

HOW TO MANAGE AN ASB/LEADERSHIP CLASS

Linda Cooper

lindacooper971@gmail.com

209-765-3850

THE PLAN

1. Meet with the Principal

Ask the questions: What do they like about the program, what don't they like about the program, and is there anything they would like added or deleted. (Make no promises of doing either, but that you will take their information to the students)

2. Meet with the ASB Officers

Ask them the same questions you asked the Principal. Have in writing their roles and expectations, give them the list, and work with them to become a team with you.

3. Survey to Student Body

Have the ASB/leadership students put together a survey to ask questions about activities on campus, spirit, clubs, dances, dress up days, lunch activities, and anything else you want to know. You can do this on line and ask teachers to give them a few minutes during a class period. Use this survey as you plan your years activities. Refer to it often as you go from event to event.

4. Go to conferences and take students to camp, conferences, other schools. Talk to other advisers. If possible, talk to the previous adviser as often as possible to get information and guidance. That person is your best mentor.
5. Throughout the year, talk to kids about being in leadership – ones you see on campus. Talk to the kids in leadership about certain positions you think they would be good in and start putting together your list of possibilities before elections.

5. Put together a calendar that includes the following for each quarter or trimester:

At least two activities

An event

A fundraiser

A community/school service project

6. Put together a list of jobs. Every student in a leadership class needs a title and a job.

**4th PERIOD LEADERSHIP
2016-2017**

ASP PRESIDENT/STUDENT BOARD REP

ASB VICE PRESIDENT

ASB SECRETARY

ASB TREASURER

ASB DIRECTOR OF STUDENT AFFAIRS (two of them)

COMMISSIONERS:

Best Buddies:

1.

2.

FR:

ASB: Director of
Student Affairs

Staff Connections:

1.

2.

FR:

ASB: Vice President

Student Connections:

1.

2.

FR:

ASB: Vice President

Student Store/Fundraising:

1.

2.

FR.

ASB: Vice President
Treasurer

Historians:	1. 2. FR:	ASB: Secretary
Ambassadors:	Juniors and Seniors only (4 of them)	ASB: President
Technology/Video/Photo Sound/Advertising Newspaper:	1. 2. FR: FR:	ASB: Secretary Treasurer
Special Weeks/Events Commissioners:	1. 2. FR:	ASB: Director of Student Affairs (both)
Inter Club Council:	1. 2. FR:	ASB: Director of Student Affairs

(We fit the jobs according to the needs in class and of the school and they change year to year)

**5th PERIOD LEADERSHIP
2016-2017**

SENIOR CLASS:

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER
SPIRIT COMMISSIONERS 1.
2.
3.

TECHNOLOGY
SPECIAL EVENTS

JUNIOR CLASS:

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER
SPIRIT COMMISSIONERS 1.
2.
3.

TECHNOLOGY
SPECIAL EVENTS

SOPHOMORE CLASS: Team Leaders: Two senior officers that have been in leadership 3 years

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER
SPIRIT COMMISSIONERS: 1.
2.
3.

TECHNOLOGY
SPECIAL EVENTS

FRESHMAN CLASS: Team Leaders: Senior President and Vice President

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER
SPIRIT COMMISSIONERS: 1.
2.
3.

TECHNOLOGY
SPECIAL EVENTS

ASB

- Meet once a week separate from class:

Approve purchase orders

Talk about issues, upcoming events

Talk about their responsibilities

Ask for input on improvements to the classroom and structure,
students in the room, what is working and what is not

Any other things that need to be discussed

ASB is the Executive Council

4th Period Class Seating Chart

ASB Secretary
Historians
Student Connections
(7 chairs)

ASB Vice President
Staff Connections
Student Store/
Fundraising
(7 chairs)

ASB Director of
Student Affairs
Best Buddies
(5 chairs)
Classroom Aide
from 5th period

ASB President
4 Ambassadors
(5 chairs)

ASB Treasurer
Technology/Video/
Photo/Sound/
Advertising/
Newspaper
(5 chairs)

ASB Director of
Student Affairs
Inter Club Council
Commissioners
Special Weeks/Events
Commissioners
(7 chairs)

5th Period Class Seating Chart

All Class
Secretaries

plus

junior technology

and junior
special events

Junior spirit
commissioners

And

sophomore spirit
commissioners

All Class
Treasurers

plus

Senior technology

And senior special
events

All Class
Presidents

plus freshman
technology

and Freshman
special events

Senior spirit
commissioners

And

Freshmen spirit
commissioners

All Class Vice
Presidents

plus Sophomore
technology

and sophomore
special events

Committees:

- Chairperson – Experienced leadership student
 - CoChairperson – Inexperienced leadership student
1. Planning sheet – who is responsible for what and what are the needs. Who, What, When, Where, Why – Costs
 2. Task sheet for each student – it has task, when due, when completed, place for their name, place for chairperson to sign off when complete.
 3. Evaluation sheet which the committee fills out when activity/event is finished.
 4. Sticky notes

General Responsibilities

ASB Officers

Responsible for Representative meetings (1 rep from each class on campus in order to get information regarding activities, issues on campus, unite the campus, etc.

Class Officers

Responsible for Class meetings

For every meeting there must be a sign in sheet, agenda, and minutes. Each person in leadership must attend all class meetings. Points are given or taken away depending on attendance.

1st QUARTER PARTICIPATION/CLASS POINTS

ACTIVITIES	POINTS
Weekly Activity Sheets – 8 weeks x 5	40
Class Meetings – 2 x a quarter x 5 (minimum)	10
Spirit Sales – 1 per quarter	5
Store Sales – 1 per quarter	5
Back to School Night Shift	10
Football Scrimmage shift	10
4th Period: - Club Rush Week	
Committee Work: Food Court, Rally, Lunch Activities/Dress Up Days	20
Homecoming Dance or a Back to School Dance	20
KYOTO gifts/welcome, luncheon, rally, party	20
5th Period:	
Sneak Peak Rally – Committees: Advertisement, Rally	20
Fall Homecoming:	40
Committee Work: Rally/Gym Decorating, Stadium Decorating, Royalty/Pregame, Powder Puff, Lunch Activities/Dress Up Days	
Float building for everyone (minimum of half of the hours x 2 points per hour (12 hours = must do 6 hours)	12
Leadership Book – Pages 1-7	52

Extra Points Possible – each worth 5 points - Extra Store Work, Attendance at choral, band, drama, dance (requires Admin in Charge signature)

Extra spirit sales, Attendance at a board meeting for a minimum of 1 hr – requires signature of Admin, Other possible points prearranged with Cooper such as serving on the Planning commission, School site council, leadership academy, family engagement committee

*Other points could be added depending on activities in the quarter.

Before school work is required. It is our school project. Juniors and Seniors are required to be Ambassadors if in Leadership and must attend training and orientation. Sophomores will work Orientation and Freshmen will attend. All leadership must work assigned work times during registration.

How to accomplish the plan:

1. Activities: Dances, homecoming, rallies, lunch activities, staff appreciation, student appreciation and _____ (endless list)
2. Events: Cancer week, Appreciation week, Kindness Week, Club Rush Week, Red Ribbon Week, Anti-bullying week, Multi Culture Week and _____ (endless list) – Look online for any special weeks like September being childhood cancer month – Awareness is the key
3. Fundraisers: Catalog sales, food courts, formal, dances, powder puff, spirit and store sales, and _____ (endless list)
4. Community/School Service projects: Special Education kids rally shirts, and other events, can food drives (perfect turkey dinner scavenger hunt), blessing bags, community projects that need help, registration which includes something special for freshmen, junior high leadership conference, and _____ (endless list)

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

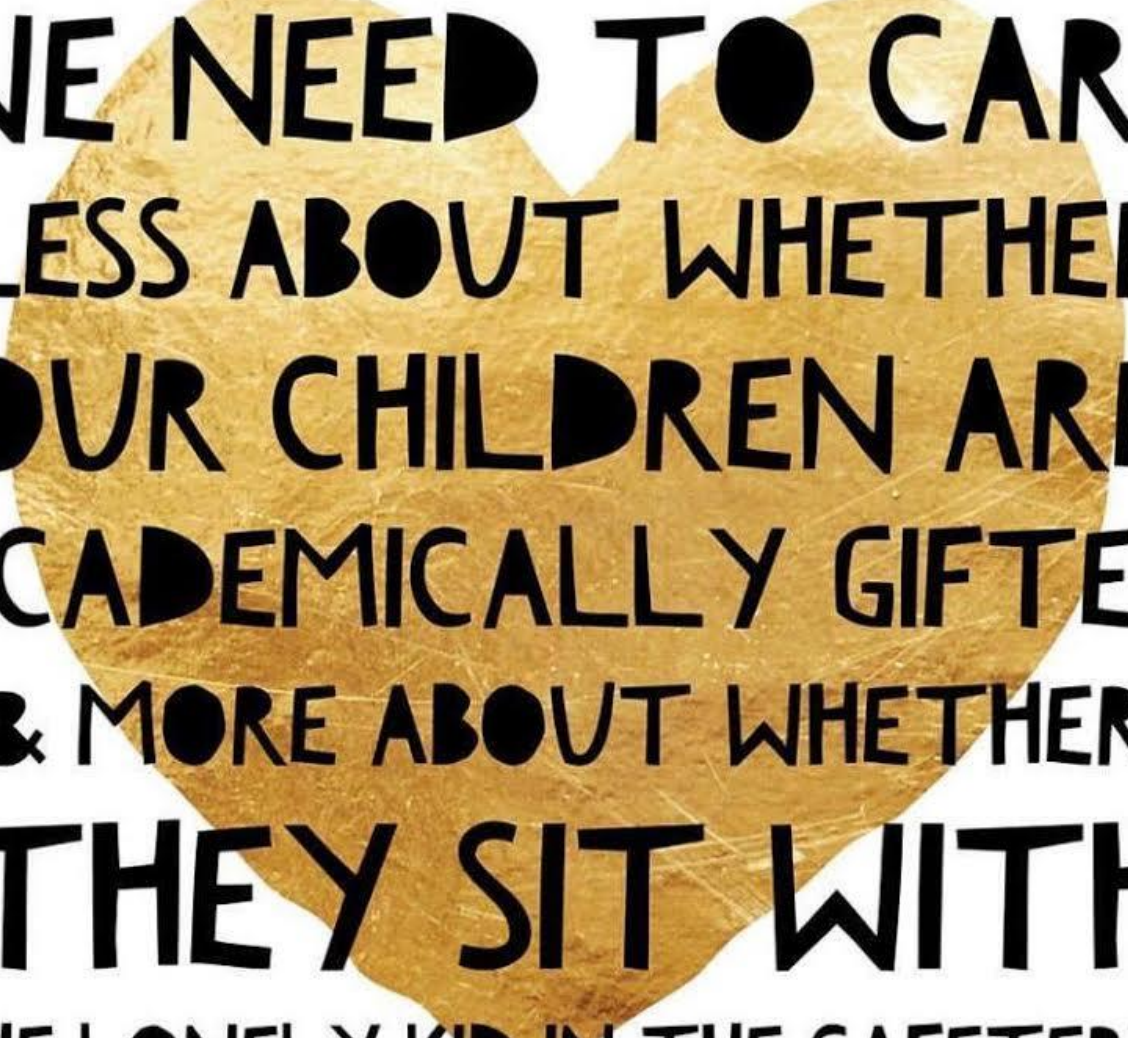
Saturday

September

				1	2	3
				Store: Jay Jay + Emily	Store: Connor + Isabelle	
4	5	6	7 Royalty voting	8 LUIS'S b-day PP Practice: 5-7	9	10
		Store: Charia + Elena	Store: Nirvech + Krishna	Store: Hannah + Emily	Store: Josh + Eileen	
11	12 Senior class meeting PP Practice: 5-7 Soph. class mtg.	13 Candidate Meeting!	14 WMO Meeting	15 PP Practice: 5-7	16	17 Float: 8-12
	Store: Esme + Claudia	Store: Alexandra + Corie	Store: Aiden + Alvin	Store: Celeste + ...	Store: Hazel + Director	
18	19 Main St. USA Float: 4:30-7:30 PP Practice: 5-7	20 Powder Puff game Woodward Blvd.	21 Lombard St. Float: 3-7	22 Route 66 Float: 4-9	23 Homecoming day!	24
	Store:		Store: Connor			
25	26	27	28	29	30 Jashrunk B-day	



'Share' if you think this is a great idea!



**WE NEED TO CARE
LESS ABOUT WHETHER
OUR CHILDREN ARE
ACADEMICALLY GIFTED
& MORE ABOUT WHETHER
THEY SIT WITH
THE LONELY KID IN THE CAFETERIA.**

Leadership and Student Activity Standards

Communication

Personal and Social Responsibilities

Government

Service Learning

Business

If your program includes the 4 items listed on the plan, you are meeting the 5 standards. You are training students in new skills – organization, how to work with others, communication, kindness, customer service, how to be a great leader, meetings, giving back to their community, running a store – an endless list.

Writing across the curriculum – Leadership scrapbook – includes goals, pictures, thoughts, dreams, participation in school and community – gives them a book at the end of the year of their accomplishments.

Don't forget celebrations – pizza parties, retreats, leadership banquet for students and parents, etc.

TYPICAL DAY – Working on an Event

Before class starts: Information written on board “To do list for the day”

1st 5 minutes – Go over the “to do list” and have chairpersons or Jobs add to if needed.

40-45 minutes of work while you make contact with every committee or person in the classroom.

5-7 minutes – clean up, report out on each job or committee.

(take notes – this becomes the “to do list” for tomorrow

Free Day – meaning, no event or not activity – catch up or introduce a leadership lesson to bring the class back together.



5 Things to remind yourself daily.

1. I am amazing.

2. I can do anything.

3. Positivity is a choice.

4. I celebrate my individuality.

5. I am prepared to succeed.

by build your confidence.