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The California Association of Student Leaders Presents  
**VIRTUALIZING YOUR LEADERSHIP**

*Curriculum Pack Content Created By the CASL Curriculum Committee*

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# 01 Building Support and Spirit

As your leadership group navigates this year, it is vital to recognize who you serve and address the authentic needs of your student body. Creating spirit on campus is possible through initiatives that allow students to feel pride in their community and their individuality.

When discussing student support, ask the following questions and develop solutions as a leadership organization. Knowing your specific situation as a school can aid in the process of supporting your students with tangible and actionable items. Your leadership group may consist of many student groups, so use that diversity to think creatively.

- *How can you support seniors going through college applications?*
- *How can you support students applying for scholarships?*
- *How can we support incoming freshmen?*
- *How can they feel included?*
- *How can you support those students who aren't connected to the campus?*
- *How can you support socioeconomically disadvantaged students and marginalized communities?*
- *How can you make sure your sophomores and juniors feel heard and acknowledged?*
- *How can you be a mentor for a student? (Tie in Peer Mentorship Idea)*

*\*ASB stands for Associated Student Body Leadership, and leadership classes will hereafter be referred to using this acronym.*

# Supporting Your ASB Class

## Notes for ASB Presidents and Advisors:

Before we bring our school together, it's important that we bring our leadership class together. Try virtual bonding events like Netflix parties, Zoom scavenger hunts, or Just Dance to get your class comfortable and involved!

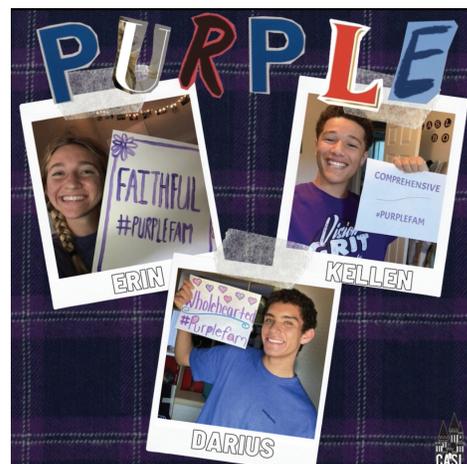
As an advisor, make sure you are consistently fostering the leadership of students, by having your executive team lead meetings, bonding events, and projects for your leadership class to participate in

Creating bonds and understanding purpose within your leadership group is critical while navigating a year of uncertainty. When students value the importance of purpose and feel supported themselves, they are enabled to create quality events that serve and support their peers.

**Determine a Clear Direction:** During these times, it is critical to have discussions with your leaders about how you will collectively rethink tradition and connection to support students. Encourage them to discuss in breakout rooms, take notes, and compile them in a document for the student leaders of your program to look over. Decide on a clear mission statement with tangible goals and action steps. This year is going to be unlike most, so focus on shifting your methodologies accordingly, rather than fitting a traditional & inadequate practice into the current situation. At the beginning of each section in this pack, you will find a compiled list of questions that you can use for these types of discussions.

**Team Building:** Create teams in your leadership that help establish bonds and allow students to get to know each other better. After creating teams/families/pods composed of students from different grade levels, have time in your virtual class where they can meet with each other and discuss their personal lives and brainstorm solutions and ideas for the ASB class. You can have each team create a name for itself and have dress-up themes for Zoom calls where

where they can compete for spirit points. Instilling a sense of belonging and friendly competition in your leadership class is integral to its sustainability on a virtual format.



**CASL Families:** CASL Board Members returning for another term are paired with new board members for guidance and to create relations throughout the year.

**Pen Pals/Gift Exchanges:** An alternative to the team building approach is creating partners of different students in your class for letter exchanges, gift exchanges, or virtual check-ins. You could keep consistency or switch up partners at regular intervals throughout the semester. To maintain accountability, you could ask them to call their partner once a week and submit a screenshot for class credit.

**Virtual Campfire:** Create s'mores kits that your ASB students can pick up from school and host a virtual campfire! Encourage them to roast their marshmallows together and provide discussion questions for breakout rooms. This can be a great time for students to be vulnerable with each other.

# Advisor Connections

As an advisor, it is important your leadership class can function smoothly without you; however, student/advisor connections are an essential part in fostering this self-reliance. Schedule monthly one-on-one check in Zoom calls with your students in order to foster relationships virtually and keep up student morale.

See an example of a "virtual wellness center" created by Irvington High School

<https://sites.google.com/fusdk12.net/ihs-wellness-center/home>



Coming into virtual high school as a freshman can be daunting! Support your freshman leaders by delivering goodie bags filled with advice and supplies to their houses

## School-Wide Support

**Virtually returning to school can be frightening or anxious for students. Now more than ever, it is important to be mindful of our students social & emotional health to support their needs.**

**Virtual Wellness Center:** These hard times have spared no one. Some will suffer illness, others anxiety, many loss, and even more despair. It is now time to refocus and refrain as a student body and loving community. Create a Virtual Wellness Center to give students and staff the support and opportunity to feed their soul, body, and mind to become the healthiest version of themselves. ASB can be responsible for compiling resources online for students to access. Here are some ideas that CASL collected to get you started:

### Self-Care Video Topics:

- Yoga
- Meditation
- Mindfulness
- Sleep Education
- Stress
- Easy Workouts

### Activities:

- Mandala coloring
- Mantra exercises
- Calming sounds

### Support Numbers:

- National Suicide Prevention Hotline: 800-273-8255
- The Crisis Text Link; text HELLO to 741741
- Add your local prevention hotlines
- Emergency: 9-1-1

### Mental Health Apps:

- Colorfy
- Calm
- I Am
- iBreathe
- Shine
- Smiling Mind
- Stop, Breathe, & Mind

### Uplifting Instagram Pages:

- [www.instagram.com/eachmindmatters](http://www.instagram.com/eachmindmatters)
- [www.instagram.com/peacefulmindpeacefullife](http://www.instagram.com/peacefulmindpeacefullife)
- [www.instagram.com/shinetext](http://www.instagram.com/shinetext)
- [www.instagram.com/mypositiveoutlooks](http://www.instagram.com/mypositiveoutlooks)
- [www.instagram.com/worrywellbeing](http://www.instagram.com/worrywellbeing)

*\*Mental health resources may be provided by your school district. Reach out to the staff member who teaches the health course at your school, your school social worker, or counselors for the most up-to-date information.*

**Weekly Check-Ins:** Having weekly check-ins between teachers and students is a great way to keep in contact. Use Flipgrid to have students share their week's experiences. Staff can talk about their different subject areas, extracurricular activities, and after school happenings. To use Flipgrid, create an account on flipgrid.com as an educator. Make your topic private under the "Access Control" and only allow emails that end with your domain to join to prevent anyone who doesn't attend your school from joining. Students can share highlights, challenges, or successes from school. This gives some visibility to students that are somewhat quiet in class. Use the following questions to guide you:

- *What were some things that went well for you this week? What challenged you?*
- *What are some goals you are going to work on for next week? What support might you need to meet them?*

**Jamboard:** This free google tool creates an interactive whiteboard where you can add sticky notes, drawings, images, text, and more. Go to Google Jamboard online which has some great resources for educators looking to get started using Jamboard in your classroom like a video library, tutorials, tips and tricks from teachers, PDF guides, lesson plans, and more. Here is an engaging idea for using Jamboard in your class that will get your students working together, even though they may not be face to face.

**Good, OK, Bad:** This page is a perfect way to check in with students. Using this will help you get to know about where your students are at and give you the opportunity to follow up with any issues. This template (<https://tinyurl.com/yy2v5vgy>) works best if you complete their activity as a class! Another alternative is checking in with your students via Google Forms.

**Online Bulletin Boards:** One way to keep your community and parents engaged and informed is to create a webpage with consistently updated information about the school. Google Sites has a user-friendly interface that allows you to customize your webpage and add new information as it arises (there are multitudes of other website building platforms too, such as Wordpress, Wix, and Weebly). Whenever your community wants to know about the school's recent updates, they can visit the link and get all the new information at the top of the page. You can also have tabs with different language translations for parents or students that are not first language English speakers. Creating an accessible online resource is key to connecting your community during these times!

# Supporting Culture

Make a class google spreadsheet to improve your ASB's organization and create a centralized place for information!

Want to stream your zooms to Youtube live? Check out the link or QR code below for an in depth guide on how to do so.  
<https://tinyurl.com/y38gcqfw>



Culture is not just a list of holidays, shared recipes, religious traditions, or language. It is an experience unique to each student at your school. It is important to help all students become respectful of the multitudes of cultures on your campus. Cultural competence is about our actions to strengthen cultural security, work towards equity on our campus, build understanding between people, and to be open and respectful to different cultural perspectives.

Cultural competence requires the ability to understand and effectively interact with students and staff across cultures. These next ideas will give you more ways to build relationships on campus.

## Cultural Connection Breakout Rooms:

These conversation starters are designed as a way to help students start talking about their families and cultural traditions in a safe environment. These questions can lead to more of an understanding of other students' cultural perspectives and backgrounds and are designed to be used in a workshop setting. You can create some sort of Virtual Cultural Celebration event or even use these starters in your ASB class or during a staff meeting:

- *What were some birthday traditions in your family growing up? What was important to you as a child about birthdays? Do you still keep those traditions?*
- *How and when does your family celebrate the new year?*

- *Describe a way you like to give thanks.*
- *What was a food dish served in your family growing up that you really loved? What was one you didn't like?*
- *If you wanted to serve a visitor a meal that would help them to understand your heritage, what meal would you serve?*

**Just By Looking At Me:** When we use shortcuts to establish someone's credibility based on their appearances, we miss out on getting to know the real person and important information about them. "Just By Looking At Me" can be used during staff meetings or even during online freshman orientation mixers. Use this activity during your Zoom calls to allow students/staff to share a piece of their identity that is not "obvious" to others. This activity encourages participants to ask meaningful questions to find out more information about their peers. You can ask your students/staff to use the following sentence structure to help: "My name is \_\_ and I am from \_\_. One thing you cannot tell just by looking at me is \_\_. This is important for me to tell you because \_\_." This can help with understanding the importance of looking beyond appearances, encouraging self-reflection, and allowing for meaningful group dialogue.

# Say Hello!

Have teachers begin every morning with a multicultural greeting to their students. Choose a simple phrase every month from a new language and have teachers and staff greet students with it. Repeating these phrases for the month is an amazing way for students to learn a bit of new languages! For example:

- **August:** "Hello" (English)
- **September:** "Buenos días" (Spanish)
- **October:** "Bonjour" (French)
- **November:** "Shalom" (Hebrew)
- **December:** "Jambo" (Swahili)
- **January:** "Ni Hao" (Mandarin)
- **February:** "Guten tag" (German)
- **March:** "Konnichiwa" (Japanese)
- **April:** "G'Day mate" (Australian English)
- **May:** "Goed dag" (Dutch)

**Equity Panel:** Another great way to promote cultural competence on your campus is by uplifting marginalized community members' voices. The CASL Service Committee is currently developing a resource with an in-depth walkthrough of the steps to plan an equity panel. Check our website ([www.caslboard.com](http://www.caslboard.com)) on September 20th, 2020 to access this free resource and learn more igniting sustainable equity on your campus!

**Accessibility and Demographics:** Creating accessible experiences that tailor to your community's needs is vital now more than ever. As aforementioned in our section on a website bulletin (refer to page 4), creating translations into different languages commonly spoken on your campus is a great first step to making your community members more comfortable in their identity. Another way to create a more accessible campus is to look at the ethnic, socioeconomic, and ability demographics with students in your ASB class. Start conversations with your students about how you can better cater to the different backgrounds to create pride and unity. Ensure your experiences are inclusive and multifaceted this year!

**Google My Maps:** A great tool to let students express pride in their origins is creating a Google My Maps (<https://tinyurl.com/zgpenut>). With this feature, students can put markers on the places around the world their family comes from, and write descriptions to tell their cultural stories.

# More Support and Spirit

Other activities to organize and support your students could include:

**Setting up a Minecraft Server:** Reach out to a student who is passionate about Minecraft to help create and moderate the server. In place of a traditional “Battle of the Classes” event, you could create Minecraft competitions: students from each class can join in teams to virtually compete. When you have events on your Minecraft server, you can invite a few ASB students to livestream the event on Twitch or Instagram Live and emcee the event!

**Spirit Welcome Packs:** This can either be done for just your ASB students, the whole school, or the freshman class. Some items to put in spirit care packages could include school gear, stickers, lanyards, and informational pamphlets. Customize your school's welcome packages to set students up for success and boost morale!

**Local Business Scavenger Hunt:** Create incentives for students to eat and shop at local businesses in your community! Try using Goosechase, an app where your ASB can set up different challenges and assign different point values to them. You can also set up teams, so different grades can compete against each other. After that, find businesses owned by student's families, local nature spots, and landmarks to get your student body outside! You can also assign tasks like picking up trash or recycling!

# 02 School-wide Recognition

School recognition is a huge moment of success for some students in your community. Being called out for our successes is a universally memorable experience. In a virtual learning format, it is important that student leadership programs maintain positive emotion and a sense of community.

When discussing how to continue student recognition at your school, ask these questions with your leadership group! Your leadership group may consist of many student groups, so use that diversity to think creatively.

- *Which students have continued to make a difference in their community virtually?*
- *Are there any students who have gone above and beyond to volunteer and aid in their community?*
- *How can we showcase projects our students have been working on?*
- *Which students have served as a helping hand when transitioning backonline and providing insightful resources for their peers?*
- *What is our faculty doing right now? What are they struggling with?*
- *How can your ASB assist them to recognize their efforts?*
- *How can we highlight students' interests?*

# Student of the Month

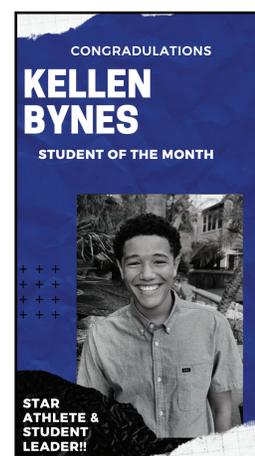
It is key to remember that you are now the leader of leaders! Since you are the facilitator, remember to refrain from taking sides in a discussion. If you lead the votes use the "yes" and "no" feature in the "participants" tab for easy counting on Zoom. If your school uses Google Meet, the Nod chrome extension allows you to react as well.

Whether you are virtual or in person, Student of the Month is a great way to recognize students in all sorts of ways. There are many different ways you can go about this event with your leadership group. This can be the recurrence of the event, who it celebrates, and how you do it. From athletic achievements to at home projects to positive students, there are multiple ways to go about who you recognize on your campus. Take the time to figure out what the criteria is for your student of the month!

Once you decide who you're going to be recognizing, it is now time to figure out how you will be choosing the student. A great way is to ask for nominations via a Google Form and then have your ASB vote or to have teachers choose to keep the process unbiased.

Here are three different ways to organize student recognition:

**Social Media Shout-outs:** This is a great idea that applies to all school platforms and a great project for your creative students to work on. Canva or Adobecreate are great platforms that offer beautiful templates and designs. You can use your school color and have an icon of your school's mascot on the graphics. Make sure to have a spot for their picture and why they are being recognized. You can also make a story highlight on your school's Instagram! This is an amazing event to start at the beginning of this year because it can easily transfer over to in-person school as well.



**Drive-by Gifts:** During virtual learning, drive-by gifts can bring a much-needed boost into a student's life! A great way to go about this is getting a box/bag and filling it up with an appreciative note and a few spirit items!

Here are a few items you can use for your goodie bags

- Spirit items (pom-poms, glow sticks, etc.)
- School merch
- Candy in your school colors
- A \$5 gift card
- Some homemade treats or their favorite snacks

Choose one of your student leaders who lives the closest to the Student of the Month to drop the gift off. If you want to make it a surprise and film it for your ASB social media page, it could be a great opportunity for publicity. You can also get faculty involved by asking a student's favorite teacher to deliver the gift.

**Zoom Pop-Ins:** A great way to recognize students and staff is by surprise! Have your ASB class pop in during class time to recognize students! You could even recognize staff during meetings! Play some upbeat, clean music and surprise the entire class with an amazing virtual award. Just make sure to let the teacher know beforehand and when you plan to arrive. Here are some activities you can do:

- A teacher's birthday! Welcome the new teacher with a fun dance!
- Recognize a student who won an important award/contest (national merit scholarship, essay contest, etc)
- Highlight the class of the month (Keep reading for more information!)

Need some more ideas of student groups to recognize? Try some of these! These event will create belonging on your campus. With an increased feeling of belonging, your community will be able to grow with positivity and appreciation!

**Class of the month:** Another way to get faculty involved with your students is by having them submit their class for class of the month! If their students go above and beyond to make virtual class fun, they can nominate their class for Class of the Month. After your leadership organization or student body votes on the winner, reward the class with a giftcard on starbucks drink!

**Academic Team Power:** How are your school's robotics, quizbowl, and debate team doing? See what academic teams are doing and how their seasons play out in a virtual world. You can post about their success and interview the captains about how they run their team online.

**Freshmen Achievements:** Are there any big hurdles that happen in your first semester of school for freshmen, such as a first test or big project? Send out some positive messages of encouragement to support and connect freshmen!

**College Applications:** When the seniors at your school finish their college applications between November-January, congratulate them by having your student leaders pop into their classes to celebrate their hard work!

If your ASB has fewer events than usual, take the time to evaluate your leadership group. As a group, brainstorm what your ASB is successful at and what you can do better. This can bring the group together and become better equipped to make a change. If your ASB would rather do it individually, collect feedback from anonymous surveys to gauge what your ASB is feeling.

# Personality Quizzes

A great way to learn about your leadership class is through personality quizzes. The Myers-Briggs (16 personalities), anagram, and color personality quizzes can help your group understand each other. Try pairing up different kinds of personalities to see how they work together! By learning how students feel about certain things (ex: speaking, organizing, communicating) different teams can tailor responsibilities to the best person. This can help create an efficient group of productive students!



- Ernie - "Consul" - loyal
- Brian - "Logician" - abstract thinkers
- Sophie - "Protagonist" - altruistic
- Kellen - "Executive" - dedicated



**Athlete Training:** If the sports teams at your school are doing pre-season workouts, try to get a list of their steps or a recording. Then post it on your leadership groups Instagram and website to highlight their hard work.

**New & Retiring Teachers:** Are any teachers new to this year or retiring? If so, recognize them! Welcome the new teachers with some traditions of your school. Try welcoming them with some tips and tricks for new teachers or give the retiring ones a collection of memories of their time at your school.

**Supporting Teachers:** Often, teachers are the ones who bring knowledge into our lives. You can support them by offering an online technology tutorial or create some helpful videos of how to use computer functions like Zoom.

## Faculty Appreciation

Campus life is not the same without the faculty! In a virtual world, it is essential to recognize all that your school staff does. Since staff cannot connect with students like they do on campus, here a few ways to give faculty support and engagement this year.

**Favorite Forms:** During this time teachers and faculty are still navigating the different obstacles of virtual learning! It is essential we show our gratitude for them and recognize their efforts. In the first couple of weeks of school, send out a form to collect responses about some of your staff's favorite items and preferences (such as their

Make sure to get the entire class's approval to go forward. Some members might have an insightful idea and need encouragement to share their feelings. Pay attention to your ASB to see who may try to unmute and share.

favorite candy, coffee drink, or snack) Keep in mind as well that staff may not want a gift, but rather some positive messages from students or help with organizing an assignment. You can include a question on the form with their preferred method of appreciation and take that into account when recognizing staff members as well. Here is an awesome example of a form used by San Marcos High School!

**Faculty Friends:** Even though faculty appreciation week does not occur till early May this school year, our leadership group can still support staff during this time. Just like students, teachers still need encouragement in a virtual world. Try assigning a few faculty to a member in your leadership group to be their faculty friends. Ask your students to send out an email to their faculty friends asking them how they are doing and what ASB could do to support them. Every few weeks continue to check in on them and assist them in any way you can. Encourage your students to send them little gifts or some baked goods during midterms or any stressful time to help them feel supported.

**Staff Competitions:** Keep up faculty involvement with fun activities throughout the year! Send an email out to all of the staff sorting them into two teams. You can try naming the teams after your school color or have them make up their own. Have your student leadership class host events once a month like Kahoot, charades, or a scavenger hunt so staff members are able to socialize and take a break from the challenges of school. Use a point system to keep track of who wins each game and create an incentive (ex: the winning team gets a big prize like prime parking spots or a team shirt). With this competitive spirit, your leadership class can give staff members points for attending different student events like club meetings and activities. This type of competition allows for staff to have fun and feel engaged!

## S.M.A.R.T Goals

Goals are a great way to keep yourself on track throughout the year. SMART (Specific, Measurable, Attainable, Relevant, and Time-bound) goals can help you establish a clearer vision with your students. One example of this is gathering feedback after each event from 5 people to understand where your ASB can improve. This makes tangible goals you and your ASB members can be held accountable for. Here is a worksheet outline from Social Emotional Learning Workbook for Teens from The Counseling Teacher Brandy to help your group create their SMART goals!



[https://drive.google.com/file/d/1jdrpQEndDO8QYwnZ-vogHf2evxULs\\_y4D/view?usp=sharing](https://drive.google.com/file/d/1jdrpQEndDO8QYwnZ-vogHf2evxULs_y4D/view?usp=sharing)

# Maker Week

**Maker Week is a great way to highlight what your student body has created over the summer! Reach out and gather submissions of all the projects that students have been working on. Whether it is a piece of art, sculpture, new song, film, or Minecraft build, your ASB has the opportunity to show off your students' talents!**

By using a Google Form for a submission box on Google Classroom, you can collect all sorts of responses. Make sure to publicize and send out an email for those without social media. Then a few student leaders can curate these submissions into different sections sorted by theme, grade, or medium. You could also create an online catalog, website, or social media page dedicated to displaying student works. Allow your creative team to brainstorm unique ways to highlight and appreciate all different types of "makers" on your campus. A great way to publicize the event is to create a spirit day where your student body can get dressed up like they are going to the MET Gala or for some other formal event like a movie premiere. Getting students in the mood will create a fun atmosphere that will make it enjoyable! Try to get your school journalism group to interview the makers to learn how they completed their work or their source behind their creative thoughts! Maker Week will help your school artists and creators feel recognized on your campus and make them feel

like an essential part of the school community. **Down below, are a few theme days and accompanying events!**

**Artist Appreciation:** Partner with art clubs and classes on campus to promote them. You can shoutout artists and highlight their work through social media or an online art gallery. You can also host a competition to design a Google Classroom banners for teachers.

**Music Makers:** Create a Zoom webinar and host an online acoustic night with student performers (and maybe faculty). You can also create an instagram story to have students post their favorite songs!

**Digital Day:** Your leadership may want to gather pictures of student's video game creations (ex: animal crossing villages, subway surfer scores, minecraft builds) and post them. Host a minecraft build competition like Bed Wars or Block Hunt (make a school discord for easy communication). Take student's animations and films and link them to your gallery!

**Wonderful Writers:** Showcase student poetry and stories on your school's website! You can also read some short ones in your class and put them in your bulletin!

**Dancer Day:** Collect the submitted videos of the dancers and create a compilation to show your student body!

# 03 Club Connections

Clubs are the backbone of student life on campus. Here are some ways ASB can uplift club participation during distance learning that will last when students return back to campus.

When discussing how to maintain club connections at your school, ask these questions with your leadership group! Your leadership group may consist of many student groups, so use that diversity to think creatively.

- *Which students have continued to make a difference in their community virtually?*
- *Are there any students who have gone above and beyond to volunteer and aid in their community?*
- *How can we showcase projects our students have been working on?*
- *Which students have served as a helping hand when transitioning backonline and providing insightful resources for their peers?*
- *What is our faculty doing right now? What are they struggling with?*
- *How can your ASB assist them to recognize their efforts?*
- *How can we highlight students' interests?*

# Staying Connected to Clubs

To gather sign ups quickly and efficiently by utilizing features such as Google Forms. They are quick and easy to use! With Google Forms, you can ask for students to include their name, phone number, email, student ID, and any additional information you might want to know! Once students have filled out your Google Form, you can view your response and easily create a spreadsheet containing every student's information.

**As the school year begins, and everyone's getting back into the daily grind, it is important to realize your students are yearning for a connection and a sense of normalcy - and that can start with your clubs! An essential key to a club's success is maintaining a strong, effective, and efficient communication between your ASB and club presidents.**

**Communication Resources:** To start this process, create a Remind and Google Classroom for your club presidents. Collect a list of your presidents. The sooner you start strong communication with the presidents, the sooner you can get clubs up and running effectively!

Using tools like Remind and Google Classroom ensure a stable line of communication between you and the club presidents on your campus. Important information can be sent with ease and miscommunication and misunderstanding decreases significantly. As you look into the most effective communication resource for your campus, it is important to note that Remind does charge money to use their services, depending on how many students you are trying to reach. Other options for communication to look into include Minga, developing and creating a Google Sites "Bulletin Board," or sending mass emails periodically. Check out this page (<https://tinyurl.com/y2jg68hj>) on Minga's website to see how San Marcos High School utilizes Minga on their virtual campus!

Whichever application you choose to go with, as long as the communication between you as an advisor (or your ASB's Club Commissioner) and the club presidents is effective and strong, your clubs will be able to start with confidence!

**Maintaining Organization:** When it comes to staying organized with your clubs, CASL recommends creating a Google Spreadsheet directory with a complete roster of every student involved in every club on your campus.

Make sure to include all necessary items for each student, such as their full name, email, phone number, grade, social media handles and student ID. This detailed spreadsheet will allow for an easy and organized way for you as an advisor (or any ASB leader who has access to it) to locate and identify any specific student.

**Club Recognition:** As your clubs begin to meet and experience the inspiring and comforting energy that comes with being involved, it is key to highlight your clubs on your ASB social media accounts and website. Clubs demonstrate a strong sense of school and campus pride that is much-needed during distance learning. Make sure to highlight your clubs with screenshots of virtual meetings or activities!

# School-Wide Representation

As the school year moves forward, create opportunities for leaders on your campus to give their input on how events went and what events they would like to see in the future from ASB. Make sure to include Club Presidents, athletes, students involved in art, and many more to get a balanced and wide variety of responses for how your events went. Plan for these sessions to occur every month or every other month.

## Kickstarting Clubs

**Although campuses have gone virtual, there are still many ways student leaders can highlight and promote clubs in an online environment! Instead of having an in-person club rush, here are some ways to promote clubs online to increase participation and spirit amongst students while they are at home!**

**Virtual Club Rush:** If you're worried students won't get to hear club officers speak about their clubs, there are tools that can aid the issue. By using Flipgrid, students can watch videos from club officers directly explaining what their clubs do. Once created, send the access code to club officers along with your specific requirements for video submissions. This will allow for clubs to demonstrate their creativity and inspire students to join their clubs! To learn more about Flipgrid, check out page 4

Another great option is to create a Google Slides file with each club on a different slide! By creating a Club Rush Google Slide file and sharing editing access to club officers, students will have the opportunity to express their clubs creativity and link any additional fliers/videos they wish to share with students interested in their club. If your school provides emails connected to a Google account, make sure to only allow students using their official student emails editing access to keep track and hold accountability of who is editing the slides. Once every club has completed their slide, publish the access link to your slideshow on your school website and promote on your school social media pages!

Similarly, clubs can upload information about their group using the website notion.so! With Notion, there are specific templates already made under the education tab for clubs! Using the club templates, officers have the ability to include a multitude of links and resources specific to their club while also including pictures and descriptions of what the club is intended for. The possibilities with Notion are endless!

Communication is vital for virtual clubs. One way to ensure students read and interact with emails is to add a reply prompt at the end of your email. For example: "Once you have read this email hit reply all and respond with your favorite song at the moment". This can help advisors or club presidents know who read their email while promoting retention and bonding.

If you want students to listen to students speaking live about their clubs and allow them to ask questions, try a Zoom Webinar! By utilizing Zoom Webinars, students will have the ability to listen to a panel of students speak about their club and ask live questions. A great feature on Zoom Webinar is the ability to share only one person's camera or screen at a time, allowing for students to focus on a singular screen at once. If the chat begins to get out of control, the host of the webinar can disable chats while keeping the Q&A section open. A common issue schools have been facing while using zoom is disruption by "Zoom Bombers" which are students who join a zoom simply to disrupt the meeting. To prevent this, make sure that the security settings prohibit anyone who is not a co-host from sharing their screen, and do not allow for students to change their name once in the Zoom call to easily identify disruptors. Before starting the Webinar, make sure to create a document with the specific time slots in which clubs will have to share so students can attend when clubs they are interested in are speaking.

## Incentives for Clubs

**Maintaining a club and inspiring your officer board to work proactively can be very overwhelming; nonetheless, clubs can accomplish more by creating incentives and motivating club officers to develop lasting bonds and relationships.**

**Motivating Club Officers:** As an ASB, you are responsible for collecting paperwork and official club documents throughout the year; however, many clubs fail to provide their paperwork early or on time. One great way to increase submissions from clubs is to host a beginning of the year club officer meeting to teach essential skills such as filling out paperwork. Oftentimes, clubs wait until the very last moment to submit their important documents because they are unsure how to properly fill them out. By being proactive, ASB and other Leadership organizations in charge of clubs can prevent mistakes and late submissions from their clubs on campus. Along with a presentation on how to fill out paperwork, rewarding clubs for completing important tasks can increase participation throughout the school year. One great way to reward clubs is to make gift bags for your club officers to show them your appreciation. To learn more about gift bags, refer to page 9.

**Club Connections:** While clubs connections to ASB are very important, it is equally as important for clubs to develop a connection with one another. By strengthening connections between different types of clubs on campus, events between multiple clubs can be organized to expose students to different groups of people and create stronger bonds on campus. Using the spreadsheet mentioned above, you can plan social events for club officers to get to know one another on a personal level and share their ideas to find any overlap in plans to schedule conjoined events.

One of the most essential skills during virtual learning is knowing how to host a virtual meeting. This skill is not only important for your leadership students, but also for club president activity and efficiency. Check out the link or QR code below for resources on how to run a Zoom and more that you can share with your school.

<https://tinyurl.com/y59hqh33>

With a centralized contact information system, communication between ASB and all clubs will be more accessible. Advise club officers to ask officers from a different club any questions they may have before reaching out to ASB. If another club doesn't have the answer to their question, encourage them to reach out to ASB, but by promoting clubs to be a resource to others they will make sure to stay informed at all times. Another great way to have clubs communicate with one another along with ASB is through the GroupMe App, which allows for group chats of up to 500 people on any device. To use GroupMe, create a group chat specifically for club communication and encourage clubs to chat about work and social topics!



## Club Grouping

During your Club Presidents Meeting, discuss the idea of clubs supporting other clubs - especially your social justice clubs (if you have any.) As we discussed throughout this section, clubs are an essential component in the culture, spirit, identity, and unification of your campus. We know this year will look and feel different, so now more than ever, your clubs should join together and unify. For example, your Black Student Union Club can meet together (virtually of course) with your Asian Student Union and your Hispanic Student Union. They can highlight each other on their social media accounts and join together to create events that bring awareness towards their race. They can even develop and plan a schoolwide Equity Panel in order to increase awareness and respect for all cultures on campus. (Check out [www.caslboard.com](http://www.caslboard.com) on September 19th to get an in-depth look into how you can create an Equity Panel on your campus!

# 04 Community Engagement & More

Community service and involvement are equally as important as they are in any school year; however, service projects have become much more difficult to facilitate in a socially distanced environment.

When discussing how to maintain club connections at your school, focus on this question with your leadership group! Your leadership group may consist of many student groups, so use that diversity to think creatively.

- *How do we continue to support and serve our community during COVID-19?*

## Gift Card Drive

Most of us have gift cards or certificates we've had stored away for years that will most likely never get used. With citizens in our communities being affected by unemployment, student leaders can lend a hand by collecting any resources to support others. In this service project, invite students, staff, and parents to participate in a school-wide gift card donation drive.

### Important things to note:

- Be clear with your intentions when promoting. Team up with a local food bank or homeless shelter so any donors know exactly where their money is going.
- If you foresee many people wanting to take part in the gift card drive, have multiple drop-off locations on campus people can donate to.
- Publicize the drive all across the community - the more the better! Get in contact with your local representatives or elected officials to see if they would be willing to help promote this fundraiser. Ask local businesses if they'd be willing to host a donation drop off spot. Finally, email well-known news outlets in your area and ask if they'd be willing to donate.

## Mask Drive

Similar to the gift card drive, it's important to promote equity by providing opportunities to support others during this pandemic. Student leaders can host a mask drive for community members to drop off any clean masks either made or purchased.

### Important things to note:

- Find someone who is skilled at sewing on campus or who can volunteer to create masks! Additionally, invite them to create a video teaching how to create a mask so others can learn and participate in creating masks.
- Publicize the drive throughout your community. Invite local businesses, news outlets, and elected officials to promote your drive.
- Ask your local thrift store or fabric store to donate fabric and supplies for creating hand-made masks. Also, reach out to local grocery stores for additional supply donations.

# Free Libraries

Many libraries have closed for the duration of social distancing. Libraries are opportunities for individuals to learn, gain insight, and enjoy themselves. Student leaders can use their platforms to create outdoor free library centers for citizens to trade books while remaining socially distanced.

## 4 Steps to Create a free library:

- Step One: Identify a location & Steward. First decide where you can legally and safely install the library.
- Step Two: Get a Library. You can build your own little library, find someone locally to build one for you, or purchase a library through an online catalog.
- Step Three: Host a Book Drive. Invite students, staff, and parents to donate.
- Step Four: Build Support. Get your community involved! Contact the local paper, radio, and TV stations. Send out a press release. Tell your friends, family and neighbors to visit the library.



# Pen Pals

Social distancing can leave people feeling isolated and alone. Now more than ever, it's important for us to reach out to one another and engage in conversations. Student leaders can lend a hand in creating a pen pal program on campus that gets in contact with people who may be feeling some negative repercussions of social distancing.

## Important things to note:

- What are Pen Pals? Pen pals are people who regularly write to each other, particularly via postal mail. Pen pals are usually strangers whose relationship is based primarily, or even solely, on their exchange of letters.

## Who can you write to?

- Reach out to your local retirement home to see if the senior citizens would like to participate in pen pals.
- LGBTQ+ homeless centers for youth are another incredible place to reach out to. Students our age who have been kicked out of their homes solely for their sexuality deserve to know they are heard. You can create a pen pal system that cultivates a community of love and belonging between your school and the shelter.

## Dear Change Maker,

Thank you for taking the time to read through the first ever CASL Curriculum Resource Pack! We, the CASL Curriculum Committee, are devoted to providing leadership resources and lessons to student leaders across the state of California and all over the country.

When the COVID-19 Pandemic struck and all in person events and activities were moved online, the CASL Curriculum Committee saw a need for online resources and quickly went to work. We hope this pack helped you gain new insight into virtualizing your leadership and strengthened your leadership knowledge overall. We are aware this is not a traditional school year, so we wanted to provide as many resources as we could to ensure your ASB or Leadership Program a successful year! Throughout this resource pack, we discussed how you can maintain school spirit and pride virtually, tips to keep your valued clubs alive, and how you can continue to identify, highlight, and recognize your amazing students!

We want your feedback! Please fill out this form so that we can make our future CASL Curriculum Resource Packs even better: <https://forms.gle/3Mv4py4vbh8aWF2C6>

You now have the opportunity to bring everything provided in this pack (and so much more) back to your campuses to create a successful and inspiring school year despite the challenges presented by virtual learning.

Thank you for your continuous support!

With CASLove,  
CASL Curriculum Team + CASL State Board

## Save the Date!

Love our content? Stay on the lookout for the next CASL Curriculum Resource Pack, releasing November 4th, 2020.

You might also love our Service Project Packs, with the first one ever being release on September 20th, 2020 about how to create an equity panel.

Checkout [caslboard.com](http://caslboard.com) for more leadership content and resources!

# Have Questions?

Questions or Comments? Please reach out to anyone on the CASL Curriculum Committee or email [curriculum@caslboard.com](mailto:curriculum@caslboard.com).

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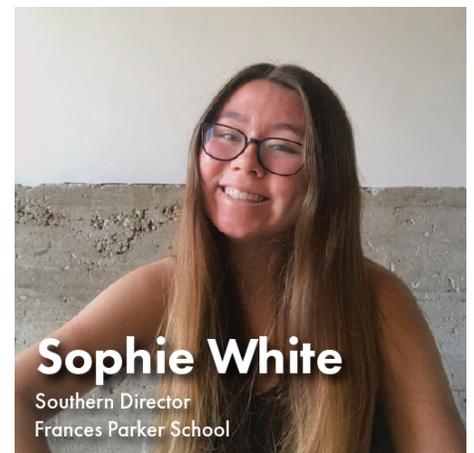
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*Curriculum pack formatted by student leaders on the CASL Media Team*