a VERY important job.

Renaissance List: You need to request the Renaissance list from Mrs. Sachetti at the VERY beginning of each new semester. WRITE your request. You need to ask for the Gold (4.0 non-weighted), Blue (3.0-3.99 non-weighted) and White (.5 GPA improvement from Fall 05 to Spring 06). When you get these lists you make ONE copy and give it to me, then you cut and paste them into the fewest pages (cut out the GPA!!!) and we make copies to hang around the halls. The White list you will need to type yourself—eliminate all students who are a 3.0 and above on that list as they are not White list people.

Stickers: You need one copy of each of the above-mentioned lists to use to highlight student names when they come in at break and lunch to get their stickers. At that time you also want something to give them. Josten's will provide these goodies—so write asking them for something RIGHT away. You may also want to buy candy bars and Academic Excellence usually pays for that kind of thing. Your job is to get students in to pick up their stickers. Your lists hanging in the halls won't do it. Posters, bulletin announcements, maybe a donut day if you pick up your sticker today you get a donut...think of a way. You can also send out call slips to get students to get their stickers but I'd wait to do this when you're nearing the end. You want at least 80% of the students to have their stickers...or more!!!

Staff Meeting: Arrange with Mrs. Ramsey to go to the first staff meeting. Have a copy of the current teacher incentives with blanks for new teachers and any teachers who didn't participate last year. Ask teachers to OK the same incentives or write in new ones. Talk about the program, tell them your goals with it, tell them how much it's going to help students get motivated!!! Be enthusiastic!!!

Academic Excellence: Attend this parent group's meetings each month. Contribute when they ask you to. Keep them updated on what you're doing. Ask them to help you out when you need help with something like money for pizza parties, etc. Have someone in the group sign your paper saying you attended.

Parties for White, Gold, and Blue: Start with White Sticker students when you are holding parties. Do pizza for them. Do a project plan for this and make sure you cover all bases. Students need to get an invitation and a reminder the day of the party. Do Gold party next and then Blue. Blue will have the most students so you may want to split it up alphabetically and also do something less expensive like popcorn and soda. Seek donations for all of these parties.

Thank You notes: VERY important to send thank you notes to everyone all the time and to do a special end of the year thank you to teachers for doing incentives, and vendors thanking them AGAIN for their contributions.

Athletic Commissioner

Display Case: Computer generate all signs and pictures, captions and information in your display case so it looks attractive and well-thought out. Make it FUN to look at. Include 3-D things like pom-poms, trophies, sporting equipment, etc. Update it weekly (or even daily) with articles about games. Recognizes coaches and star athletes in the display case. Ask coaches to submit information about an athlete, go take his/her picture and feature an athlete for each sport during each season each week. Make your display case something students crowd around to look at!

Spirit Point System: Work with the Spirit Commissioner to develop a Spirit Point system for the entire school. Use whatever system you would like to have and give extra points for attending games. This spirit point system can determine a BBQ or Pizza Party at the end of the school year for the entire class as well as a plaque stating they were the most spirited class. Tangible rewards for attending games based on a punch card type system and using the freebies we have in Room 111 (ask me!) may be one idea.

Recognizing Athletes: Is your main job. Make sure EVERY single person who plays any sport and every sport gets some sort of card recognizing their efforts. These cards can be something little encouraging them to "Beat SR" with a candy attached or it can be a hand-written note of congratulations based on something you saw in the IJ. Whenever ANYONE is mentioned in the IJ in a positive manner, make a copy of the IJ article, highlight their name and send it to them in class with a note right on the article saying "Congratulations! From, Chris Migdal, Athletic Commissioner TLHS ASB". JUMP on any chance to recognize an athlete.

Brunches: Anytime any of our teams or individuals on a team go to playoffs we do a brunch. Please write for donations (donut stores, Safeway, etc.) at least two weeks prior to your brunch. At the brunch you want to include the coach and have the coach say a few words.

Senior Athletes' Display Case: Take pictures of each senior athlete and post it on a bright colored paper with a quote typed below. Send call slips and ask athletes to come to Room 109 at break or lunch to have their pictures taken for this honor. You may add information if you'd like, for instance where they are going to college...

Spirit Commissioner

Spirit Point System: This is two-fold. You will need to figure out some sort of spirit point system or method for encouraging attendance at games (like the beads from last year—though you can't do beads) AND also run an on-going Class Competition Program. Ideas for the game attendance motivation: Give away the stuff in Room 111 (the stuff we get free) to the first 50 fans at the game. Have a rooting section—rope off a section and charge 50 cents to sit in the section. Give students in the section special prizes/awards/motivators—soda, candy, popcorn, Room 111 stuff, etc.

Class Competition Program: *Read the book "Spirit Works, Turn it On"* Revive the Class Competitions! Announce that there will be Class Competitions and the winning class will receive a party at the end of the year (ice cream party would be a good one). Create Class Competitions EVERY chance you get. Start with something at the first rally. Continue a competition at every rally. Hold positive Class Competitions as well: highest GPA class, class with the fewest book fines, class with the fewest absences, class with the fewest tardies, class with the most cans given in the canned food drive, class with the most recorded community service points, etc. Do class competitions each month at your lunchtime rally.

Tracking Sheet: Decide how you will SHOW the rest of the school who is ahead in your class competitions. Consider having it on the webpage. Post your point in a prominent place in each hallway. You can use the thermometer where you color in the red to the point level, etc. Be sure to have this ALSO in the Spirit Point Binder at all times.

Spirit Point Reporting Sheet: Make a sheet to hand out to all councils so they can hold competitions and report the winners to you. Keep a binder of these sheets that have been turned in. (See sample)

Spirit Days: Decide on one Spirit Day each month. These can be EASY to do like mismatched socks or PJ day, or more challenging—though you'll get way more participation on the easy days. On Spirit Days be SURE to hand out candy and track spirit points. Just do tally marks on paper for each class as students check in. If staff members dress up and the Staff Appreciation Commissioner has the Adopt a Class program, you can give spirit points to the class that adopted that staff member.

Lunchtime Rallies: FLASH (Fun Lunchtime Activities Shall Happen) was a GIANT success. The lunchtime activities included silly, fun things like "What would you do for a dollar?" –Brush your teeth with wasabi? And then someone would do that and get a dollar. OR "Guess that food" and it would be a frozen dinner, cooked and blended in the blender. (Gross) Students would taste the food and guess which was which with the boxes there to guide them. You can also recognize athletes at these events and give them a real purpose other than "FUN." But you don't need to. Do one a month. If you connect them to the Spirit Days—it will make it easier and more spirited.

Competition Participants: Ask Class Officers to choose NEW and different people for your rallies. Use the form attached. Give them the forms early and follow-up with them.

Participant Tracking: Make sure you get a print-out of everyone's name in each class. Create 4 different binders (get thin ones) with these lists. Highlight each participant and make sure class officers know who they CAN NOT ask again. NO ONE should participate more than once a year. This will cause us to get more people involved which is the whole point anyway. Write the name of the game they played next to their name in your binder.

Thanking Participants: After each rally thank your participants—above and beyond the candy bar you give them. Send a note to class to thank them. At the end of the year do some sort of recognition to ALL participants that have been in your rallies. This can be a thank you note with a lolly pop or even a donut or ice cream party.

Class of the Year Party: Do a BBQ or a Pizza Party or an Ice Cream party to celebrate. Have that classes' year engraved on the perpetual plaque (we have one of these somewhere—the office moved it so it's in a box in the junque room of 111). Start asking for donations EARLY for the party.

ASB's Participation: Find a way to give credit (I'll give points) for students in ASB who attend events.

ASB President

President's Seminar Lessons: Work with other EXC and decide which lessons are important for the class to be taught. Personality Styles is already ordered. Assign other EXC topics to present and then introduce them on their instruction days. Make sure all lessons are taught within the first two to three weeks of school as this will save us ALL blood, sweat, and cuss words later!

Teach required paperwork: Divide this up with other EXC or teach it yourself, you decide.

- Project Plan
- Facilities Request
- Custodial Request
- Bulletin Announcement
- Student Study Trip List
- Request to Buy
- Food Sales Request
- Out of Class Permit
- Copy Room Request
- Field Trip Permission Form
- Call Slips

Teach procedures: Divide this up with other EXC or teach it yourself, you decide.

- Signing up to be on the Student Council Meeting agenda
- Using the passes to get out of class
- How to leave the room at the end of the period
- Distributing mail left in council boxes
- Supplies in Room 109 and 111 and how to use them/leave them when finished
- Computer usage
- Finding required paperwork and archived files
- Using planners to write deadlines and tasks in them
- LISTENING skills

Teach other necessary skills: Divide this up with other EXC or teach it yourself, you decide.

- How to figure out how much food is needed for a brunch
- How to write a request for donations
- How to follow-up on a request for donations
- How to write a thank you note for donations received (refer them to the copies of letters in the binders they've received)
- When to do the letters mentioned above.
- How to write a note asking a teacher to do something and when to do it
- How to write a thank you note to staff and when to do it

Council Bonding: Use some of the things you learned at CADA Camp and at the seminar or look in my books. Have councils start class each day with something that will build their team. Run it and let them participate. I'll help if you'd like and you can join a different council each time for six days so you can bond with everyone too. Do this at the start of each new council rotation.

Start Class Every Day: You decide if and when you would like other EXC to start class. Ask them if they have things for you to say or to announce. Check in with me or let's do an email thing where we send announcements. Announcements are usually generated outside the class from feedback or requests from admin or other teachers. During your time to start class, please remind students of assignments that are due.

StuCo Meetings: Make sure you've got the chairs the way you want them, check to see that Hadas submitted the agenda and it's copied, plan food if you want sometimes as a treat, make sure there are bulletin announcements telling the student body when/where the meetings are. Set-up chairs in the back for guests. When you have lots of approvals you may want to set up the room differently

than when we need to brainstorm ideas, etc. Do private ballots any time you see something that might be heated on the agenda.

Staff Meetings: You should be the contact for staff and the person to make sure the staff members are current on all of our activities. When people know what's going on, they are less likely to complain about a change in something. Talk to Mrs. Ramsey ahead of time and arrange to be on the agenda. Think well ahead of where we are so you can notify them of upcoming activities and they will have a good deal of time to plan ahead for schedule changes, etc. Bring a WRITTEN REPORT or LIST of things coming up to hand out if you think that will help. You don't need to come to the staff meeting if there is nothing to discuss with the staff (probably Nov. and Dec.).

ASB SOM: You will be in a position to really see who is working and who isn't. You can put forth a list of students you see as being worthy of this award. I'll give suggestions too. Then you can take the names to the EXC and ask them to help you decide OR you could give the class a ballot if you want. THEN let's really make that person feel special for the month. Send a letter home. Let's get a plaque or really nice certificate with a frame, OR a nice pen or something that is professional and says, "You're really something!" We can give them something cool each week of the next month... EXC and President of ASB should probably not be eligible for this award. Perhaps we can have MVP for EXC or something like that?

CADA/CASL Conference in November: Sign students up to go, get the bus, do a Student Study Trip list, etc. Let's see if we can get the whole class to attend this year. EXC may or may not present this year. It depends on the conference planners. Will know more in Sept./Oct.

Celebrations and Bonding Days: Whenever YOU think we need one and/or whenever it's written on your job description, please plan (and let me know) a bonding day or a celebration. Celebrations can be food and movie or music and kicking back. Bonding time should be games and activities to get people to know one another. Bonding time can also include time for students to just talk but should start out with some structured activities.

EXC Meetings: I'll bring the food, you decide on the agenda. I'll give input when/if I have a topic I want discussed. I'll help however you want me to. Send call slips if you want to, or make them responsible. Keep roll so we have solid evidence should we need to talk to any EXC about attendance.

ASB Extravaganza: You decide what it is you'd like to do. You can end with a Giant's game and it would be like a full-circle. Do another day in SF at Pier 39 or somewhere else. Plan it, get permission, get money, do all the paperwork, etc.

ASB Banquet: This gets to be your baby. You can get help from EXC if you'd like, but do it all on your own if you want. You're the prez. Get a site, order the menu, send out invites, collect money, invite admin/counselors, have a speaker if you'd like, make it be the way you'd like your outgoing banquet to be.

Oversee Councils: We can figure this out as we go. Let's discuss how you'd like to do this.

Oversee EXC: Same as above. We can discuss this and see what fits.

ASB Vice President

Student Senate will be on your council's list of activities every single month.

Student Senate Start-Up: It is imperative you come to the first staff meeting (or a preservice meeting) and stress the importance of Student Senate. Let teachers know your philosophy on Student Senate and that of ASB's. (It is THE voice of the students in the school.) Ask Mrs. Ramsey and/or Mr. Christensen if they will support you by saying a few words. Hand out your response form and give them a deadline. Ask them to select their rep based on the qualities you're looking for—or by popular vote (you decide how you want them selected). Follow-up with a small pre-printed thank you note with a small candy attached to teachers who turn their rep names into you. (This has ALL been done successfully in the past, wasn't done last year and resulted in some teachers never giving names.)

Student Senate Roster: Create a data base with the following:

Student ID#	Student Name	3 rd Period Teacher	Email address	Phone number
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You can use this roster to take roll and also as a Student Study Trip list and it will save you lots of time. You can assign this job to someone in your council, but YOU must make sure it is done accurately and on time. It must be finished by the 31st of August.

Student Senate Agenda: Create a form to give to the admin, counseling staff, CCC, Council Leaders, etc. to get agenda items for your senate meetings. Make sure you tell the date of the next meeting on your form so you aren't saying things that are out of date. Your agenda needs to be approved by me by the Friday before your Tuesday meeting. Your first agenda may be to create the Student Senate's agenda. Type your agenda and run enough copies for your meeting.

Student Senate Meetings: Have agendas ready to go on tables. Provide some sort of refreshment at every meeting. Bagels, donuts, cookies and some sort of drink. Set-up your meeting at break before the meeting and clean-up right after the meeting. End your meeting fifteen minutes before the bell rings and send the students back to class to report to their class.

Student Senate Secretary: Ask someone in your council to do this job for your first meeting and then assign someone (or get a volunteer) in Student Senate to do it. Their job will be to take very good (legible) minutes which **you** will copy and send out to any senators who missed the meeting. Your secretary can also take roll at the meetings.

Student Senate Meeting Report at StuCo: Sign up to give a report on the sign-up sheet for the StuCo meeting right after the Student Senate Meeting. Make sure you tell ASB what's going on.

Canned food drive: Start it at your Oct. meeting and end it at your Nov. meeting. Let senators vote on and decide as far as rewards. Do lots of bulletin announcements, etc. Ask the Spirit Commissioner to do Class Competition points for this.

End of the Year: Do awards and have nicer food for your last meeting. Present the awards to your senators. Consider finding some sort of pin or something to give to all senators. Maybe even a certificate. Give your secretary something really special. A nice plaque, engraved pen, etc.

Oversee a council: Be a GREAT council leader. Lead by example. This means:

- Do all the paperwork and show your council how to manage projects by being on top of the project planning process. Check in with them at least twice weekly on the status of their tasks.
- Double check to be sure ALL paperwork has been submitted.
- Praise for jobs well done.
- Seriously deal with students who are not doing their jobs well and try to help them improve.
- Make the ASB President aware of any problems you're having with specific students.
- Be productive every single day in class. YOU are the leader of the leaders.
- Plan down time for your council after a large project or several smaller projects. (About once a quarter or so.)
- Notify ASB President of the down time and plan to use Room 111, bring them food, etc.
- Do bonding activities with your council when led by the ASB President AND on your own when no longer led by the President. You are creating a functioning team, which requires work.
- Set high expectations for every project. There is no such thing as "good enough." It is neither good or enough. TLHS students deserve your BEST and your council's best.
- Encourage everyone on your council to attend the CASL conference and all other ASB group activities. Do this best by again leading by example. Go yourself.
- Work to have positive things to say about the projects, people, jobs, etc. Be positive, it helps!

ASB Secretary

Retreat and Database: Before leaving school be sure you create the database for next year and send out retreat invitations and then reminders as we get about 2 weeks away from the retreat. Reminders need to be on postcards so parents can read them in case their students are out of town. Send the database to everyone in ASB electronically by the first week of school.

StuCo Sign-up: Create a form or use Phil and Norms and train everyone in the class on how to sign-up to be on the student council meeting agenda. Do a reminder a week prior to the StuCo meeting reminding everyone to sign-up. Take NO late sign-ups. Turn the sign-up form over to Vishakha on Thursday the week before the meeting—type the agenda by the Friday before the meeting. Post the agenda in Room 109 on Monday for the Tuesday meeting so everyone knows what will be discussed/voted on.

Database: Make sure you have all emails corrected on the database (send emails and make sure you get answers—give out the list in class and have them proofed) and then create a group email the EXC can use for ASB.

Files: As soon as EXC has chosen projects, pull files and create working folders with expanding files, project plans, and any paperwork needed for each project. Do this each time there is a council rotation. Once projects are finished and Ms. Bader has graded the projects, place files back in file cabinet alphabetically. Check files to be sure they are purged, etc.

Minutes: ***IMPORTANT!!!*** You type up the minutes for all student council meetings and are responsible for keeping an updated binder in Room 109 AND in the bookkeeper's office. Always run TWO copies of your minutes. Type the minutes within three days of the StuCo meeting and have them approved by Ms. Bader. File them in binders immediately. You may use the agenda and simply type in the results under each agenda item. Keep track of who makes the motion and seconds. These minutes are audited each year and so must be current and accurate and must reflect what's going on with the ASB checking account. (We MUST approve all money spent, prior to spending it.) Approve your minutes at each student council meeting. Print them on the back of the current agenda to make this easier (OR email copies to all students and ask them to read them.)

Assignments: When students are given an assignment by EXC or the teacher, write the assignments on the board and keep the board current.

Inventory: Keep an inventory (once a month take a new one) and make sure all supplies are in stock—especially ink for markers and blue tape. Order anything that is needed.

Paperwork: Make sure the box with all the blank forms in it is always stocked with the appropriate forms. Make copies of anything that is getting low.

Oversee a council: Be a GREAT council leader. Lead by example. This means:

- Do all the paperwork and show your council how to manage projects by being on top of the project planning process. Check in with them at least twice weekly on the status of their tasks.
- Double check to be sure ALL paperwork has been submitted.
- Praise for jobs well done.
- Seriously deal with students who are not doing their jobs well and try to help them improve.
- Make the ASB President aware of any problems you're having with specific students.
- Be productive every single day in class. YOU are the leader of the leaders.
- Plan down time for your council after a large project or several smaller projects. (About once a quarter or so.)
- Notify ASB President of the down time and plan to use Room 111, bring them food, etc.
- Do bonding activities with your council when led by the ASB President AND on your own when no longer led by the President. You are creating a functioning team, which requires work.
- Set high expectations for every project. There is no such thing as "good enough." It is neither good or enough. TLHS students deserve your BEST and your council's best.
- Encourage everyone on your council to attend the CASL conference and all other ASB group activities. Do this best by again leading by example. Go yourself.
- Work to have positive things to say about the projects, people, jobs, etc. Be positive, it helps!

ASB Treasurer

Before leaving: Order any clothing items needed for the student store (check with the bookkeeper) and figure out a free item to give away with purchase of an ASB sticker. (A \$2.00-3.00 item) Plan how you will help out at orientation with all sales, ASB sticker, etc.

Fundraising: The main job of the ASB treasurer is MONEY—making sure we have it before we spend it and then also making sure we make money. So fundraising is important. Find a successful year-round fundraiser and work to make sure we have people working it (coffee bar idea, or student store items that sell regularly like food) OR do one smaller fundraiser each month. Monthly fundraisers can be things like: Express cards, Scratch and Help cards, Candy, Grams, Flowers, Balloons, etc. You can tie the monthly fundraiser into what's happening for the month. i.e.: Thankful Grams in November, Holiday Grams in December, Valentines Grams in February, etc. THINK money!!! Make sure we have it on the council rotations each month! YOU are not expected to do these all by yourself, just make sure they are happening.

Monthly Reports: Before the first StuCo meeting of the month, please check with the bookkeeper and get a written report (or take notes and make a written report) to copy for each person at the meeting. You may also submit it to the ASB Secretary to have it typed on the agenda for you. Having a written report of how much money is in the ASB account is important. Please make sure we have one for the first meeting each month. Notify the bookkeeper at least two weeks in advance of your needing the report so she has plenty of time to put it together.

Handling Money: Teach class officers and club officers as well as members of the class how to handle money:

1. Request a cash box at least a week prior to needing it. Tell how much your item costs so the bookkeeper can figure out what kind of change makes sense for you.
2. Notify your advisor (ASB, club, class) that you will need them to retrieve the cash box for you if it is an event off campus. If it is at lunch you may take it yourself.
3. Never leave a cash box unattended.
4. Give the cash box to the advisor at the end of the event for safe keeping. H/She can give it to the bookkeeper.
5. Count the money you made. Subtract the amount you started with in the box. Subtract your start-up costs. This is your profit.
6. Put all dollars facing the same way. Count \$1 into stacks of 25, put all other denominations into stacks of \$100.
7. Keep a record of money spent and earned.

Student Store Items: It makes no sense to have those things in the Student Store if we don't market them. The hallway display case is not marketing... You can advertise them in the Contact Newsletter to parents and include an order blank OR you can sell at games OR both. Basketball is easier than football—but we do need to sell items at the homecoming game for sure. You can set it up to have others do the selling (they don't even have to be in ASB) and you oversee it.

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- Make the ASB President aware of any problems you're having with specific students.
- Be productive every single day in class. YOU are the leader of the leaders.
- Plan down time for your council after a large project or several smaller projects. (About once a quarter or so.)
- Notify ASB President of the down time and plan to use Room 111, bring them food, etc.
- Do bonding activities with your council when led by the ASB President AND on your own when no longer led by the President. You are creating a functioning team, which requires work.
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- Encourage everyone on your council to attend the CASL conference and all other ASB group activities. Do this best by again leading by example. Go yourself.
- Work to have positive things to say about the projects, people, jobs, etc. Be positive, it helps!

ASB Board Representative:

Meeting Binder: In case teachers or other students would like to know what you are presenting at board meetings, please make one copy of every board report and keep that copy in a "School Board" binder in Room 109. Keep this updated each month.

Meeting Reports: Write your report and show it to teacher week before each board meeting. Meet with principal to get info from her.

StuCo Meetings: Sign-up for each StuCo meeting to give your board rep report OR to ask ASB for info to give to the board. You'll be signing up for every StuCo meeting. Your reports can be brief, or even written—if written give to Secretary in advance so she can type them into the agenda or copy them with agenda.

Nazareth House: Make arrangements for us to visit Nazareth House once per quarter. See if you can get a yearly calendar approved with Steve at Nazareth House at the beginning of the school year. Notify students in ASB and have them write it on their calendars. Do the Student Study Trip List one week in advance. If we are bringing something, make sure we approve the money and that someone is buying what we said we'd bring. Remind students several days before, day before and day of. Send call slips if our visit is on a Wed. and we didn't have ASB that day.

Community Service Project: Make sure we do one per semester. The canned food drive is done by the Vice President but that will be our first semester project unless you find something else you want to do. You do not need to run these, just make sure they do happen.

Service Hours: Keep track of the hours sheets. Everyone should be doing 25 per quarter, 50 per semester, 100 a year. Record the hours on a grading sheet. Turn this in each quarter. Remind students their hour sheets are due a week in advance.

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ASB Director of Elections

Homecoming Elections: Order scantrons as soon as school starts. Early September have teachers nominate Seniors. Hand out activity sheets to all nominees. Collect sheets by early October.

Choose the selection committee: Activities Director (non-voting member)

No member
of the committee
may be a senior

Senior Class Advisor
Junior Class President
Sophomore Class President
Varsity Football Team Representative (doesn't have to be a player)
Representative from Voice of Troy
Representative from Yearbook
Drama Representative
Music Representative
Cheerleader Representative
Representative from largest club on campus
Assistant Principal
Counselor

Selection committee meets, scores the point sheets and chooses the Hopefuls.

Hopefuls introduced at "Intro Rally"

Homecoming Assembly held, voting takes place either at lunch OR in 5th period classes.

Voting 5th period: Need scantrons, need runners with specific rooms designated for pick-up. Make sure all ballots are in from ALL teachers before scanning. Junior and Sophomore Presidents scan the ballots and keep names a secret for crowning at the dance.

Oversee Class Officers/Meetings/Class Councils: It is your job to make sure class officers are holding regular class meetings, have a functioning class council AND that they are productive throughout the year with their fundraising efforts. Every class should be doing some sort of fundraiser each quarter (as a minimum requirement—more is good!) All classes should be building a class council of at least 20 people but no more than 30 or so. Please have class officers begin Class Council application/selection process immediately after school starts. Keep track of class meetings being held. Make sure class secretaries file their meeting agendas AND their minutes in the binder kept in Room 109.

Class Officer Grading: You will be responsible for giving Class Officer Grading Sheets to the Class Advisors once each quarter. See the teacher for copies of these grading sheets.

Oversee a council: Be a GREAT council leader. Lead by example. This means:

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School Community Relations Commissioner:

Community Service: The community service portion of your job will consist of arranging Nazareth House visits once each quarter (4 times a year) and of keeping all service clubs aware of the opportunities available to them. (Penny drive for the Cancer Awareness Club, etc.) Nazareth House is a retirement home just down the street. ASB goes during 7th period and visits, plays Bingo, does a talent show, etc. We usually bring cookies or punch or both and/or prizes for any game we play. You will need to arrange with Steve of Nazareth House what our part will be. You'll also need to do a Student Study Trip list for ASB since they have to get out of 7th period. They will need to be told to put this in their calendar ASAP each time. Constant reminders at the beginning of class are important too.

Student Senate Meetings: You will serve as the secretary of Student Senate. You'll need to attend all meetings, take good notes and copy your notes for the absent members. You will turn the notes over to the ASB Vice President who will keep them in a binder. You should keep a back-up binder of the same notes for your records. You will also help out the ASB VP by writing bulletin notices for Student Senate meetings, making sure the Student Study Trip list is out a week prior to each meeting (first Tuesday of each month) and sending call slips the day of the meeting to each senator. Make a master set of call slips on white paper and use this to copy each month onto red paper. Make updates on the master copy.

Stuco Meetings: You will be the person who take roll at all Stuco meetings. You will remind students to take notes and you'll grade those notes (or "minutes"). You will also write bulletin announcements regarding the upcoming Stuco meetings inviting the whole student body to attend based on the topics being discussed. You only have to write one or two items of great interest (if there are any) otherwise simply announce the meeting in the bulletin. You can also make a couple of GREAT posters that say "Student Council Meeting TODAY at lunch in Room 111" and we can laminate them so they can be used each time we have a meeting. (1st and 3rd Tuesdays at lunch.) You can make the same kinds of posters for Student Senate meetings.

Pride Days and Garden Committee: You will also be our rep at the parent meetings for the improvement of the TL site. They meet once a month. You will advertise "Pride Days" and get teachers to give extra credit for these days.

Multicultural Days: You will work with the ICC to make sure clubs are aware of and observing major and minor cultural holidays and days of observance. Use online multicultural calendars to obtain information about these days and present the days a month ahead at each ICC President's meeting. If clubs are not observing major holidays, be sure you do something to observe them—ask your council to help.

Class Officers:

Decorate the school: Decorate your hallway with signs that welcome your class members back but that DO NOT PUT DOWN any other class. Make three GREAT posters to give to the Frosh to help with their hallways. Decorations are to go up the day before school starts AND not during the ASB retreat.

Homecoming: All classes will be responsible for procuring a flatbed truck for their homecoming float. Homecoming float decorating parties are arranged by the class officers and a schedule of these parties as well as location is to be given to the class advisor. Students MUST have permission to ride on the floats and it is the class officers' job to make sure all students who helped out with the float have the opportunity to ride on the float.

Class Council Building: You NEED to have at least 20-30 other students to help you accomplish homecoming and fundraisers for your class. Develop a class council by inviting everyone to informational meetings where you pass out the Class Council Application. You will need to help the Class Council grow by holding meetings that are 1) Well organized and well planned (prepared means "I care" and people will want to be a part of something where they are cared about), 2) Have a purpose (people want to feel useful and like they matter, they want to do something important). If the four class officers do all the work, the class is weakened. It is the job of the class officers to plan how they can involve others in their projects. You will have August and September to build your Class Council.

Class Council Meetings: One meeting per month is mandatory. During homecoming you may want to have more as well as during the planning of Winter Formal/Senior Ball (for Seniors). YOUR ADVISOR MUST BE PRESENT AND MUST BE A PART OF THE MEETING. Ask him/her to sit down with your group and participate. You must approve the meeting time and date with your advisor. StuCo meetings are the 1st and 3rd Tuesdays of the month. Class Council Meetings are the 2nd and 4th Tuesdays of the month. No other clubs are to meet on Tuesdays, therefore you are not to hold Class Council meetings on any other day of the week either. This gives you specific dates to approve with your advisor. Advertise for your meetings. Send email reminders. Make sure your class council knows. Take roll. Submit roll to the Elections Commissioner along with copies of your agenda (before your meeting) and your minutes (after your meeting). Agendas, minutes, and rosters are to be on file in Room 109. Make sure these are always current. (Secretaries should do this job.)

Fundraisers: Your job, in addition to representing your class at student council meetings, and when making decisions in ASB, is to fundraise. You are expected to hold at least one fundraiser each quarter. You may have more if you wish.

Treasurer's report: You need to know constantly where you stand with your finances. Your treasurer should obtain a written report (or create one based on information gained) from the bookkeeper at least once a month at your Class Council meetings.

Work WITH your Council: Not FOR your council. All too often it is the four class council members doing everything. It will take some effort upfront on your parts to ensure your Class Council is in on all aspects of all of your projects but it will be worth it. They don't want you working for them, they want you working with them. They don't want to do your bidding either. Include them in your decision making process every time. Do not hold meetings during Leadership—only meet to plan your meetings where you will be including your class council in your decisions.

Paperwork: You are REQUIRED to have formal plans and ASB official paperwork (just like councils use) for all of your plans. Give one copy of all paperwork to your class advisor and one to the Elections Commissioner to file in the binder.

Advisors: Your class advisor will be asked to grade you on your performance, ability to communicate with him/her in a timely manner, ability to organize and have meetings that are clear and well-planned. Part of a well-planned meeting includes the advisor being aware it will take place, approving the time and place, and having an agenda in advance!

Seniors ONLY: Winter Formal plans are due ONE MONTH OUT. These are on TL ASB paperwork with all information. Please also submit a copy to your class advisor. Senior Ball plans are due THREE months out. Submit plan to advisor as well as Activities Director.