

LIFE HACKS FOR THE ACTIVITY DIRECTOR!

Make your life more sane!

<http://bit.ly/2cgF9HN>

WHY, HELLO THERE!

- Lindsey Charron
- Middle School Activity
Director at Ensign
Intermediate School
- Master's in Educational
Technology
- Area F Council member
and Public Information
Coordinator



ASB CAN FEEL LIKE THIS...





DO WHAT WORKS FOR
YOU!

EXPERMIMENT!

BEG, BORROW, STEAL!



REMIND

- A free, safe way to text message students and parents
- Teachers never see students' phone numbers, and students never see the teacher's
- It allows you to make multiple classes that you can text
- It also allows you to schedule messages in advance
- It's the easiest way to stay connected to your ASB class

Classes



CLASSES I OWN



ASB Class 2013-14
@asbcl



ASB2012
@asb2013



ASB2014-15
@ensignasb



Asb2015
@ebb6c



CASL2013
@casl2



CASL2015
@casl20



DCTrip2013
@washdctrip



EnsignSchool



Classes



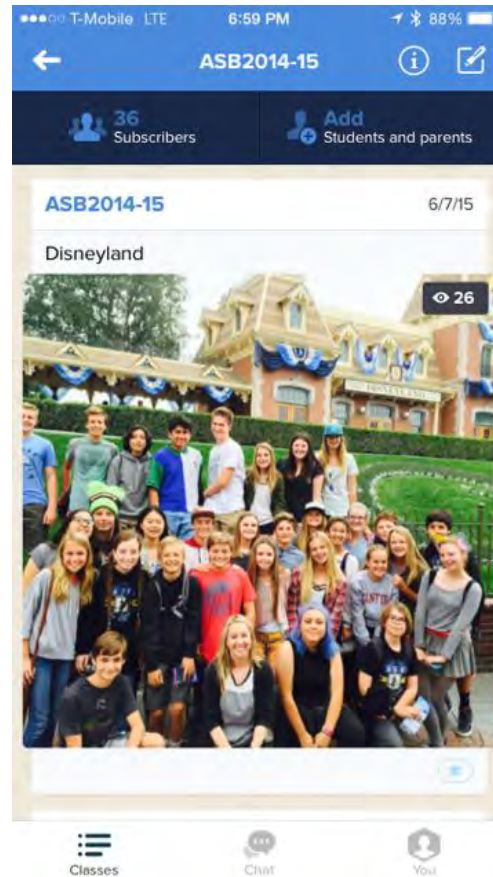
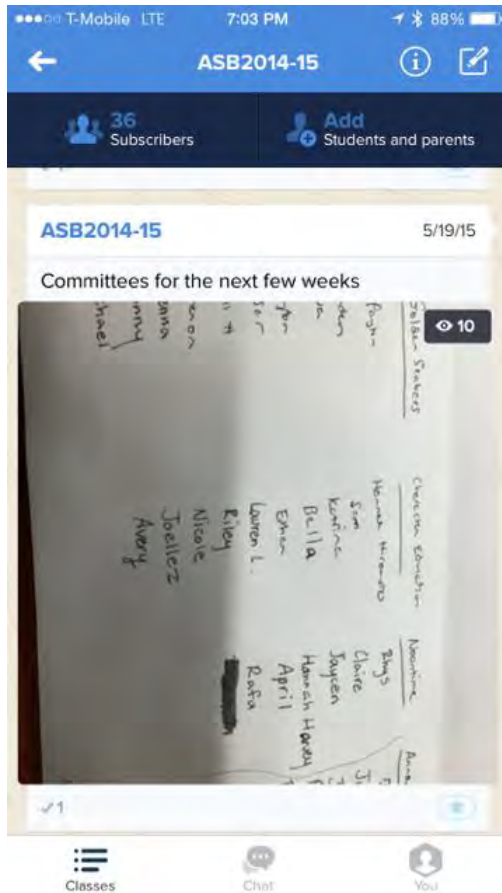
Chat



You

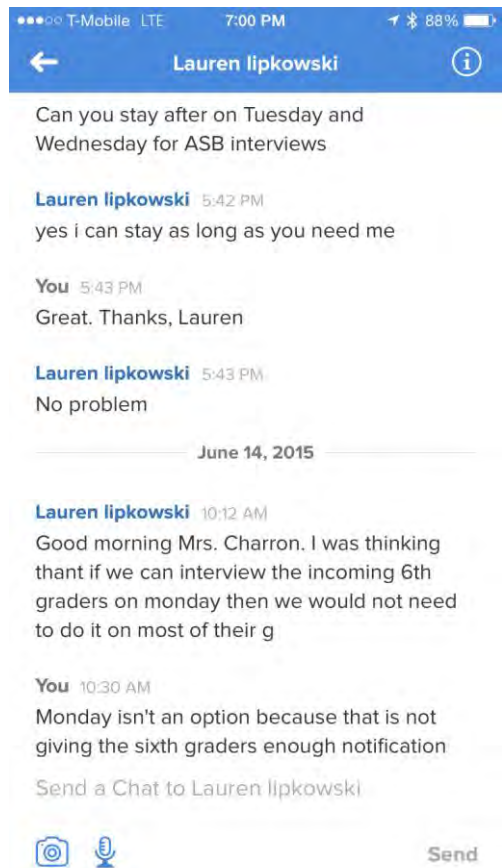
KEY FEATURES

- It's free!
- Students and parents can join by text, email, or the app
- You can download or email your message history
- Messages can be flagged or reported
- You can attach documents, photos, or video clips



CHAT

- You can reach out to subscribers one to one
- You can let subscribers initiate chat or leave outreach in your control
- You can set office hours
- Chat is opt-in, so you can still only send one way announcements



ALTERNATIVES TO REMIND

-
- Twitter Fast Follow



- Celly



TIP:

ADD YOUR ASB PRESIDENT AS A
TEACHER TO ALLOW THEM TO SEND
OUT MESSAGES TO THE STUDENTS IN
THE CLASS

Google Voice



GOOGLE VOICE



- Google Voice provides you with an alternate phone number from which you can call students
- You can also send text messages from this alternate phone number
- It keeps a log of all of the messages you send and receive
- This is great to use on field trips

TIP 2: CREATE A PLACE
IN THE CLASS WHERE
ALL COMMITTEES CAN
ORGANIZE THEIR WORK



GOOGLE DRIVE



Google Drive

GOOGLE DRIVE

- It allows students to share and edit documents
- Multiple students can collaborate on and edit documents at the same time
- Saves the documents in a “cloud” so they can be accessed anywhere
- You can download the app, or you can login on a website

ABILITY TO SHARE

- Google docs can be shared with anyone
- You can limit access to the documents- people can either view or edit them
- You can also upload, share, and download documents

OTHER KEY FEATURES

- You can make comments to let students know about their progress on a document
- You can track changes
- You have access to a document's history

Agenda 1/14

File Edit View Insert Format Tools Table Help Last edit was made on January 13 by Bobby McCracken

Normal text Arial 11 B I U A

AGENDA

NOONTIME

ASSEMBLY

CHOOSE CHARCTERS FOR ASSEMBLY

GROUPS

Announcements

Kendall

Natalie

Caitlin

Holly

Laura

Noontime (ping pong, air hockey)

Jackie

Kristina

Ryan

Claire J

AJ

Cade

Assembly for Misty May (fush.)

Bobby

Claire C

Reyna

Gio



Search Drive



Lindsey



My Drive > ASB Notes 2015-16



NEW

My Drive

Shared with me

Google Photos

Recent

Starred

Trash





Search Drive



Lindsey



My Drive > ASB Class 2014-15



NEW

- My Drive
- Shared with me
- Google Photos
- Recent
- Starred
- Trash

CLARK< CHARRO...	asb calender mor...	LAZ CHARRON	Harvey- Charron	Lipkowski ASB	Dias Charron	Allen- Charron AS...
Quattrociochi-C...	Alcala-Charron A...	Asb Ortiz	Bryant ASB 2014/...	Allemann-Asb	Glassen - ASB	decincescharron
Kraus- Charron A...	Fletcher Charron	Rimlinger- Charro...	ASB Folder 2014-...	ASB Renaissance...	Cash Charron	Walburger, Mrs. C...
Sullivan-Weekly C...	Kermode, ASB	Hiramoto Charro...	CASL Application ...	Kay- ASB Charron	BOALS ASB	McHenry - ASB C...

WAYS TO UTILIZE GOOGLE DRIVE

- Make sure you take the time to organize things correctly- create folders
- Always double-check to make sure you have only given students viewing rights if it is a document you do not want changed

TIPS FOR STARTING OFF



- Have students share a weekly calendar with you- it will help hold them accountable
- Have students complete planning, scripts, etc on Google Docs- it can then be shared with multiple people

TIP 3: HAVE STUDENTS
CREATE ALL
DOCUMENTS IN
GOOGLE DRIVE- EVEN
LISTS OF SUPPLIES
NEEDED



WAYS TO USE GOOGLE FORMS



- Staff Survey
- Awards survey
- School wide survey at the end of the year of events ASB puts on
- Survey for dances, assemblies, themes for the year
- ASB application
- Clubs on campus
- ETC!!!

Ensign School Shirt for 2015-16

Ensign ASB would appreciate the help of students, staff, and parents in selecting the school shirt we will offer next year. Please select one option from the choices below.

*** Required**

Please select one of the following options below: *

- ☐ Option 1
- ☐ Option 2
- ☐ Option 3
- ☐ Option 4
- ☐ Option 5

Option 1



Option 2



Option 3- text would be changed to "Home of the Seabees/ Ensign Middle School"

ASB Class Theme/Motto for 2015-16

We are going to use approval voting to select an ASB class theme/motto for the year. From the list below, you are going to vote for the themes and mottos you approve of. With approval voting, you can vote for up to one less than the total amount.

What would you like our motto/theme for the year to be?

- ☐ "Bee" your best.
- ☐ "Bee" the best that you can be.
- ☐ "As you grow older, you will discover that you have two hands, one for helping yourself, the other for helping others."- Audrey Hepburn
- ☐ "Bee" the change.
- ☐ "Bee" the good.
- ☐ Redefine normal.
- ☐ "It is our choices that show us what we truly are far more than our abilities."- Albus Dumbledore
- ☐ "A leader is someone who demonstrates what's possible."-Mark Yarnell
- ☐ "Alone we can do so little, together we can do so much better."-Helen Keller
- ☐ Be somebody who makes everybody feel like a somebody.
- ☐ Everyday is a second chance.
- ☐ "Nothing is impossible. The word itself says, 'I'm possible.'" -Audrey Hepburn
- ☐ Don't be afraid to fail...be afraid not to try.
- ☐ Work for a cause, not for applause.
- ☐ Be yourself because everyone else is already taken.
- ☐ Remember the difference between a boss and a leader. A boss says, "Go!" A leader says, "Let's go!"
- ☐ Leadership is intelligence, honesty, and doing the right thing.
- ☐ A leader is someone who knows the way, goes the way, and shows the way.
- ☐ No man will make a great leader who wants to do it all himself or get all the credit for doing it.
- ☐ Leadership is action, not position.
- ☐ Don't let our challenges challenge your limits.
- ☐ "Be the change you want to see in the world."-Ghandi
- ☐ Great leaders don't tell you what to do...they show you how it's done.
- ☐ A bad attitude is like a flat tire. You can't go anywhere until you change it.
- ☐ It's OK to not know how, but it's not OK to not try.
- ☐ Believe. Achieve. Repeat.
- ☐ Doing it right gets you close. Doing it wrong many times and finally learning how to get it the best way gets you right where you want to be.
- ☐ If you walk a path alone you will go nowhere. If you walk a path together you will go forward.
- ☐ One thought will get you far, but two thoughts will get you farther.
- ☐ If you are satisfied with what you have done in your life, that means you haven't done enough. No matter what, you have to keep on going."
- ☐ You may not think it does, but your idea matters.
- ☐



Ensign Staff Survey 2015-16

Hi everyone! This is a staff interest survey that ASB will be using throughout the year to bring you treats and goodies. Please note that only the choices listed below are options, so please select one. Thanks!

*** Required**

Name:

Which beverage would you like to receive from the list below? *

- ☐ water
- ☐ iced tea
- ☐ coke
- ☐ diet coke
- ☐ sprite or 7-Up

What is your favorite candy? *

- ☐ M & M's
- ☐ starburst
- ☐ snickers
- ☐ skittles

Would you rather receive chips or cookies? *

- ☐ chips
- ☐ cookies

What is your T-shirt size? *

- ☐ small
- ☐ medium
- ☐ large
- ☐ x-large
- ☐ xxl



Inspirational Student of the Month for April 2015- Creativity

Please select a student you would like to honor for the character trait of creativity.

* Required


Teacher Name: *

Subject: *

Award Recipient's Name: *

Submit

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Renaissance Theme for 2014-15

ASB wants your help in determining what next year's Renaissance theme will be. We will be picking a theme from the top two choices that receive the most votes.

*** Required**

Which of the themes listed below would you like to see as the theme for Renaissance next year? *

Remember, the theme will be on the 2014-15 Renaissance t-shirt and card, and it will also be the theme for the first assembly. (Please note: we did have Marvel comics as an option up here. However, since we have had superheroes as a theme before, it has been taken off of the list.)


- ☐ Teenage Mutant Ninja Turtles
- ☐ Universal (character from any book, TV show or movie)
- ☐ Frozen

What is your shirt size? *

Renaissance shirts are adult shirt sizes, so please use your PE uniform as a guide.

- ☐ XS
- ☐ S
- ☐ M
- ☐ L
- ☐ XL
- ☐ XXL

Submit

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ASB Survey for the 2015-16 School Year

ASB is interested in your thoughts. Please help us reflect on the past school year and shape next year. Your response is greatly appreciated!!

What was your favorite event that ASB put on?

What do you think was the most memorable event that ASB did?

Which event do you think needs work?

Was there an event that ASB put on that you think needed no work at all?

Which Renaissance assembly was your favorite?

Did you like that there were three dances this year?

- ☐ Yes
☐ No

What was your favorite dance and why?

Do you think there should be games at the dances?

If you did not attend a dance, why didn't you go to one?

Were there enough games at the assemblies? What would you like to see more of?

TIP 4: USE GOOGLE
FORMS TO SURVEY THE
STUDENT BODY BEFORE
BIG EVENTS- DANCES,
HOMECOMING,
ASSEMBLIES



Classroom

by Google

REFLECTION TIME

Use Google Classroom as a place to organize reflections, or have students write up what they did for the week there

Allow students to post to the stream

Have students download the app; they will receive notifications when new content is posted to the stream



**GOOGLE
DRAWINGS**

USES FOR GOOGLE DRAWINGS

Have kids brainstorm a layout for dances, assemblies, etc.

Have students create flyers on this

Come to the and only Ensign Carnival!



Time: 6:30-8:30

When: Friday, October 20th

How much: \$15 per person





PINTEREST

PINTEREST



- It's a tool for organizing and collecting things you love
- It allows you to pin certain images, and then links them back to the webpage from which they were found
- It's a great resource if you are stumped for ideas
- Keywords to search on Pinterest: leadership, teacher gifts, dances, team-building games, etc



ASB
Lindsey



(chocolate) + Antibacterial
Hand Gel | {Five Heart
Home}

fivehearthome.com



First Week of School
Teacher Survival Kit Gift
FREE PRINTABLE ~
Energy (caffeine) + Sanity
(chocolate) + Antibacterial
Hand Gel | {Five Heart
Home}

fivehearthome.com



15 Back to School
Teacher Gifts

liluna.com



20 Back to School





Pinterest



ASB

Lindsey



Great and cheap gifts for school principals and office staff from the kids at the end of the year. Cost just over \$3.00 each!!

Uploaded by pinner

Christmas Antibacterial Soaps for FUN little gifts! (Scarlett gave to her school office staff). Individually wrapped antibacterial soaps are in a basket with attached label that reads: 'Tis The Season for Giving and Here are the Terms: Sha...

Uploaded by pinner





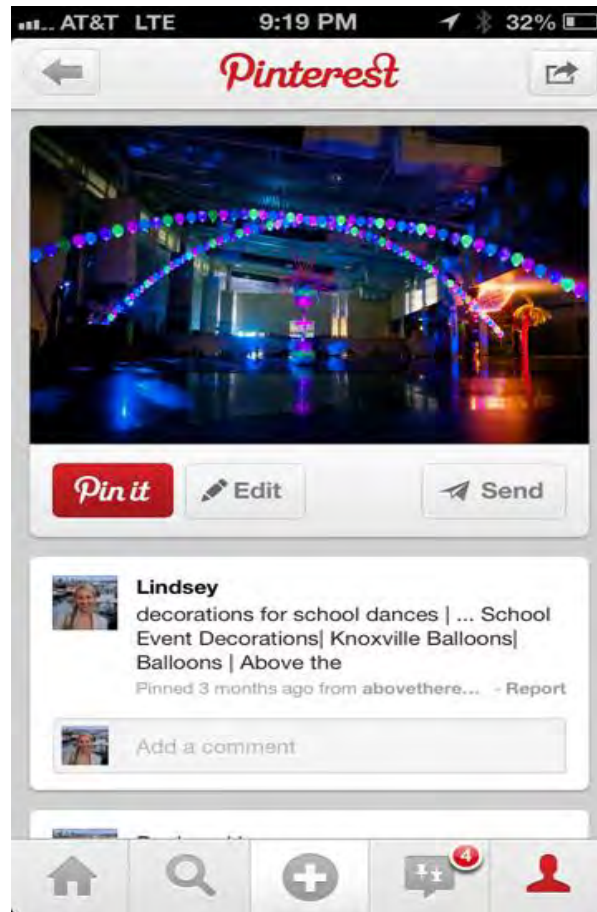
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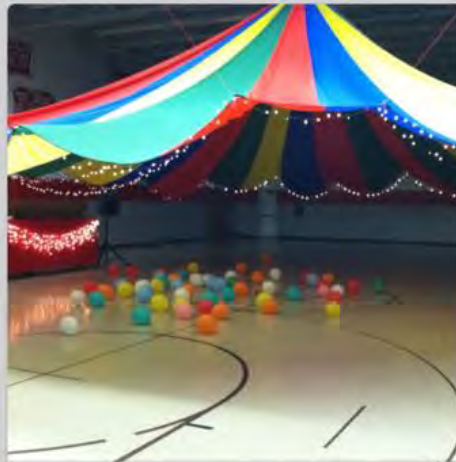
Send



Lindsey

Balloon banner tutorial.





[Pin it](#)

[Edit](#)

[Send](#)



Lindsey

Middle school dance decorating idea....
Parachute hung from ceiling & trimmed
with Christmas lights!

Uploaded 3 months ago by Shannon St... · [Report](#)



[Add a comment](#)

LEADER
knowledgable *cares*
gives credit HUMBLE
STRATEGIST *Innovator* Role Model
mutual respect makes tough decisions *Inspires*
UNLEASHES POTENTIAL
Collaborates COACH *WE not ME*
determination Visionary
develops others



Pin it

Edit

Send



Lindsey

Inspirational Leadership idea. Stick this in your office. Definately a good benchmark



[Pin it](#) [Edit](#) [Send](#)



Lindsey
Student Council-Have one person sit in front of a white board while the others write a positive phrase about them. Take a picture to give to the student. //
Pinned 4 months ago from [thetomfarns...](#) · [Report](#)



Add a comment

TIP 5: HAVE YOUR
STUDENTS CREATE A
PINTEREST BOARD TO
SHARE THEIR VISION
FOR AN EVENT



INSTAGRAM

INSTAGRAM

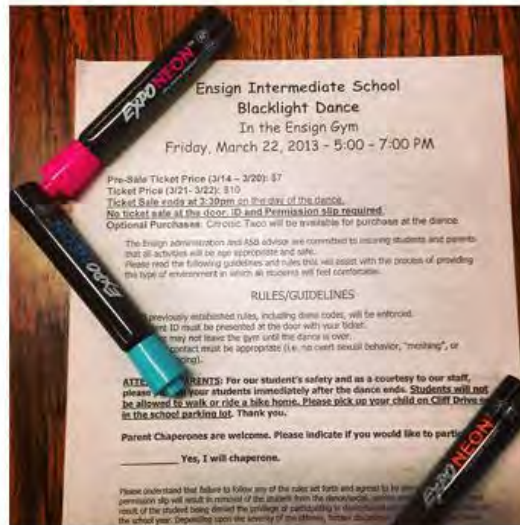


- It's an online social media picture sharing site
- All of your students are on it
- It's a great resource to utilize to advertise your events



ensignschool

24w



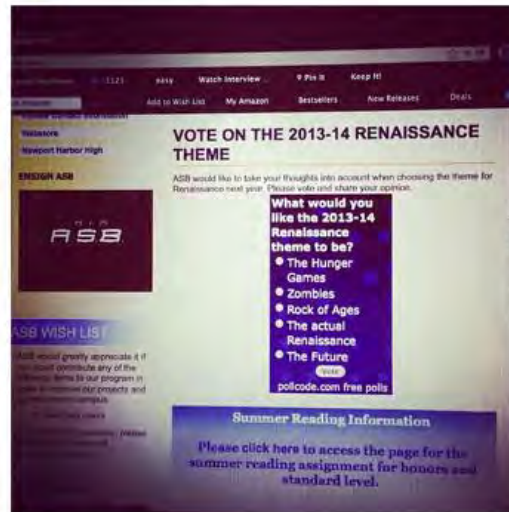
20 likes

ensignschool Tickets for the Blacklight Dance go up in price on Thursday. Have you bought your ticket yet?



ensignschool

1w



- [riley_gore](#), [maaaaarley_](#), [brownie_the_beast](#), [levischonesbmx15](#), [hollyynance](#)
- [ensignschool](#) Go to the Ensign School Loop page to vote for the 2013-14 Renaissance theme.

ensignschool

PHOTO



ensignschool

1w



● [riley_gore](#), [duhitsrafa](#), [hollyynance](#),
[levischonesbmx15](#), [bsiegs21](#)

● [ensignschool](#) Ensign ASB is ready for the
first day of school, are you? We look forward
to seeing you next Tuesday, Seabees!

[icanhelpdeletenegativity](#) Awesome



WAYS TO UTILIZE INSTAGRAM



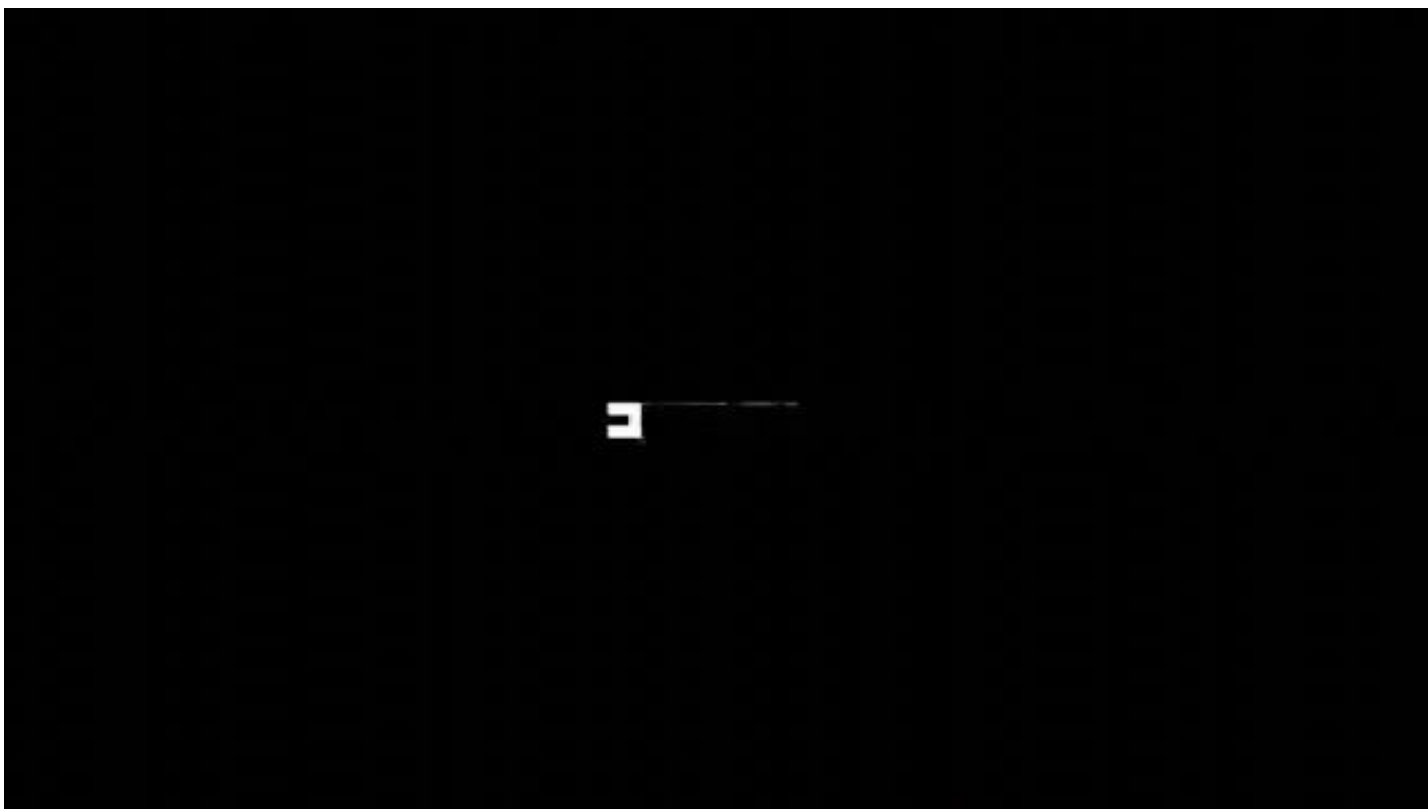
- Use it to advertise events
- Use it to thank those that came to events
- Use it to promote kindness on campus
- Use it for competitions between clubs- have a like-off
- Utilize others apps like Nutshell, Diptic, Clipstitch, and Chatterpix to enhance posts

SCHOOLTUBE

SCHOOLTUBE



- It's the best source for videos from students and teachers
- All videos uploaded to schooltube are subject to approval
- Create an embeddable code that you can post on your school's website or facebook page
- Great resource to use for advertising events



OTHER FUN TOOLS



- Padlet

- Great for brainstorming
- Share out the link, students can create comments, post pictures or videos, etc

- Kahoot

- You can use this to play games
- Great for assemblies or large groups

OTHER IDEAS TO HELP ORGANIZE YOUR CLASS

Have students create owners' manuals for their jobs. These can then be shared with new students at a luncheon.

You can also have students create history files of events. Create a binder for each activity you do, and add to it every year.

Create a checklist for each event. That checklist can then become a to-do list/ timeline in Google Docs and each person in the committee can note exactly what they are doing.

Make sure your constitution is digitized. Any time you group students together in committees, make sure this is digitized and readily available as well.

Make sure you handout a calendar to staff at the beginning of the year with all of your event dates.

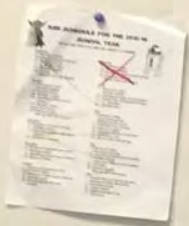
MORE IDEAS

Have a “Nothing To Do Board” up in your classroom and list all of the random items that need to get done

Give each ASB student a fannypack for set-up that contains scissors, tape, and a sharpie

Make sure each student has a lanyard pass. Any time a student leaves, they can write their name down on a small whiteboard you can put on your door.

Organize and label tubs by events. You could also tape a sheet protector to the outside of the tub, and list all of the items in it.



chips
Seaton
birthday
13

Monday	Tuesday	Wednesday	Thursday	Friday
21 - Happy Leap-Year Day! - Practice assembly 5-5pm	1 Renaissance Assembly!!!! <i>Justin Seaton Birthday</i>	2	3	4 creoddy
7	8 - NJHS Field Trip	9	10	11 Renaissance Friday Noontime activity
14 SPIRIT	15 Inspirational Student dinner lunch Week	16 - Sciaccia Birthday: Cookies	17 - Saint Patrick's Day! →	18 Taborada birthday Blacklight Chips Dance
21 Seventh Grade ASB applications begin	22	23	24	25
28 - McCarthy Birthday: chips	29	30		

MUTE





Google chrome extensions

TIP 6 - EXTENSIONS
ON GOOGLE ARE YOUR
FRIEND

THREE EXTENSIONS TO ADD NOW

Go to the Google Webstore and add these three extensions to your browser immediately!!

Grammarly

Tab Scissors

Tab Glue

Lindsey Charron



LINCHARRON@GMAIL.COM

ANTHONY ROGERS



- Activities Director and Yearbook Advisor at Palm Middle School for 10 years
- Master's in Educational Administration
- CADA Area F Assistant Coordinator

SETTING YOUR FOUNDATION

ORGANIZATION OF THE CLASS

Randomly have students placed into crews by using cards, pipe cleaners, etc..

This is a great way to build connections amongst your newbies and returners in your program.

Have them create crew name based on similar interests and create a crew banner.

Crews are randomly assigned a week to work concessions through a six week rotation.

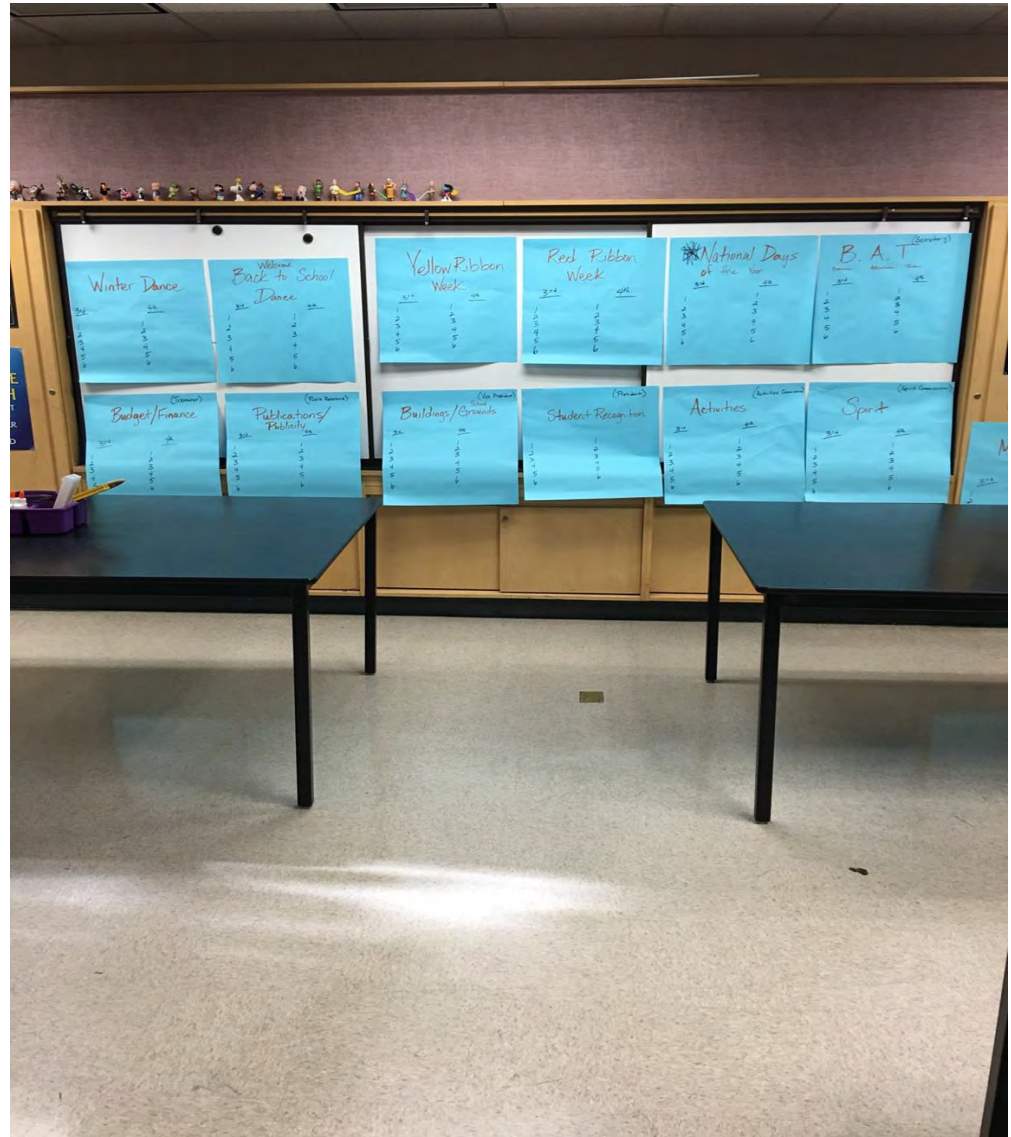
COMMITTEES

Create your calendar of events with your students.

Place all of your major events on large post-it notes and place around the room.

Randomly have students choose two committees.

[Link to Committee Forms](#)



LEADERSHIP LESSONS

Choose a specific day each week to teach leadership lessons. Even if you skip a week now and then, your students will have a routine and expect them on a regular basis.



DAILY ROUTINES

Start off each day with a quote or message and have students reflect before moving on to tasks for the day.

This has been my favorite tool to use over the past four years!

2



**150 Daily Leadership Tips
To Guide You Through
The Six Seasons Of
Your Student Leader Year**

Kenton Lee & Tim Milburn

TIP 7- THE CADA
RESOURCE LIBRARY IS A
GREAT PLACE TO GO FOR
QUOTES