To: David, Casie, Tamara, Hugh, Dana, and Matt  
From: Ms. Bader

At the staff meeting on Monday—you are scheduled to present the following:

- **David:** Student Senate—Pass out the letter!!! Talk a little about the assembly and how it will really help a bunch if the teachers will sit in the assigned spots with their homeroom students.
- **Casie:** Renaissance program overview—teacher incentives sign-up sheet
- **Tamara:** Dance, parade (invite teachers to be in parade—hand out sheets if needed/wanted)
- **Hugh:** Voting during 5th period—if at all possible at the beginning of the period, we’ll send runners to get sealed envelopes! Go through the procedure and show an already prepared envelope.
- **Dana:** Spirit week—dress up days. Game, half-time (crowning)—invite them to come!
- **Matt:** ASB Goals for the year—prepare a really nice handout!

Please keep your part to a minute or two at the most. WRITE a script and put it on 3X5 cards! (I’m serious! This is essential—you want to be prepared!)

Smile, show enthusiasm for your subject! It’s infectious! Get our staff excited about our ASB activities!

Be there promptly at 8:15 and not one minute later. PLEASE!!!

*(Do we want to surprise the staff with donuts when you walk in?? Let’s talk!)*