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And the award goes to...

# The New Junior High Activities Director!

Starting the Year Off Right  
Suggestions for organizing yourself and your class

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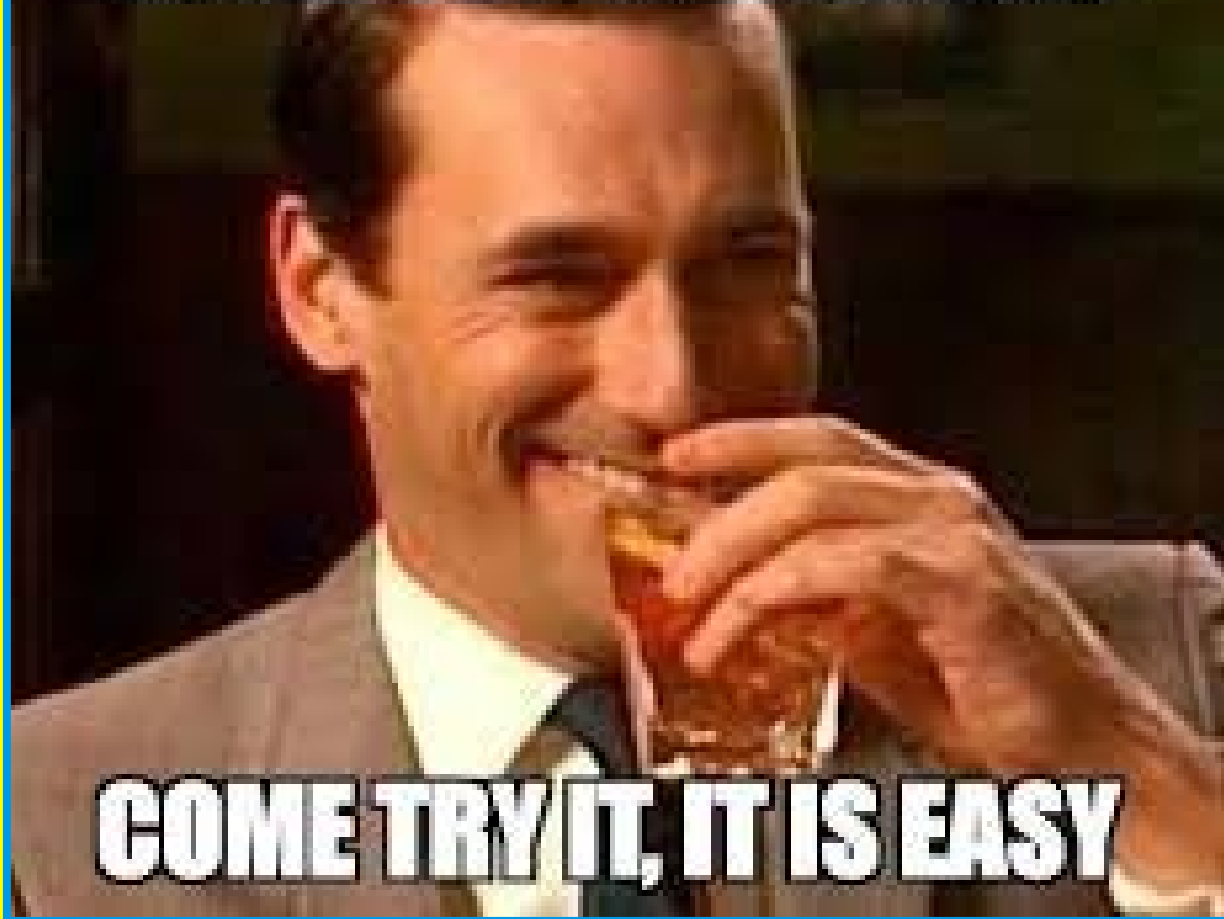
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# Starting the Year off Right

## “The Advisor”

- Your Mindset-Accept you will be challenged
- Meet w/ the old ASB advisor
- Look at the old school calendar
- Find an ASB mentor- reach out to your CADA Area for help.
- Familiarize yourself with the law
- Meet with the staff at your school

**OH YEAH ACTIVITIES  
IS ALL FUN AND GAMES**



**COME TRY IT, IT IS EASY**

# Starting the Year Off Right “The Class”

## ❑ Parent Meeting

[Sample Syllabus](#)

## ❑ Summer Training/Retreat

- What is ASB/What is their job

- Team Building

- Publicity

- Evaluate last year-make goals for this year

- Establish Groups

[Example of Personality Style Inventory](#)

- Group/Year long Theme



# Establish A Weekly Schedule

## ❓ Sample schedule (Shonna)

- **Monday**-Curriculum
- **Tuesday**-Business Meeting
- **Wednesday**-It really depends on the week
- **Thursday**-Work Day
- **Friday**-Work Day

## ❓ Sample schedule (Melissa)

- **Monday**-Group Meetings/Work Day
- **Tuesday**-Curriculum
- **Wednesday**-Business Meeting
- **Thursday**-Curriculum
- **Friday**-Fun Day/Team Building



# Activity Organization



- What is an activity
- Planning Sheet
- Timeline
- Evaluation
- Project Write Up



# Grading



- Come up with a plan and stick with it.
- Make it objective - not based on your opinion and have a way to back it up (rubrics are good).
- Leadership packets each ½ grading period
  - Includes - Service Log, Rubric where they grade themselves as well as answer some questions, Monday Commission Mtgs, ASB Mtgs, etc.
- Grade the Project Groups- use a rubric as well
- [Grading Policy](#)

# Selection/Recruitment

- Information meeting
- Recruit
- Does your ASB represent your school population
- Application (include photo)
- Teacher Evaluation
  - [Google Eval Form](#)
- Individual/Group Interview





# Remember:

- Give students opportunities to play and bond
- You are not alone
- Be Patient
- Find time to relax
- Use mistakes as learning opportunities  
- and it's ok to make mistakes!

