

1-800-AUTOMATE

Automated Leadership: A System for Success!

A—Ask questions to learn more about your campus

Figure out what your school is all about. Ask important questions that help you delve deeper into what makes your school 'tick'. What types of students and staff make up your school? What are some previous events or traditions your campus has, or has had in the past, that everyone seemed to enjoy? Staff members are always willing to share what they know.

U—Understand the systematic approach

An automated system is quite simple to create. Follow the basic protocol for every event or activity and the rest of your year will be a piece of cake! Make and train leaders to follow CHECKLISTS; incorporate CONTROLS to check and monitor progress; ADAPT accordingly – re-evaluating and re-teaching along the way).

T—Take on the necessary tasks

Don't get overwhelmed by trying to tackle everything at once. Start small. Choose one general area to focus on every new year and you've just made things much simpler – and much better at the same time!

O—Observe the work of others and try something

Listen and learn, borrow and steal! Become a sponge and absorb all of the ideas you can. By selecting one area to focus on, ideas will jump out at you and you can just add your own spin to fit your particular campus needs.

M—Make your mark...and leave a legacy behind!

Creating traditions on your campus is actually very easy. All it takes is one (semi-successful) attempt and the rest is history! Students and staff will look forward to it year to year—and that makes your job much easier in the long run!

A—Accelerate the process (by developing your action plan ahead of time!)

Developing a framework for your leadership events and activities and training your student leaders to follow set guidelines provides painless planning that runs like clockwork. By putting a bit more time and effort into looking at the big picture at the beginning, you save yourself some major headaches in the end.

T—Trace your steps and get organized

It would be a waste of time to put on an event and then have to start all over the next time. Every event can be saved, revamped, and reused. Create checklists – and save them. Make decorations – and save them. Take pictures – and save them. Gives a whole new meaning to recycle, reduce, reuse – minimizing your carbon footprint all at the same time! Keep a neatly organized file on your computer and become a digital pack rat. You'll thank me later.

E—Energize, enthuse, and excite your leaders, students and staff

Plain and simple – the motivation needs to come from you. We're all here for the same reason – make them see that it can be fun and exciting and believe that they WANT to be a part of it! Excitement breeds excitement – what a great way to create positive school culture!

For further assistance, just dial 1-800-AUTOMATE
and follow the guidelines prescribed above!*

Leslie Piló Smolinisky

Teacher, ASB Advisor & INSPIRE Mentors Program Coordinator

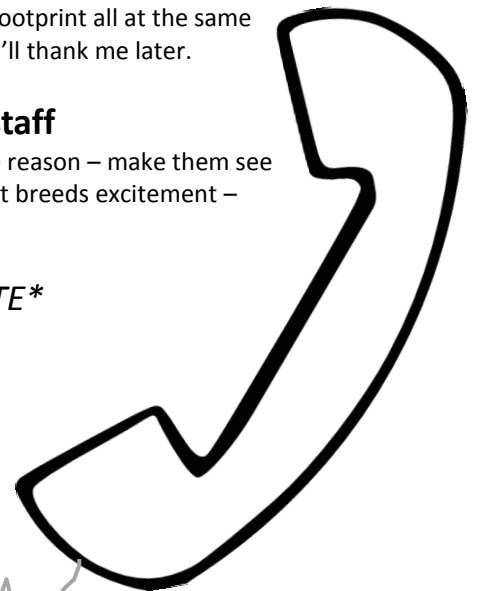
Granada Middle School

Whittier, California

lsmolinisky@ewcsd.org

**Please don't really dial this number. I totally just made it up!*

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Granada Middle School ASB Events Sample:

JULY:

- Orientation Letters Mailed
- CADA Camp Fieldtrip

AUGUST:

- Orientation Leader Training
- 6th Grade Orientation
- First Week Frenzy
- Crazy Dress Up Week

SEPTEMBER:

- Back to School Candy Grams
- 9/11 Memorial Activity
- Fall Spirit Rally

OCTOBER:

- Halloween Candy Grams
- Area E Conf. Fieldtrip
- Fall Dance
- Red Ribbon Week
- Harvest Festival Haunted Maze

NOVEMBER:

- College/Club Day Booth
- Planning and Fundraising!

DECEMBER:

- Holiday Candy Grams
- Winter Dance
- Winter Leadership Workshop/Retreat

JANUARY:

- Community Service Project Charity Drive
- ASB Interest Meetings
- Winter Spirit Rally

FEBRUARY:

- Leadership Development Day Fieldtrip
- Valentine's Candy Grams
- “Spring” Dance

MARCH:

- ASB Elections
- WaCkY WeEk
- Spring Spirit Rally

APRIL:

- Earth Week
- Planning and Fundraising!

MAY:

- Grad Grams
- Staff Appreciation Week
- Testing Week
- ASB Installation/ Recognition Banquet

JUNE:

- School-Wide Carnival
- Graduation Fundraising

What good things already happen on your campus? What do you want to improve? ***AUTOMATE the process now!***

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