



Tips and Tricks for Your Leadership Empire!

Sarah Murrietta ~ Activities Director ~ Madera High School
Cell: 714~227~2370 sarahmurrietta@maderausd.org

1. CLASS ORGANIZATION: Give Everyone a Title

Students involved in the Leadership program should have an assigned job throughout the year. Students who are given a title will be more productive and take ownership of the position. Create Commissioners for all tasks needed and let the students select and/or be interviewed for a position in the class.

2. GRADING: Use Timesheets

I started using timesheets about 5 years ago and this saved my sanity! The students document all hours worked outside of class time for ASB activities (before school, lunch, afterschool). I total up the hours each grading period to find the average. At the end of the semester, I set a hours goal for the entire class for an 'A' in that category. This motivates students to continue to put in time throughout the semester.

3. CLASS ORGANIZATION: Go Digital!

Use technology to communicate with the Leadership students instead of responding to student texts at all hours of the nights! This is also helpful when multiple classes are involved in the Leadership program.

-*REMIND*- text app to communicate with large groups. You can add multiple users so that your President (or communications officers) can send out mass reminders as well.

-*Google Classroom* – Schools that utilize google education apps can access this for free. Students join the class and assignments, discussions, and tasks can be posted. Committees can work on shared documents. You can view the status of assignments at any time.

4. CLASS ORGANIZATION: Group Text

Put key students in a group text. I put the 6 Executive Board Officers Board. Every Sunday, I send out the daily plan for the week. This helps keep me on task and also gives them buy in to the class. They are able to get the class started and get students on task. I found that by putting more than just the President in the loop, this helps with and productivity.

5. TIP: Get your key players as your T.A.'s

Most seniors have at least one elective period. Have your officers be your classroom TA or Peer Tutor. This will enable them to prepare materials, prep/finish jobs and get organized before or after the leadership period without having to miss other class time.

6. SUPPLIES: Stock up & Lock Up!

For those that have coordinated activities for at least 2+ years, there are common items that can be bought in bulk. For example, tape, zip ties, foam brushes, gallons of paint. Buy in bulk at the beginning of the year and LOCK UP the extras! If you put everything out, it will magically get used up at lighting speed.

7. SAVE MONEY: Buy from Amazon prime!

Don't get fooled by all of the homecoming, prom, and formal magazines! You can buy the same items (i.e. sashes, crowns, tiara's) from amazon and save \$\$ on shipping!