



# 30 Tips and Tricks to Get You Through the Year



**Sanford Carvajal**  
**A.S.B. Director**  
**Mt. Carmel High School**  
**scarvajal@powayusd.com**

1. I hate taking roll. We do buddy check. Everyone has a buddy. I say “3,2,1 buddy check!” Everyone yells out for their buddy. If their buddy doesn’t respond we write their name on the board. If their name is on the board at the end of class they are marked absent.
2. Have your Executive Council meet with the Execs from other schools. Trade ideas. Coordinate events.
3. Send students to CASL, take notes, and report out to your ASB. We don’t have enough money to send all of our students. We never send Seniors. They are two months away from leaving. We prioritize sending Juniors, followed by Sophomores and then Freshies.
4. Go visit other A.S.B.’s and then present what they do to your class. We have gone to Temecula Valley, Carlsbad, Murietta Valley, San Pasqual, La Costa Canyon... Get great ideas from your fellow schools.
5. Wellness Wednesday. We post on our Instagram site every other week tips on Wellness. We usually get the ideas from our counselors.
6. Send your Advisor to the CADA conference. Tons of ideas that you can bring back to your school.
7. Zoom Link Crew. This year we did our Freshman Orientation and Link Crew through Zoom. We broke our 500 Freshman up into 50 Zoom meetings. We then sprinkled the 130 Link Crew Seniors around those rooms. 50 teachers volunteered to host the 50 meetings. It turned out to be a great event.
8. Make your program so good you don’t have to recruit kids, you are turning them away because you don’t have enough room to take them all. Tell them the first year story.
9. Love Links project. For Kindness week, we joined forces with Peer Counseling Club and jumped on board with a national group to make strips of paper that students wrote something nice on. These links were then turned in and sent away. 2000 MC students created 950 links.
10. PRIORITIZE, Prioritize, prioritize. Figure out what needs to be done now and what can be pushed back. I will never forget an old veteran ASBer at CADA camp giving out the little tidbit to us rookies. I wrote it down and I share it with my kids every year.
11. Ask the kids what do you want? A Director or an Advisor. The Director is in charge and runs things. I prefer to be the Advisor and let students be in charge as much as I possibly can.

12. Do Freshman Orientation in the morning of the first day of school. Super high attendance. Freshman start school at 7:30. Everyone else starts school at 10:00. Teachers love short classes on the first day.
13. Tired of getting up at 5:00 in the morning for Senior Sunrise? Then do Senior Sunset. This year, we did an Instagram Challenge that had the Seniors take a picture of themselves at sunset before the first day of school and post it. We knew kids weren't going to wake up early to eat breakfast by themselves and post a picture. But they would for sunset. Let the sunset on your Junior year for tomorrow you are a Senior!
14. Everything your Link Crew leaders tell the Freshman on the first day the freshman will believe. "Everything you tell them is the truth." Be careful. I try and really drive this home.
15. Keith Hawkins is a stud. Hire him. Enough said.
16. Always buy way more name tags than you need. You will always use them again the next year. I just saved you a run to Staples before your event. Don't panic when you can avoid it. Need cups for a dance? Buy 3,000. You will never get complaints about "How can you run out of cups?" Leftover cups will always be used at the next event where you need cups.
17. If you can afford to give every student on campus a shirt, do it. It pays off. We give a red shirt to every person on campus. This is year 14. It will change your school culture. It will change your student section. It will change your neighborhood. Best picture I never took. Driving home on the last day of school. Three kids walking side by side. Each one had a give-a-way shirt on from three different years.
18. Link-a-loons allow you to tie balloons together quickly and easily. There is a nipple at the top of each balloon. It allows you to tie it to the end of the next balloon and links them together.
19. Use a template to help you blow up every balloon to nearly the same size. No more guessing.
20. Risk Management at Pep Rallies. When you make a decision, can you defend it in front of a judge? Ask me about the Hawaiian Fire spinner guy who spent the night at the Holiday Inn.
21. If you are brave, have the kids run your rally. They will learn more from being in charge than they will from watching you run their rally.
22. Try doing your pep rally on a Monday. Most gyms are available on Sunday and you have all day to do your setup. This has been GREAT for our kids. No more finishing at midnight on a Thursday.
23. Make sure you have a minute by minute schedule for your rally. Also make sure you have one extra game ready to go in case your rally might end early. You can usually get away with a rally that runs long, if it's good, that is. But if your rally ends early and you release 1000 students into the quad with no supervision you may get a visit from your administrator.
24. If you have metal supports or beams in your gym roof, get the click magnets and mag poles. They are expensive at first, but last for years.
25. Take kids and go watch other school rallies if you can. Copy what they do well. We have seen rallies at Temecula Valley, Westiew, Rancho Bernardo, Carlsbad, La Costa Canyon and Poway.

26. Put a week between your Homecoming game and dance. If you are killing yourself to get through the week, why keep doing it? Your kids will LOVE it also. It's a hard week for them also. The years we have done the dance a week after the game with float building we have sold more tickets to the dance cause the word is out and everyone has fun at the game.
27. Have written rules and go over them before float building starts. Post them in the float building area. Give copies to the chaperones. Keep everyone on the same page.
28. When students are judges, have them wear referee shirts. This way you know who is working and who is there enforcing the rules. Kids can do both and this keeps them from getting confused.
29. What happens when one (or more) classes don't finish their float on time? Have that conversation before float building starts and stick with it. Now when it happens on Thursday night at 8:00, there are no arguments. You already have a plan that EVERYONE has agreed to. Ask me about mine.
30. Have a plan if there is a tie when judging the floats. Don't wait for a tie and then try to figure it out. They had never had a tie in the years before I got there. My first two years at MC, two ties.
31. Clap It Out! This lets students know when it is okay to go home. Tell them the dance story.
32. Take a picture to take role after you clap it out. Hard to say you were there when you aren't in the picture. We give points to your grade for attendance. No more arguing with the proof in the picture. :)
33. Asking for help is not a sign of weakness. I'd rather you ask for help then mess it up or not get it done.
34. You think you are ready? Try doing a school wide Lip Dub. Good luck.

[https://app.schooltube.com/video/c0a2acb700b5472cb02a/Mt.\\_Carmel\\_High\\_School\\_Lip\\_Dub\\_2012](https://app.schooltube.com/video/c0a2acb700b5472cb02a/Mt._Carmel_High_School_Lip_Dub_2012)