

STARTING YOUR YEAR OFF RIGHT!

Lori Franco, Sutter High School

Summer Leadership Planning Retreat
Freshmen Orientation
First Day of School
Club Awareness Day

Begin before it all begins!

- Plan a summer leadership retreat
- Choosing an off-campus and an out-of-the-area location helps kids to focus on planning for the upcoming year
- Spending time together before the school year begins gives students a chance to get to know each other and develop a "team" attitude!



PLANNING YOUR RETREAT

- Plan a location in advance and make arrangements for accommodations, meals, and transportation
- Distribute permission forms to students along with a Retreat Itinerary, a "What to Bring" checklist and their "homework" to bring to the retreat
- Meet with ASB Officers to help select a Retreat theme
- Some of our ideas: Amazing Race, Survivor, In It To Win It, No Fear Factor, Together We Can, The Power of Team, All for One!



FACILITATOR PLANNING

- Create one student handbook for each student attending. Be sure to include worksheets for brainstorming activities, fundraising and community service events.
- Develop a facilitator's handbook with detailed information about teambuilding games and planning activities
- Gather materials needed for student activities and retreat games
- Include some activities, fun prizes and snacks for the evening



Don't forget to...

- include some "down" time to allow students time to get to know each other in an informal setting.
- give students an evaluation form for suggestions for improvements for upcoming retreats.
- schedule your next meeting before school begins



8TH GRADE PREVIEW DAY

- Each spring we host an 8th Grade Preview Day for our rising Freshmen
- Students are chaperoned by their 8th grade teachers and are invited for a morning at Sutter while classes are in session
- As students arrive, each student is given a Class of 20?? T-shirt and are welcomed by the Leadership Students



8TH GRADERS....

play rally games, hear about our campus sports and activities, and are given campus tours hosted by our leadership students!



FRESHMEN ORIENTATION & FIRST DAY OF SCHOOL

- Each year before the new school year begins, we host a Freshmen Orientation for incoming Freshmen and their parents.
- Our ASB officers "meet and greet" new students and give a short welcome speech during the assembly.
- ASB Officers, Leadership Students and Cheerleaders all help new students find their new classrooms and direct them to areas on campus.
- Our Boosters Club provides a barbecue lunch for students and parents.



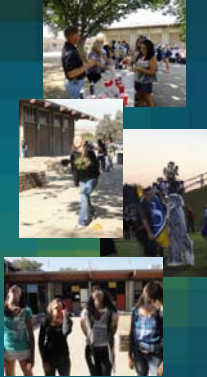
WELCOMING OUR STUDENTS



- During our Welcome Assembly for Orientation we play a short interactive game with our students and give away school supplies (book covers, pens/pencils, folders, notebooks, etc.) to students that can answer questions about our school.
- We also place cards in the bleachers and ask students to read the cards and follow the directions on the card while they are attending Orientation. Cards may include ideas such as: "talk to three new people today, help someone that is struggling with their locker or spend the day saying only positive things to other people."
- In the afternoon, we host a Welcome Assembly with a welcome address by our Principal, Vice-Principal and Activities Director, and introductory speeches by ASB Officers, and other Club Officers and Advisors.

GOODIES FOR A GOOD YEAR!

- We also view a short DVD of Student Activities to encourage students to become involved in various clubs, sports, and campus organizations.
- As students depart for the day, Leadership students distribute candy with motivational quotes attached such as: "what are you going to do with your 86,400 seconds today?" or "it's never too late to shoot for the stars."
- We want to make sure we include a welcome for each of our staff members too so we give treats to our teachers such as: snack bags with goodies that includes popcorn with a message "Just popping by to wish you a great start to a new school year!" or coffee mugs to "jump start your day!"



WOW WEEK Week of Welcome

- During the second week of school we plan some fun activities that have included: giveaway school supplies to students when their ID card number is called and ASB Officers distributing spirit beads for students showing school spirit and positive attitudes.
- We host a Club Awareness Day and Barbecue on Thursday and a Spirit Rally on Friday to encourage student participation and build school spirit!



CLUB AWARENESS DAY

- One of our biggest events to kick-off our new school year is our Club Awareness Day
- Held at the end of the second week of school during lunch, this event allows students the opportunity to find out about various school clubs and organizations.



HELP STUDENTS GET INVOLVED!



- Each club is invited to host a booth in the quad and distribute information, take sign-ups for membership, play games and give out prizes.

Club Advisors have found that their membership has increased dramatically as a result of the event and there has been an increase in creating new clubs as well!

Great Ending for a New Beginning!

- During Club Awareness Day, the Senior Class hosts a barbecue as their first fundraiser of the year to encourage students to stay on campus and join in the fun!
- Music adds to our festive atmosphere!



Leadership is a process whereby an individual
influences a group of individuals to achieve a common goal.

WELCOME

We must become the change we want to see in the world

– Mahatma Gandhi

Welcome to the Annual Sutter High School Leadership Retreat!

The goal of this retreat is to develop your skills as a student leader, plan for the upcoming year, and most importantly create friendships and a team-like bond.

It is important to remember that although each of us comes from different backgrounds, we have been brought together for a common cause: TO MAKE OUR NEXT YEAR AT SUTTER AN EVEN BETTER EXPERIENCE FOR ALL STUDENTS! You may not always agree or even like individuals in our leadership group, BUT you MUST be able to work together. My hope is that each of you will:

- Gain an understanding of your leadership potential
- Identify positive leadership characteristics
- Gain a better understanding of yourself
- Learn how to better relate to others
- Learn to use effective communication to foster positive interactions
- Gain problem analysis skills to assist in decision making
- Understand the value of teamwork
- Understand your own role within your school and community, and
- Learn and embrace values of diversity.

Your job is far more important than just having a title, putting on dances, and school activities. It's a position of influence. As leaders of Sutter High School, you will be involved in creating the mission and goals which provide direction for our activities program. When we reach these goals, we reach students, and we make Sutter High a great place to learn.

Your efforts here and throughout the year in leadership will make a significant impact on the atmosphere on our campus and the feelings students have when they are attending Sutter High School. I hope you will gain some invaluable experiences as we spend the next couple of days together.

Thank you for dedicating yourselves to this event and I look forward to an exceptional year together!

Mrs. Burrow, ASB Advisor/Activities Director

Human Relations — author unknown

- The six most important words: "I admit I made a mistake."
- The five most important words: "You did a good job."
- The four most important words: "What is your opinion."
- The three most important words: "If you please."
- The two most important words: "Thank you,"
 - The one most important word: "We"
 - The least important word: "I"

FOUR FACTORS OF LEADERSHIP

Leader

You must have an honest understanding of who you are, what you know, and what you can do. Also, note that it is the followers, not the leader or someone else who determines if the leader is successful. If they do not trust or lack confidence in their leader, then they will be uninspired. To be successful you have to convince your followers, not yourself or your superiors, that you are worthy of being followed.

Followers

Different people require different styles of leadership. A person who lacks motivation requires a different approach than one with a high degree of motivation. You must know your people! The fundamental starting point is having a good understanding of human nature, such as needs, emotions, and motivation. You must come to know your peers *be*, *know*, and *do* attributes.

Communication

You lead through two-way communication. Much of it is nonverbal. For instance, when you "set the example," that communicates to your peers that you would not ask them to perform anything that you would not be willing to do. What and how you communicate either builds or harms the relationship between you and your peers.

Situation

All situations are different. What you do in one situation will not always work in another. You must use your judgment to decide the best course of action and the leadership style needed for each situation. Also note that the *situation* normally has a greater effect on a leader's action than his or her traits.

Total Leadership

What makes a person want to follow a leader? People want to be guided by those they respect and who have a clear sense of direction. To gain respect, they must be ethical. A sense of direction is achieved by conveying a strong vision of the future. When a person is deciding if she respects you as a leader, she does not think about your attributes, rather, she observes what you *do* so that she can know who you really *are*. She uses this observation to tell if you are an honorable and trusted leader or a self-serving person who misuses authority to look good and get promoted.

Be Know Do

The basis of good leadership is honorable character and selfless service to your organization. In your peers' eyes, your leadership is everything you do that effects the organization's objectives and their well-being. Respected leaders concentrate on:

- what they *are* [**be**] (such as beliefs and character)

- what they **know** (such as job, tasks, and human nature)
- what they **do** (such as implementing, motivating, and providing direction).

What makes a person want to follow a leader? People want to be guided by those they respect and who have a clear sense of direction. To gain respect, they must be ethical. A sense of direction is achieved by conveying a strong vision of the future.

The Two Most Important Keys to Effective Leadership

In a nutshell — you must be trustworthy and you have to be able to communicate a vision of where the organization needs to go.

Principles of Leadership To help you *be, know, and do*, follow these principles of leadership:

Know yourself and seek self-improvement - In order to know yourself, you have to understand your *be, know, and do*, attributes. Seeking self-improvement means continually strengthening your attributes.

Be technically proficient - As a leader, you must know your job and have a solid familiarity with your tasks.

Seek responsibility and take responsibility for your actions - Search for ways to guide your organization to new heights. And when things go wrong, they always do sooner or later — do not blame others. Analyze the situation, take corrective action, and move on to the next challenge.

Make sound and timely decisions - Use good problem solving, decision making, and planning tools.

Set the example - Be a good role model for others. They must not only hear what they are expected to do, but also see. *We must become the change we want to see in the world* - Mahatma Gandhi

Know your people and look out for their well-being - Know human nature and the importance of sincerely caring for your peers.

Keep your peers informed - Know how to communicate with not only them, but also other adults within our school.

Develop a sense of responsibility in your peers - Help to develop good character traits that will help them carry out their responsibilities.

Ensure that tasks are understood, supervised, and accomplished - Communication is the key to this responsibility.

Use the full capabilities of all members of your class - By developing a team spirit, you will be able to help your class reach its fullest potential.

TWENTY-ONE INDISPENSABLE QUALITIES OF A LEADER

1. *Character: Be a Piece of the rock*
2. *Charisma: the first impression can seal the deal*
3. *Commitment: it separates doers from dreamers*
4. *Communication: without it you travel alone*
5. *Competence: if you build it, they will come*
6. *Courage: one person with courage is a majority*
7. *Discernment: put an end to unsolved mysteries*
8. *Focus: the sharper it is, the sharper you are*
9. *Generosity: your candle loses nothing when it lights another*
10. *Initiative: you won't leave home without it*
11. *Listening: to connect with their hearts, use your ears*
12. *Passion: take this life and love it*
13. *Positive attitude: if you believe you can, you can*
14. *Problem solving: you can't let your problems be a problem*
15. *Relationships: if you get along, they'll go along*
16. *Responsibility: if you won't carry the ball, you can't lead the team*
17. *Security: competence never compensates for insecurity*
18. *Self-discipline: the first person you lead is you*
19. *Servanthood: to get ahead, put others first*
20. *Teachability: to keep leading, keep learning*
21. *Vision: you can seize only what you can see*

Additional Leadership Retreat Games

Blow Pop Necklace (to play on the bus)

Buy enough Blow Pops (Blow Pops, not cheap suckers - students have to LIKE what you use) for three times the amount of students and staff you have. Take string or yarn, cut it at arms' width and tie them to the individual "Blow Pops." You now have enough "Blow Pop" Necklaces for each student and staff to have three.

As students and staff arrive, place three Blow Pop necklaces on their necks. Inform them that they can not use the word "I" until a designated time (when you usually bring things together and start). If you use the word "I" and someone catches you, they can have one of your Blow Pop necklaces. This can be quite funny because when someone catches someone else, they usually blow it by saying, "I caught you!" or, "I get one of your necklaces!"

At the end of this time, give away a prize (besides Blow Pops) for the person with the most necklaces.

Spider Web (Icebreaker Activity)

This fun activity works well as a mixer. All you need is a ball of yarn about the size of a softball. Here's how you do it.

Sit your students in a circle. (Use chairs if available.) Hand the ball of yarn to one student in the circle and ask him to answer the following questions (or make some up some questions of your own):

- 1. What is your name?*
- 2. How old are you?*
- 3. What school are you in?*
- 4. What is your favorite TV show?*
- 5. What do you like to do for fun?*

When the student has answered all the questions, then picks another person in the circle, and throws the ball of yarn to him or her, WHILE HOLDING ON TO THE END OF THE YARN. That person must then answer all of the questions. When she is done, she picks someone else in the circle, and throws the ball of yarn to him or her, while still holding onto the yarn. This repeats until ALL students in the circle have answered the questions.

The mixer gets its name from the fact that the activity makes a "spider web" of sorts from the yarn that is woven from person to person.

Guess Who? (Icebreaker Activity)

Have each student put an event that has happened to them, a little known fact or funny anecdote about themselves on an index card. Have them put their name on the other side of the card. Read each card aloud and have the group try to guess who it is.

Additional Leadership Retreat Games

Cats Tails

Hang long strands of yarn all over the camp grounds. You have 5 minutes to elect a tribal leader, plan your strategy and review the type of knot that has been selected for your tribe members to use. (Note: Some groups required their teams to use only the overhand knot. You would need to give your group directions on whatever type of knot you use.)

Challenge: Make the longest tail.

Each tribe has a different color of yarn. The yarn has been hung in the camping area. Your tribe yarn color is: _____

One person from each tribe is chosen at the cat. The cat from each tribe stands in the center of area. At the leaders whistle signal, all other members search for the pieces of yarn for their tribe's color.

The first person to find a matching color piece of yarn runs back to the cat and ties it, using a specified knot, to the cat's belt loop. Each time an additional piece of matching color yarn is found, the member ties it to the first piece of yarn, then the second piece of yarn, etc. Each person may bring only one piece of yarn to tie to the cat at a time.

The winner is the team that makes a tail that reaches from stake to stake and returns as a team to "plant" their flag.

Can You Catch It?

You have 5 minutes to elect a tribal leader, plan your strategy and gather supplies.
Supplies needed: 12 balls, bucket (substitute bucket for butterfly nets) and tribal bandanna for blindfolding

Challenge: Each tribe is given 12 balls. One member stands 15 feet away with a bucket. Each person in the tribe takes their turn tossing the ball at the bucket. The member holding the bucket tries to catch the ball in the bucket while blindfolded. Tribal members may shout directions to help her catch it.

Tribal members will line up relay style. On leader's whistle the first person in each tribe will toss their ball while their partner tries to catch it. Leader will yell, "1-2-3!" and give the whistle signal for the next set of team members to toss, etc. This will be a very fast paced game and tribes must keep up.

The team catching the most balls wins the immunity idol.

Additional Leadership Retreat Games

DIRT and WORMS EATING RELAY

Dirt Cup Eating Challenge contest: choc pudding, crumbs and gummy worms. Make a plate for each person on the team and complete the contest relay style. The first team to make and eat all of their cups wins the immunity idol.

Team Puzzle Challenge

Fill plastic eggs filled with puzzle pieces across the yard. Number the eggs by teams (ie: Team 1 can only find eggs with #1 on them) Each team will have to find the eggs and then come back to the starting point. There, they will have to put the puzzle pieces together. On the back of the puzzle will be a clue where the Immunity Idol can be found.

Blow Pop Challenge

Have 3 "volunteers" up front. Give them each a Blow Pop sucker. The first one to unwrap it, and bite into it, to the gum, and blow a bubble wins.

Variation: Play as a relay race with teams.

Kisses and Mallows

Supplies needed:

Large bowls (one for each team/group)

Lots of Hershey Kisses

Lots of large puff marshmallows

Tables

Tape on floor 10' from tables

Divide your students into teams of equal number and then put them in a straight line, one in front of the other, with all of them facing a table that is positioned about 10 feet away. (Put down tape on the floor to keep all the teams "honest.")

On the table about 10 feet away are two large bowls. One contains wrapped Hershey's Kisses, and the other contains large puff marshmallows.

To play the game, instruct each person to turn and ask the student standing in line behind them which of the two candies they want, a Hershey's Kiss or large puff marshmallow. Then give the person in the front of the line a very large pair of mittens or gloves.

On "go," the person in the front of the line runs to the table and gets whichever candy the

Additional Leadership Retreat Games

person behind him requested. If it is a Hershey's Kiss, he must unwrap it (wearing the mittens/gloves) and THEN run it back to the person standing behind the line of tape on the floor. When they eat it, THAT person gets the gloves and runs to the table for the person in line behind them.

If that person wanted a puff marshmallow, he will pull one out of the bowl (wearing the mittens/gloves) and, standing 7 feet from the line, toss it back to the person standing behind the line. He/she must catch it in his/her mouth. If the "catcher" misses twice, then the gloved person MUST grab a Hershey's Kiss and follow the steps outlined above.

The team who finishes off all their players first, wins the game.

Pass the Cup

This is a really simple game to play, but it's a lots of fun! Also, on a hot day, it provides a great way to cool off. Here's what you do:

It doesn't matter how large your group is, just divide them into EQUAL groups. Make sure each group is limited to 6-8 kids. (It's sort of a relay race, and if you put too many kids on a team, those in the back of the line may get bored.)

When your teams are divided up, tell the students to line up by team. When they are all in a straight line, hand the first person in each line a plastic/Styrofoam cup that is halfway filled. (Put a line on each cup and fill it to that line. This is important for later!)

Now you are set to go. Tell the teams that the first group to pass the cup of water to the last person in their line wins the game. Oh...there's a catch: you can't use your hands, only your chins! That's right, they have to sandwich the cup between their chin and their neck/chest to pass it to one another.

If they drop it and spill the water below the line, they have to run go get more water in their cup. The cup has to arrive to the last person in line with a water level that is at least to the line.

Spell My Feet

Take five people and have them take off their shoes and socks. Take a marker and write a large letter on the bottom of each of their feet so if they sit facing you and hold their feet in the air, you can read the letters.

Additional Leadership Retreat Games

On each person put the letters to spell out LEADERSHIP. You will call out different words for them to spell and they have to cross legs, stretch, and situate themselves in a position so that the bottom of their feet spell the word you called. You can do this with two teams of five if you want and see who spells the word first.

SCAVENGER HUNT

Have team members collect their materials as a team by tying their ankles together using their team bandanas. Have them take pictures of the items rather than removing them from the outdoors.

- 1__ Prickly plant
- 2__ Rotten wood
- 3__ 3 DIFFERENT Textures of various rocks
- 4__ Wild Flowers
- 5__ Dead tree
- 6__ Pine cone
- 7__ Vine
- 8__ A leaf that has been eaten on by a bug/animal
- 9__ Blade of grass
- 10__ Moss
- 11__ Pine tree
- 12__ Seeds or seed pod
- 13__ Smooth/shiny rock
- 14__ Mud
- 15__ Fern
- 16__ Y-shaped twig
- 17__ Pine needles
- 18__ Hole in a tree
- 19__ Small pebble
- 20__ Unusual shaped leaf

Pictionary

Give teams names of movie titles or songs. Have them try to guess individually with the team guessing correctly most times wins the Immunity Idol. Flip a coin to see who draws first and then the person guessing correctly gets to be the next artist for the group. Have the person guessing correctly choose their category and then draw an index card with the titles/names on the cards.

SUTTER HIGH ASB LEADERSHIP RETREAT SCHEDULE (SAMPLE FACILITATOR COPY)

Day 1 **Meet at Sutter High School at 7:45 am for our departure!**

8 am Depart for (Retreat Destination):

Destination address and phone:

Mrs. Burrow Phone:



9:45 am Arrive/settle in and unpack

10:30-12 noon Icebreaker Activities#1 (Autograph Game:collect signatures using guidelines on autograph paper/Guess Who? Game: use index cards with information on each and students try to guess which card belongs to each student)

Leadership Session #1:

- Leadership Styles matrix survey~ recognizing our own leadership styles
- Job Descriptions: have students write what they feel should be the responsibilities for each officer and brainstorm methods of how they can help each other and share results with the group; then review the descriptions in their Retreat Handbook.
- TEAM FLAG ACTIVITY (place students in groups depending on their bandanna colors; odd color is team captain) Create flag for team with team motto; must use word "leader" somewhere in their team motto
- Create a Mission Statement/Goals/Objectives: Using the worksheets in the Retreat Handbook, have students come up with ideas of the purpose of why their group exists. Students will work in their groups and using their worksheets identify what the group wants to be, what they believe in, and what they want to do. Have each group prepare a statement. Now share the statements and using all group statements, prepare one Mission Statement for the upcoming school year.

Teambuilding game #2 "Don't Drop the Ball" or Web game

Have group form a circle and begin by thinking of different things that make up their lives (events they are involved, sports, church, etc.) Have the balls going in different directions so that they can see how difficult it can be to juggle their responsibilities. Brainstorm ways to cope with the many responsibilities.

12:00-1 pm Lunch

1-2:30 Teambuilding game #3 (solve word scramble for clue to complete task. Tortilla Frisbee: group that tosses 15 tortillas into bucket first runs to get word scramble to solve countries of origin; ROAD BLOCK: group must line up in alphabetical order by last names before beginning their task. Once they have finished task, the team is given a word scramble to solve. The team that wins gets first part of their quote to place on team board.

Leadership Session #2:

- Leadership Challenges: students share the challenges they face during the school year as a student leader and write them out on a large piece of paper so the entire group can share and resolve issues together.
- Goals/Objectives: Using the same process for the Mission Statement, create 3 goals for the year. As a large group, brainstorm ideas for the 3 goals on a large sheet of paper while students write their ideas in their handbooks. Each group will share their ideas write down their objectives for how they will meet each of those goals.

2:30-2:45 Break

2:45-4:30 Teambuilding game #4 (BUILDING FOUNDATIONS: group is to create the tallest structure that can stand alone using only marshmallows and spaghetti sticks during a 3 minute time frame; ROAD BLOCK: must create a tower of 75 pennies but each person in group must contribute one penny at a time in order one at a time only before beginning their task; teams get word scramble to solve and then winning team places their next portion of their leadership quote on the board.)

Leadership Session #3:

- Brainstorming Activities: Homework sent home with each student that they are to bring with them
 - Homecoming Themes
 - Spirit Days/School-wide Activities
- Using a large piece of paper for each, create a list of compiled ideas and create a consensus by the group for upcoming days.

Teambuilding game #5: SHOOT AND CATCH: teams are given the challenge of shooting Q-tips through straws and one person catches with a butterfly net.; first team to catch 8 Q-tips is given their word scramble and winning team gets next clue for quote on the board. DETOUR: All students wearing blue must trade teams to form new team)

5:00-6:00 pm Dinner

6:00-7:30 pm Leadership Session #4:
Leadership Challenges and Communication

"Be the Change You Want to See in the World": Brainstorm ideas for changes and improvements to make the school environment a better place to be for everyone; write ideas on large butcher paper and in retreat handbooks; Read and share the story of "I Wanted to Change the World" and Erma Bombeck's "If I Only Had More Time."

Teambuilding Game #6: Scavenger Hunt use scrambled words to collect items via cell phone; DETOUR: Team must run one lap around the complex before beginning their Hunt; first team back must solve word scramble to collect their next clue; winning team places their clue on the board)

7:30-10:00 pm Group Activities/Teambuilding Challenges: LEADERSHIP BINGO, RELATED ITEMS CHALLENGE
Finish with movie night and snacks

10:30 pm In rooms

11:00 pm Lights Out

Day 2

8:30-9:30 am Breakfast

9:30-10:30 am Teambuilding game #6: WATER CARRY: groups must transfer water from one bucket to another by carrying the water via sponge until smaller bucket is filled; one bucket is bottom of amphitheatre and other at top; word scramble to solve location and clue given for board: ROAD BLOCK: create a human pyramid in the grass area.

Leadership Session #5:

- Ideas to Action: Brainstorm ideas that have been discussed and methods for implementing their ideas. For example, ask the group for ideas on how to reach more students and appeal to their interests? Gain more involvement? Have students write their action ideas in their handbooks.
- Read the story of Columbine and the letter from Eric Harris. Could this have been avoided? Share Rachel's story and view a different perspective.

10:30-10:45 Break

10:45-11:30 Teambuilding game #7 : Leadership Quote Scramble: Each team is given words to a quote to decipher; winning team gets their t-shirts first.

- Group Share: Read the "Starfish Story" and "Kyle's Story" and discuss the ways we can make a difference. Have students fill out surveys of improvements for retreat and things to add, etc.

11:30-1 1:45 Pack Rooms

11:45-12:30 pm Lunch

12:30 pm Load and Depart

1:30 pm Approximate arrival to Sutter High School

Bring/wear comfortable clothing and a light jacket or sweatshirt for the evening/morning.

Packing List:

Sleeping bag/pillow or linens (put everything in a large trash bag with your name on it so it won't get dirty under the bus)

Towels (Bath and Swim Towels)

Toiletries (toothbrush/toothpaste, deodorant, shampoo, makeup, etc)

Shoes for walking/hiking (tennis shoes)

Shoes for leisure (flip flops or sandals ok)

PJs for sleeping (you will be sharing rooms with the same gender but be modest please!)

Extra clothes (shorts/tees, sweats for evening, swimsuit)

Sunscreen, camera

Flashlight

Snacks for bus

PLEASE FILL OUT AND BRING ALL OF THE FOLLOWING FORMS TO OUR RETREAT

EXECUTIVE/CLASS OFFICER BIO INFORMATION

ASB POSITION: _____

NAME: _____ BIRTHDATE: _____

ADDRESS: _____

PHONE: _____ (HOME) _____ (CELL)

EMERGENCY CONTACT: _____

SCHOOL ACTIVITIES/SPORTS: _____

OTHER CLUB AFFILIATIONS AND POSITIONS HELD:

ACTIVITIES OUTSIDE OF SCHOOL:

HOBBIES/INTERESTS:

YOUR HOMEWORK: Bring these forms (filled-out) with you!

On the attached index card put your name on one side and then list something unique about you that others may not know. It can be something funny, embarrassing, something you can do that no one else can do, etc. Be creative with it! Bring the card with you along with this paper to the retreat! If you have any questions, you can contact me at xxx-xxxx.

LIST AT LEAST 5 THEMES FOR A HOMECOMING WEEK:

1. _____
2. _____
3. _____
4. _____
5. _____

LIST AT LEAST 5 THEMES FOR A RALLY DAY:

1. _____
2. _____
3. _____
4. _____
5. _____

LIST AT LEAST 10 SPIRIT DAY (DRESS-UP DAYS) FOR A SPIRIT WEEK:

- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |

LIST OTHER SPIRIT IDEAS OR SCHOOL-WIDE ACTIVITIES:

1. _____
2. _____
3. _____
4. _____
5. _____

Additional Notes or Ideas:

Our mission is to create a positive environment on the campus of XXX High School to enhance the learning of every student and staff member at our school. We will provide activities and experiences that will develop the social skills of students and help them prepare for their future in years ahead.

Mission Statement Worksheet

What are the value(s) of our organization? What need or opportunity does our organization exist to resolve? Consider: Who is affected by these values? How are they affected? Describe how the school environment would be improved, changed, or different if our organization was successful in responding to the needs of all students.

What is the purpose of our organization (answers the question of why we exist, does not describe what we do)? This should be a short succinct statement that describes the ultimate result we are hoping to achieve; make sure to indicate outcomes and results, not the methods of achieving those results.

What is our “business?” Describe the “business” we are in, our primary services or activities.

What are the fundamental values and beliefs that should guide us in our day-to-day interactions with each other and our peers? What are the major beliefs upon which our organization provides its services?

SUTTER HIGH SCHOOL Leadership Series Strategic Planning

Mission Statement Worksheet

Combine the information from Worksheet #1 to create a compelling Mission Statement about who the organization is, what the organization does, and why the organization does it. Incorporate selected 5-6 words or phrases. Every group member must agree with the final product. You will present this to the entire group.

CREATING GOALS AND OBJECTIVES

Now that we have created a Mission Statement we need to identify 3 goals we would like to create for the upcoming year. As a group, we will create 3 goals. Write the goals here:

GOAL #1:

GOAL #2:

GOAL #3:

NOTES:

Now that we have created goals, each group needs to develop ideas or objectives as to how these goals will be met during the school year. Write your objectives below. We will share these objectives with the entire group and determine which objectives will be implemented for each goal.

OBJECTIVES FOR GOAL #1: (Ideas)

OBJECTIVES FOR GOAL #1: (Ideas)

OBJECTIVES FOR GOAL #1: (Ideas)

NOTES:

Next write each Goal and their Objectives for 2011-2012
GOAL #1 AND OBJECTIVES:

GOAL #2 AND OBJECTIVES:

GOAL #3 AND OBJECTIVES:

BRAINSTORMING ACTIVITIES

HOMEcoming THEMES:

RALLY THEMES:

SPIRIT DAYS/ THEMES:

SCHOOL-WIDE ACTIVITIES:

CHANGES AND IMPROVEMENTS

WHAT CAN WE DO TO IMPROVE OUR SCHOOL ENVIRONMENT?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PUTTING IDEAS TO ACTION

WHAT ACTIONS ARE NECESSARY TO IMPLEMENT OUR IDEAS?

[illegible]