

## SUMMER OFFICER RETREAT 2010

**2:00 Welcome**

**2:15 Expectations for Retreat and Classes**

**2:45 Vision, Mission and Goals:** The purpose is to review current Leadership Mission Statement and rewrite your class mission statement.

*\*\*\*see notes from retreat on back*

**3:30 Break**

**3:45 Roles of officers at retreat, jobs, and go over Summer Retreat agendas**

**4:15 Straighten B-21, complete folders, name tags, sign-in tables and lunch plans**

**4:30 Prep for teaching workshops (1 officer from each class)**

- Finances: Check Request forms, budgets, ticket selling, student store workers  
(4<sup>th</sup>:                      5<sup>th</sup>:                      6<sup>th</sup>:                      )
- Syllabus: Review new Syllabus, leadership is a grade, hours, lessons, speeches, behavior agreement  
(4<sup>th</sup>:                      5<sup>th</sup>:                      6<sup>th</sup>:                      )
- B-21: Tour of Room, poster room rules, cleaning plan, computers, sounds system, lists for speeches, food and birthdays.  
(4<sup>th</sup>:                      5<sup>th</sup>:                      6<sup>th</sup>:                      )
- Environment: Greening Leadership  
(4<sup>th</sup>:                      5<sup>th</sup>:                      6<sup>th</sup>:                      )
- Keys of Leadership: Who is who on campus and how do we treat them.  
(4<sup>th</sup>:                      5<sup>th</sup>:                      6<sup>th</sup>:                      )
- Leadership 101: Tips for class and How to be successful in Leadership committees and classes  
(4<sup>th</sup>:                      5<sup>th</sup>:                      6<sup>th</sup>:                      )
- Activities and Paperwork Lunch-Time events Activity Planning Sheets, Kenzo Map, DOE (Day of event) Sheet, schedule of lunch-time events  
(4<sup>th</sup>:                      5<sup>th</sup>:                      6<sup>th</sup>:                      )
- Volleyball  
(4<sup>th</sup>:                      5<sup>th</sup>:                      6<sup>th</sup>:                      )

**5:30 Prep for Retreat** (Food plan, check-in plan [don't forget collecting fees], water plan, class structure poster, workshops complete including any handouts and/or visuals and practice!!!)

**7:00 DINNER**

**Overall leadership mission statement:**

- serve the school
- do what the students want
- communicate with the student body to find out what people want
- work from behind; create a foundation for the students
- don't push our own agenda
- on-going or sustainable effort
- put programs out there that don't have to involve leadership
- provide opportunity and resources
- let students have control

**4th period mission statement:**

- stress service to school and community
- Possibly take out "we, the spirit leaders"
- making events more green, having standards for all events
- include environmental lesson during august summer training
- No separate student store statement

**5th period mission statement:**

- No leaving legacy
- decide what our main goals are
- Movement for the community, the environment, and the school
- Social justice, change
- emphasize integration and getting school involved
- include how we provide a foundation for the student body
- Community service needs to create other opportunities for the schools

**6th period mission statement:**

- make incoming freshmen feel comfortable with MA environment
- Freshman transition
- establish connections between freshmen and upperclassmen
- informing middle schools about how to prepare yourself
- reaching out to middle school communities
- include the word welcome
- talk about creating emotional and affective lessons
- recognize freshman for keeping good grades
- Motivating and encouraging freshmen
- include the word mentor
- make more connections with the freshmen; give them outside guidance and help
- check up on schoolwork with freshmen
- be a mentor for the people in your freshman transition group
- bridge gap between middle school and high school academically
- teach kids at middle schools how to study and prepare for harder schoolwork
- distinguish between programs for different middle schools
- get in touch with Garfield and different middle schools

- have meetings with counselors