

## **SAMPLE AGENDA LEADERSHIP RETREAT**

**The week after school is out- after a summer school day for two days**

### **DAY 1**

- 2:00 – 2:15 Welcome/Get Acquainted Activity/Introductions/Bingo
- 2:15 – 2:30 Retreat Agenda Overview/Rules of Retreat
- 2:30 – 2:45 Team Building Activity – Hulu Hoop Caterpillar Relay
- 2:45 – 3:00 Personal Leadership – Personality Styles/Group Dynamics  
What do you do with this information:
- 3:00-4:00 Purpose of Student Council/CADA Mission Statement/Goals for CHS,  
Leadership Goals, Personal goals, and Representative Meetings,
- 4:00 – 4:10 Break –
- 4:10 – 4:20 Team Building Activity – Crazy Paper Bag Relay
- 4:20-4:40 Social Media – Issues and Use  
Sign up for new accounts
- 4:40-5:00 Budgets/Purchase Orders/Financial Deposits/Petty Cash and other  
necessary forms such as Madd forms, task sheets, activity sheets,  
bulletin notices, activity requests, notebooks, scrapbooks, Project  
Planning - How the two classes work and who's responsible for what.
- 5:00-6:00 Job Description Review - Leadership Roles – Positive role models
- 6:00-6:25 Dinner – ASB set up
- 6:25 – 6:35 Team Building Activity – Tater Activity
- 6:35 – 7:05 Communication – Microphone Techniques, Telephone Etiquette,  
Teacher room Etiquette, Written Communication
- 7:05 – 7:35 Parliamentary Procedures/Agendas/Minutes/Treasurer's Report,  
Meeting Skills
- 7:35 – 7:45 Break
- 7:45-8:45 Leadership Oath, Cross the Line
- 8:45 – 9:00 Closing – Cooper and ASB Officers – Closing Story

## DAY 2

- 2:00 – 2:15 Activity  
Thumbs Up
- 2:15 – 2:30 How to plan a project – Community Service  
Project Planning Sheet
- 2:30-3:15 Organizational Items/Calendars  
List of Dates
- 3:15 – 3:45 Financial Management – Fundraisers – Powder Puff, Fall Formal,  
Bowl – A – Thon, Cookie Dough, Caramel Apples, Dances,  
Talent Show, Bulldog Idol, Black Light Dance, Applebees, and other ideas
- 3:45 – 3:55 Break
- 3:55 – 4:05 Team building activity  
Lap Stack
- 4:05 – 4:45 Staff Relations – Welcome Back Day  
Secret Pals for Certificated Staff/Admin – Cards brought on 3<sup>rd</sup> retreat
- 4:45 – 5:45 Homecoming: Theme/Fall  
Lunch Activities and Dress Up Days  
Rally/Gym Decorating  
Stadium Decorating/Dogpound  
Royalty – Rally, Pregame, Half Time  
Powder Puff
- 5:45-6:15 Dinner/Class Planning  
Sticky note wall in classroom
- 6:15-6:45 Kyoto Japan Student Visit  
Party
- 6:45 – 7:45 Sneak Peek Rally 5th  
Club Rush Week – Theme, Lunch Activities, Rally – 4th
- 7:45 – 7:55 Break – ASB set up and clean up
- 8:55 – 8:15 Go over work schedule for Registrations, Ambassador training,  
Freshman Orientation, and getting ready for school.
- 8:15 – 9:00 Closing – All ASB  
Reflections, Reminders, Goodbye

### DAY 3

#### The Sunday before Registration/Freshman Orientation

1:00-1:15	Re Get Acquainted activity Picture This	
1:15 – 1:45	Publicity: Posters/Flyers/Articles/Bulletin/Newspaper/Technology	
1:45 – 2:45	Posters: Each class is responsible for the following:	
		Total
	2 Welcome Back posters for Staff	8
	4 Welcome Back posters for your own class	16
	2 Welcome posters for freshmen to be used at Freshman Orientation	8
	Plus the following:	
	Seniors - 4 football posters	
	Juniors - 2 posters for Cross Country 2 posters for Water Polo	
	Sophomores - 2 posters for volleyball 2 posters for Boy's Soccer	
	Freshmen - 2 posters for Girl's Tennis 2 posters for Girl's Golf	
2:45 – 3:00	Break	
3:00-3:15	Activity Butterfly project – The Butterfly Effect	
3:15 – 4:15	Sneak Peek Rally Club Rush Week Homecoming	
4:15 – 5:00	Schedule, T-shirts, Goodbyes	