

: ***What I Learned from "Meet the Pros: Make Committees Work For You!"***  
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After many years of trying to make effective committees in my daily ASB Leadership Class, I finally struck "Committee Gold!" and a way to keep your student leaders engaged all year long (even after Homecoming) and encourage true teamwork among your students.

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**Classical Academy High School**  
**ASB Leadership Team Committee Guidelines**  
**2018-2019**

Before the Assignments:

- Each quarter, new assignments are listed on the Committee Assignment Handout. They are divided into 3 categories based on how much time is involved for the event to be completed.
- Categories are 25, 50, and 100 points
- Each category has an equal number of choices so no group has more than another.
- Before the Assignments are chosen, each group is given a copy of the activity choices so they can preview and begin to decide what they would like to do for the semester.
- Assignment Day: the leaders of each group draw numbers to see who goes first.
- Start with 25 points and work the way up to 100 points.

Assignment Training:

- Each group will receive a packet listing the steps to successfully completing each activity.
- The people in charge of the different 25 point activities will meet with an experienced ASB member who will review the planning steps with them and answer any questions.
- The people in charge of the different 50 point activities will meet with an experienced ASB member who will review the planning steps with them and answer any questions.
- The people in charge of the different 100 point activities will meet with Mrs. Z.

Rules for the Assignments:

- Only leaders may call out choice of the group.
- Each group must have a back up choice in case their first choice is taken.
- If a leader takes too long to answer, Mrs. Z will make the choice for them.
  - \* Why? Leaders need to be able to decide under pressure
- Start with number 1, go to the end and they each get one choice. Then work the way back up to # 1, who then gets one choice.

After the Assignments:

- Each group decides who will be the lead person for each activity /event.
- That person's name is put next to the activity and turned in so a Master Copy can be made for the entire class.
- The person in charge does not do the activity alone. They are the one Mrs. Z will go to when she has a question or needs to give the group a reminder to do their job 😊

*How will the Directors fit into this procedure?*

- Directors will work in a group, but will also be responsible for their positions.
- Executive Officers will meet weekly with Mrs. Z and class officers will meet when necessary

Grading:

- The whole committee will get the same grade for the event or activity.
- Grading will be based on completed paper work, deadlines, and completion of all tasks. The success of the event will not be part of the grade, unless tasks that are not completed are the reason for the lack of success of the event: i.e. failure to secure needed materials for a lunch game, etc.
- The whole committee will complete an evaluation sheet which will serve as part of the committee's grade.

\* In addition to these standing committees, everyone will serve on an Ad Hoc Homecoming Committee during Quarter One.

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**Executive Officers**

**Will be in charge of keeping their table/ basket neat and clean each day. Notebooks put on shelves, journals in basket, pens, etc. put away, trash picked up and thrown away.**

**All Members**

**Will be expected to take their turn serving hot lunch on their assigned day. This includes, setting up, serving, removing empty boxes to trash bins, removing trash cans to the outside of hot lunch room, cleaning up and wiping down the counter each day.**

**Members will also be expected to pitch in and fill in for others who have a legitimate reason they cannot work that day, whenever they can.**

**Class Presidents and Class Representatives:**

- Work with Class Officers to organize class t shirt orders from Gear Up Day
- Make lists for each class of names and sizes from Gear Up Day
- Put names on shirts when they come in and deliver to students

## **Examples of 25 Point Events – (Choose two)**

1. Clean the ASB Room
  - Make sure all supplies are put away at the end of class (markers, scissors, tape, etc.)
  - Make sure desks are cleared of handouts and binders are put on shelves
  - Once a week, sweep the floor and wipe off desks
  
2. ASB Birthdays
  - Secure a list of all ASB member's birthdays
  - Make a Birthday card and make sure everyone signs it
  - Present the card and sing "Happy Birthday" in class
  
3. Faculty/Staff Birthdays
  - Secure a birthday list of all faculty/staff members and their birthdays
  - Send individual cards for faculty/staff members
  - Post a list of birthdays in the glass case in the Front Office
  - Put a "Happy Birthday" sign on classroom doors
  
4. Themed Dress Up Football/Basketball Games
  - Choose a home football/basketball game to highlight
  - Make posters and advertise
  - Plan a halftime contest (football throw, free throw, etc.)
  - Secure a prize for contest winner(s) – school t shirt, etc.
  
5. Spirit Dress Up Days
  - Choose simple, low-risk dress up day to highlight
  - Advertise with posters and flyers in classrooms
  - Surprise students with candy for those who dress up (periodically, not for every dress up day)
  - Plan lunchtime "Runway Contest" for students who are dressed up
  
6. Monthly Class Celebration
  - Plan a snack this quarter
  - Keep all receipts and turn in to Mrs. Z
  - Lead "Put Ups" to celebrate successes this year
  - Plan a team-building activity
  - Clean up at the end of class
  
7. Christmas Decorating the Front Office / Main Entrance
  - Put up the Christmas tree in the Front Office
  - Decorate the area with garland, etc.
  - Give each advisory/homeroom a plastic ornament to decorate for a contest
  - Hang the ornaments on the tree and announce the winner
  
8. Appreciation Avalanche
  - On small pieces of paper, write "You are appreciated because . . ." and include blank spaces
  - Make a "Wall" for the notes in the main hallway
  - Encourage students to write notes of appreciation to each other.
  - Screen for appropriate messages - Leave up for one-two weeks

## 9. Cookie Parking Lot Give Away

- Get cookies to hand out to kids who are leaving on an assembly day (not coming to assembly)
- Make notes to put with cookies, "Hope you can join us for our next assembly. Have a great day!"
- Be at the crosswalk to hand out at the end of the period before the assembly – hand out with a smile☺

## 10. Christmas Ugly Sweater Day

- Advertise event in a new, creative way
- Get prizes for the best sweaters – make categories
- Get teacher judges
- Work with Director of Sound for Christmas music
- Make "Runway" and have kids walk the runway
- Choose winners – Make a small "Ugly Sweater Trophy" and put winner's names on it each year. Include the teachers

## 11. Lunch Games

- Choose a lunch time for the game
- Advertise – class officers get participants
- Secure prizes for winners
- Play music

## 12. Halloween Costume Day/ Lunch Contest

- Advertise
- Make "Runway" and have kids walk it at lunch
- Get teacher's judges and make categories
- Work with Technology Director for Halloween music
- See if dance team can choreography "Thiller", etc. for flash mob

## 13. Class Slogans

- Prepare a handout explaining the process of class slogans and how they should fit with overall school theme
- Collect slogans from each advisory / Class
- Make a large poster with all suggested (appropriate) themes in hallway
- Make ballots for each class to vote on their slogan
- Tabulate results and announce

## 14. ASB Christmas Party

- Find a date that works for everyone and a house for the party
- Organize food and drinks and gift exchange – keep it simple (a "White Elephant" gift or socks and a \$5.00 gift card)
- Plan a game involving everyone – share best moments from semester one

## 15. Christmas Assembly

- Decorate the stage
- Work with Directors of Technology for Christmas video clips
- Work with Choir and Band for Christmas Song Performances
- Work with Drama for a short Christmas skit

## 16. Candy Cane Grams

- Make Candy Cane Grams and run off
- Set prices and buy candy canes
- Preview all messages for appropriate content
- Deliver to homeroom/first period before Christmas vacation

### **Examples of 50 Point Activities – Choose One:**

#### 1. Gifts for Faculty/Staff (Christmas, Teacher Appreciation Week, etc.)

- Come up with an inexpensive, thoughtful gift for faculty/staff
- Be creative
- Find a gift that shows true appreciation, not just candy, etc.

#### 2. Students of the Month Board

- Send forms to teachers each month for them to nominate a student from their class who has excelled in either academics or character
- Teachers should write a small blurb about the student
- Collect forms and check for duplicate nominations
- Take their pictures and post on bulletin board in hallway, along with the teachers blurb about the student

#### 3. Club Rush Day

- Work with Director of Clubs in planning – find a lunchtime date
- Make Tri-fold sign for each club (unless they prefer making their own sign)
- Contact all clubs to make sure they are ready
- Decorate Club Rush area with balloons, signs, etc.
- Work with Director of Sound for music and microphone

#### 4. Teacher Doors

- Poll faculty/staff for their college degrees and colleges attended
- Order plastic holders for each classroom door
- Make a template with college insignias and degrees for each faculty member and post on their doors

#### 5. Holiday/Homecoming Teacher Doors

- Provide costumes, hats, props, etc. for holidays, homecoming themes, etc.
- Take pictures of faculty/staff with these props and place in the plastic holders on their doors

## 6. Hall Branagan

- Choose a well-respected teacher as the theme of hallway marking
- Put photos of the teacher in the hallways
- Establish photo opportunities, selfie stations, and “Guest Appearances” by the teacher during passing periods and lunch

## 7. Exam Coffee Cart

- Either during AP exams or final exams, set up a coffee/juice bar with healthy snacks
- Keep receipts for treasurer
- Set up several Ez Ups and decorate with GOOD LUCK signs
- Chalk on sidewalk, quad – Good Luck notes

## 8. Celebrity Hall

- Choose a famous person who kids like and make copies of different pictures of that person
- Find random quotes and put with the photos
- Use to advertise an upcoming event
- Put in main hallways

## 9. Loose Change Drive

- Contact speaker from charity chosen to speak in assembly
- Get bags and label (period 2 classes) and assign ASB members to each class to collect money
- Collect money each day for 2-3 weeks. Dollars, quarters, dimes, and nickels (and checks) count toward total. Pennies subtract from total – so encourage classes to “penny bomb” other classes to keep them from winning)
- Each ASB member counts the money each day at the beginning of class and records with ASB Treasurer.
- Pizza /Donut Party for winning classes

## 10. Performing Arts Assembly

- Plan agenda
- Contact: Choir, Dance, Band, Musical Theatre, Flag, Speech & Debate, for performances
- Give groups a strict time limit
- Make sure Directors of Sound and Technology have all music, etc. needs
- Need an MCs to introduce groups

## 11. Senior Assembly / Cap and Gown Distribution

- Plan agenda with Mrs. Z
- Plan decorations for the stage
- Have seniors vote on a teacher to speak
- Work with Technology for music
- Show Prom video
- Make Faculty/Staff “Tunnel” for seniors to walk in through (play Pomp & Circumstance”)
- Seniors sit on stage, facing the audience
- Hold auditions for special music by seniors
- Set up tables outside of the assembly with caps and gowns (arrange with Herf Jones)

## 12. Inspirational/Leadership Video – (Everyone does this one)

- Find an inspirational or leadership video to show to Class
- Prepare class for video with a quote (either from the video or one that applies). Write quote on board before video and have students respond in their Quote Journal.
- After the video, discuss: Quote, responses to video, thoughts, etc.
- Prepare at least a 2 minute recap/presentation after video

## 13. Leadership /Inspirational Speech (everyone does this one)

- Choose a leadership topic and record with Mrs. Z
- First come, first served (topics)
- Prepare a 2-3 minute speech on your chosen topic.
- Be creative with your presentation
- Students fill out evaluation forms after speech with constructive comments

## 14. Mascot Tryouts

- Work with Cheer Advisor for tryout criteria
- Advertise
- Have mascot costume clean and ready to go
- During lunch time, open up to student body
- Applicants must prepare a 1 minute routine and turn in to Technology Directors prior to tryouts
- Cheerleaders work with the mascot during the routine
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## Examples of 100 Point Activities- Choose One:

### 1. Thanks Kicking Day Classic – Faculty/Staff Kick ball Game

- Organize student team
- Make Pilgrim Collars for faculty/staff (each teacher has Pilgrim name-i.e, "Hezekiah Holz")
- Make "turkey tails" for the student team
- Make list a rules and have each student/teacher playing in the game sign, to make sure everyone understands the rules before the game
- Make posters
- Work with Directors of Technology for sound and music
- Get bases and kick ball
- Secure a teacher and student referee
- Work with Principal for extended lunch time for game

### 2. Dodge ball Tournament

- Advertise tournament with team sign ups
- Teams should dress in matching outfits
- Set rules and guidelines
- Make brackets (single or double elimination)
- Secure two faculty/staff referees
- Work with Technology Directors for lighting and music
- Make a big sign/ white board with brackets
- Secure dodge balls
- See if faculty wants to make a team
- Make a fun trophy for winner

### 3. Back to School BBQ / Dance

- Work with parent volunteers for food /drink donations
- Secure DJ and make song list
- Secure a live band to alternate with DJ
- Make assignments – taking tickets, serving food, water jug refills, trash pickup, etc.
- Get garbage bags for clean up
- Put out Ping Pong Tables, Spike Ball nets, Four Square Game, etc.
- Plan and organize class competitions
- Order Wristbands
- Secure chaperones

### 4. End of Year BBQ/Yearbook Signing / Dance

- Get a teacher/parent to grill
- Work with Parent Coordinator for food/drink donations
- Secure Dj and Live Band – make play list
- Order a Dunk Tank and get teachers to sign up to sit in it
- Make work schedules – ticket taking, serving food, water refills, trash pick up, etc.
- Get coolers and ice
- Set up ping pong tables, spike ball, kareokee, etc.

### 5. Freshman For a Day Event

- Work with 8<sup>th</sup> grade principals for date
- Advertise at Middle Schools
- Notify Cheer, Dance, Band, Choir for short performances
- Make name tags for 8<sup>th</sup> graders
- Plan games and get candy prizes
- Have a freshman and senior talk
- Divide students into small groups with an ASB Leader. Take groups on a tour of the school and sit down for question/answer time – What to expect as a freshman, courses to take, etc.

### 6. Winter/Glow Dance

- Secure DJ and make song list
- Plan decorations
- Advertise
- Get chaperones
- Set up and Clean Up
- Order wristbands
- Sell tickets at the door (do not need pre-sale tickets)
- Work with Technology Directors for lighting, etc.

### 7. Veteran's Day Assembly

- Secure a veteran speaker (preferably a parent of a student)
- Invite local dignitaries and veterans
- Get students to carry in service flags to represent a family member
- Get service flags (Army, Air Force, Marines, Navy, Coast Guard)
- Get materials for the White Table Ceremony and an MC to read it; secure a POW Flag
- Get several patriotic videos, including the Armed Services Medley (asking kids to stand when each anthem is played to honor a family member)
- Work with choir to sing the National Anthem



## 8. Winter Spirit Week and Battle of the Caimans Rally

- Make Red and Black teams (i.e.- Seniors & Freshmen; Juniors & Sophomores)
- Plan decorations
- Plan dress up days and advertise
- Get teacher judges for pep rally
- Judging forms for pep rally
- Choreograph Red vs. Black dance (open to students who wish to participate) and plan rehearsals
- Plan competition games and get all needed equipment
- Work with cheer for class spirit competitions

## 9. Mr. CAHS Contest

- Get senior guys who want to participate –schedule a lunch meeting
- Get Bio Forms for guys to fill out (these are meant to be funny)
- Have each guy choose a “title”, i.e. “Mr. Too Cool for School”, “Mr. Country Boy” . Something that either describes who they are OR the opposite of who they are
- Order plain sashes and write “Titles” on sashes
- Advertise
- Make categories: Swimsuit (funny), Talent (funny), Evening Wear w/ spontaneous question, and get music for each section
- Decorate stage and runway with lights
- Set ticket prices and get ticket takers
- Get chaperones
- Have sign ups for senior girls who want to be judges – if there are more than 10, set a drawing and put names in a hat and draw. They will double up, so two girls have one judging ballot
- Make categories: Mr. Congeniality, Most Photogenic, Caiman Award, Best in Swimsuit, Best in Talent, Best in Evening Wear, and find funny prizes
- Get snacks and water for judges and decorate judging table
- Make ballots for judges
- Set a dress rehearsal and run through show
- Choreograph an Opening Number for the guys
- Get Burger King Crown, Bouquet of Carrots, \$1.98 in piggy bank
- Get teacher MC
- Get baby pictures of the guys and put in hallway with ballots for students to vote for “Most Beautiful Baby” (no names)
- Announce the winner of the baby contest at the end of the show

## 10. Red Cross Blood Drive

- Contact Denise Coughlin (from Red Cross) and set up a meeting with ASB committee
- Make posters and flyers
- Get sign ups for donations
- Advertise in community for adult walk ins
- Get list of birthdays and last year’s birthdays
- Make passes for kids in and out of Class
- Notify teachers of who is giving blood and when
- Make work schedule for check in, recovery area, etc.
- Help Red Cross set up and clean up

## 11. ASB Election Convention

- Work with Mrs. Z for list of eligible students (those who have filled out application, turned in Teacher Recommendations, completed interviews)
- Run off ballots (with Mrs. Z)
- Make sure voting booths are ready
- Get teachers to help with voting
- Get "I Voted" stickers
- Set up Ez ups and chalk class lines on ground
- Plan convention agenda with Mrs. Z
- Assign states to each grade level and make state signs for convention
- Have senior ASB students line up states and lead them into convention
- Work with Directors of technology for patriotic music and music for state challenges
- Work with Mrs. Z for state challenges
- ASB President and ASB Vice President serve as MCs for convention
- Approve speeches for executive officers and class officers

## 12. End of Year Faculty/Staff Appreciation Project

- Make a questionnaire for teachers to fill out with trivia, something about themselves that no one else knows, etc.
- Gather statements from students about what they appreciate about our teachers
- Come up with "Teacher Awards" for each teacher – be creative and include everyone
- Attend the last faculty meeting of the year and present the "Awards" as well as the teacher appreciation notes from students

## 13. First Day of School Assembly

- Make Welcome Back posters and put around school
- Decorate the school entrance
- Make/buy a large poster with school theme, that includes names of each student in the school
- Contact Cheer, Dance, Flag, Band for short performances – give time limit
- Have seniors wear black t shirts and make the "Senior/Freshman Tunnel" - freshman walk through as they enter the assembly – play music)
- Introduce school theme in a fun, creative way
- ASB President speaks about school theme

## 14. Film Festival

- Advertise event with criteria for film entries
- Make categories for films
- Set a deadline for film to be turned in
- Screen for appropriate contest
- Sell tickets (priority tickets with priority seating)
- Get snacks and water
- Get prizes for winners
- Make ballots for audience members to vote for their favorite films during intermission
- Need an MC
- Make it a dress up event - optiona

**HOMECOMING AD HOC COMMITTEES:**

**HOMECOMING SPIRIT WEEK AND PEP RALLY COMMITTEE**

Committee Chairmen: \_\_\_\_\_

Committee Members: \_\_\_\_\_

TASKS:	PERSON(S) RESPONSIBLE	DUE DATE	DONE
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**Dress Up Days**

Approved

Fashion Show & Music

**Pep Rally**

M.C.'s

Skit (W/ Mrs. Z)

Cheer / Varsity Dance / All Male Dance/ Flag

Teams / Coaches

Senior Guys Dance

Music & Sound Equipment

Class Competition(s)

Judges

Judging Sheets & Pencils

Banner Judging Forms

Decorations

Equipment

**Banner Carriers**

9<sup>th</sup>:

10<sup>th</sup>:

11<sup>th</sup>:

12<sup>th</sup>:

**Spirit Points**

Criteria

Total Point Forms

**Lunch Games**

Participants

Music

Judges

Equipment

## HOMECOMING PUBLICITY COMMITTEE

Committee Chairmen: \_\_\_\_\_

Committee Members: \_\_\_\_\_

TASK(S)	PERSON(S) RESPONSIBLE	DUE DATE	DONE
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### Posters

Dress Up Days

Pep Rally

Football Game

Dance / Tickets

Theme

Homecoming Court Voting

### Flyers

Dance / Tickets

Dress Code Flyers (With Dance Committee)

### Bulletin Boards / Chalk Board / Rock

Dress Up Days

Lunch Games

Pep Rally

Spirit Cup

Football Game

Dance & Tickets

### Dance Tickets

Design & Print

(with Dance Directors)

### Hall Decorations (Main Hallway and Senior Hallway)

Design

Materials

Teacher Doors

## HOMECOMING DANCE COMMITTEE

Committee Chairmen: \_\_\_\_\_

Committee Members: \_\_\_\_\_

TASK(S):	PERSON(S) RESPONSIBLE	DUE DATE	DONE
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### Decorations

Outside & Entrance to Caiman Hall

Lobby

Back Quad (food, karaoke, games)

Food Area (Outside Courtyard)

Hallway

Picture Area

Caiman Hall

### Materials

Order Gossamer/vinyl?

Order Backdrop – Backdrops Fantastic

Extension Cords

Lights

Order Wrist Bands

### Food

Parents to help and Menu

Parent emails

Easy Ups and Lighting

### MUSIC

Pre-Dance Music

Dance Music

(w/ Mrs. Z)

Contact DJ & Send Music List

### Court Presentation

Music

### Photographs

Photo Booths, Back Drops and Props

**Chaperones**

Need Flashlights

**Tickets (Treasurer and Dance Directors)**

Set Prices

Sell Tickets at lunch

Ticket List (alphabetized)

Take tickets at Dance –(6 lines by alphabet – make signs to hang)

**Work Days**

Days / Times

Materials

Donations

**Video (Technology Directors)**

Decide – Play at Dance

**Set Up**

Parents to help

Stage

Extension Cords, Power Strips

Ladders

Duct Tape & Blue Tape

Zip Ties & tools

**Clean Up**

Parents to help

## **HOMECOMING HALFTIME / HOMECOMING COURT COMMITTEE**

Committee Chairmen: \_\_\_\_\_

Committee Members: \_\_\_\_\_

<b>TASK(S)</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DUE DATE</b>	<b>DONE</b>
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### **Crowns**

Choose & Order

### **Sashes**

Order

### **Medallions**

Order (Mrs. Z)

### **Court Voting w/ Mrs. Z –**

Ballots

Voting Boxes

Dividers & Pens & Tables

Voting Signs

6 Teachers to man booths

### **Last Year's King and Queen (football game crowning)**

Notify & Confirm

### **Introduce Theme –**

#### **Homecoming Assembly**

Skit

Decorations

### **Announce Court w/ Mrs. Z at Assembly**

Way to reveal names?

### **Presentation of Court (halftime)**

### **Halftime Practice –**

Notify Court

Notify Banner Carriers

### **Announcer for Halftime –**

## **Music for halftime**

### **Class Banners**

Order canvas and attach to frames

### **Banner Parade of Elementary and Middle Schools**

Order new banner (2031)

Get old banners and organize

Teachers to help with lower school kids

Banner Carriers:

9<sup>th</sup>:

10<sup>th</sup>:

11<sup>th</sup>:

12<sup>th</sup>:

Transportation of Banners (to and from field)

## **HOMECOMING VIDEO (Directors of Technology)**

Need footage of:

- Gear Up Day
- First Day of School Assembly
- Back to School Assembly
- Cheerleaders
- Varsity Dance
- All Male Dance Team
- Flag Team
- All Fall Sports
- Club Rush Day
- Robotics
- Lunch Games
- Crowd at football games
- People eating lunch
- Homecoming Assembly (theme & Court announcement)
- Choir
- Play rehearsal
- Homecoming Dress Up days and Lunch Games
- Homecoming Pep Rally
- Homecoming Halftime

\*Be sure that the video does not include too much from the pep rally (just snippets of the highlights or halftime **(get each couple)**), since everyone has just seen those two things.



