

How to organize your ASB/Leadership Class

Kristin Lilly-Porter

Central Valley High School

klilly-porter@ceres.k12.ca.us

Leadership Summer Retreat

2 Days: With Food

1st Day: Team Bonding and Get to know you
Activity

2nd Day: Work Day... Committee Work,
Prepare for First Major Event, Have first official
class meeting with Meeting Minutes

Create Class Goals at the Retreat

Central Valley High School Leadership Goals for the 2016 School Year

1. Become closer with one another in the class.
2. Remain open to new ideas that are given.
3. Always be productive during class, so we do not fall behind in planning.
4. Get more students involved in various workshops and activities.
5. Meet five new people a month.
6. Find fundraising and charity opportunities that the class could participate in.
7. Go out and feed the less fortunate as a class.
8. Find new and interesting ways to advertise on social media.
9. Find new and interesting ways to advertise and boost spirit around campus.
10. Bring five new people to each event, or get five new people to dress up for dress-up/spirit days.
11. Make sure that everyone's ideas are considered and not immediately turned down.
12. Respect one another in class and around campus.
13. Keep our campus clean and picked up all year long.
14. Include Random Acts of Kindness throughout the school year.
15. Dressed spirited every Friday all year!
16. Make sure to advertise events on social media.
17. Involve the Ambassador class in all events and planning.
18. Help new teachers on campus get involved with all activities and traditions.
19. Have upperclassmen, seniors and juniors, mentor the underclassmen, sophomores and freshmen in the leadership class.
20. Help out others when they need it, in leadership and around campus.
21. NEVER GIVE UP.
22. Love one another and never disrespect.

Constitution for ASB.. and Class

https://docs.google.com/a/ceresusd.net/document/d/1VKpXg0P6Uz01ELpkWKEgmszDInzq0T066BfISN_-uCU/edit?usp=sharing

Use these Job Descriptions to give each individual student a goal to work toward for Quarter, Semester, End of Year Reflections

Bi Weekly Report

https://docs.google.com/a/ceresusd.net/document/d/1Wj9TEP9XzRdHWdpCg-pZtX_S2gfMwEtuSPucli55kq4/edit?usp=sharing

Have students constantly work on goals toward their job description and events coming up.

Calendar of Activities

<https://drive.google.com/a/ceresusd.net/file/d/0B3ykMskMUqD4YjJveVdrdFgwaUE/view?usp=sharing>

Every Monday, have students look at the two weeks ahead and what they need to be working on for the two week window.

Committees- Once a Week

Have committees get together for events and dedicate a class period for students to get work done for their committee.

It's easy to give a grade for a project if there is a specific plan in place that students must follow through with:

Music Committee List:

https://docs.google.com/a/ceresusd.net/document/d/1_Z6ei0fksOPXIpRE4nU418G1hcJnDhq4UF2NwfFUhSY/edit?usp=sharing

Event Debriefs and Summaries

Always allow for students to reflect and refine their different activities/events they are working on.

We have google classroom, so it is very easy to upload templates, etc for students to fill in and submit individually.

Days of the Week

If there are days of the week that may seem like they are less busy than others, establish a routine that works for your own group:

For Example:

Monday: Revisit/Set Goals on BiWeekly and Approve Purchases for the Week (With Meeting Minutes)

Work in Committees on weekly event

Tuesday: Posters/Posters/Posters

Advertise for the Week, everyone in the class will have something they need to publicise events.

Wednesday: Committee Work- Big Picture Events

Thursday: In class assignment/ reflection/ Community Service Projects

Get paperwork ready for Monday's approval meeting if needed by Class Treasurers

Friday: Usually a Lunch Time Activity/Event in the evening- Prepare for the event

Complete reflection for Bi-Weekly/Goals report

Example of “Big Picture Events”

- **Important Fall Semester Dates:**
- Club Rush- Aug 25th and 26th (Thurs and Fri)
- Food Court #1 – Sept 16th
- Fall Homecoming:
 - Float Building: October 1st
 - Homecoming Week: Oct. 3rd- Oct. 7th
- Food Court #2- Oct 21st
- Red Ribbon Week Oct 24th -28th

Monday Meeting Minutes

- Because there is a formal process of student governance for organized student groups, the student council and each club must prepare and maintain a record of each meeting.
- This meeting is called minutes.
- Sample forms under meeting minutes.
- Anytime you are wanting to spend club money, there must be meeting minutes that take place to verify that your club approved that expenditure.

https://docs.google.com/a/ceresud.net/document/d/1i35n9tcMPsTiYkxD8iA2UGw96AYp0z9wld_968AnDsU/edit?usp=sharing

Class Accounts/Meetings- During Lunch or After School

ADDITIONAL CLASS ADVISER RESPONSIBILITIES

1. Fall, Winter and Spring Homecomings - rallies, dances, projects
2. Support school wide activities
3. Conduct fundraisers to support class activities and oversee all monies
4. Facilitate class meetings at least two times a month
5. Attend class functions, events, activities, and fundraisers
6. Make sure all ASB Paperwork is complete
7. Freshmen/Sophomores - Hold at least 3 fundraisers for the classes to prepare for the junior/senior prom
8. Juniors - Hold at least 3 fundraisers for students to raise money for prom and for their own prom tickets, attend prom
9. Seniors - Hold at least 3 fundraisers for seniors to raise money for their own prom, seniors trip, and attend senior trip.

Weekly Meetings with ASB Board

The ASB Board can help maneuver many different responsibilities in the class.

Having these responsibilities in the Constitution will give you something to work toward and goals they can set for themselves.

Set up a separate meeting with them a few times a month to help with the planning and organizing of the class.

Application Process

Every February for the next school year

Student apply for the one title they want based on the constitution summaries listed

Turn in Application: Class Officers get voted in, commissioners are interviewed in

Questions???

