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 3rd 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:

<table>
<thead>
<tr>
<th>Posters</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Welcome Back posters for Staff</td>
<td>8</td>
</tr>
<tr>
<td>4 Welcome Back posters for your own class</td>
<td>16</td>
</tr>
<tr>
<td>2 Welcome posters for freshmen to be used at Freshman Orientation</td>
<td>8</td>
</tr>
</tbody>
</table>

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