

# The Newbie Guide to Activities

*Whether you were voluntold or volunteered, entering the role of being an Activities Director can be very daunting and overwhelming. Understand the basics, how to survive your first year, find some rad resources, and come away with a perspective from an Activities Director who began their experiences in ASB advising during a pandemic!*

## FIRST YEAR

- The first year is really trial by fire!
  - Don't try to be perfect! Don't expect perfection
  - You will tweak it as you go!
    - You do not need to fix everything at once...or by yourself!
- Look for silver linings! It's okay to FEEL!
  - The job can be difficult, and at times can seem thankless. But is also incredibly rewarding and can potentially reinvigorate/invigorate your career in teaching!
    - COVID19 was a blessing in disguise for this transition for me yourself!
- Everyone has an opinion. Be open to listening and reflecting, but you won't be able to please everyone! Trust your team, trust your kids, and trust yourself! You got this!
- If you were a student leader... don't get caught up in recreating your experience!
- The transition between advisors is going to be tough... for you and the students...and the staff... and the community! Basically all of the stakeholders.
  - Don't try to be someone you are not.
  - Don't get caught up in filling a LEGEND'S shoes and forget a LEGEND already is wearing the ones you have on right now!
  - In some cases, the change is welcome, in some cases, it's not.
  - Get to know the kids...or really anyone you are going to work with more on a REAL level. These relationships will be important.

## PERSONAL

- Keep a balance between work and home.
  - There WILL always be another event to plan for this year or next!
- Expect the unexpected! Literally!
  - Take it one thing at a time! It will be a crazy year! Or two. Or career!
    - I started activities in the same month I found out "we were expecting!" :)
    - Remember Family First!
- Speaking of Family! CADA is a great big family! Reach out to your family! It is the best resource you have!
  - Website
  - Other advisors
  - Vendors

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CADA Meet the Pros - Presenter

## PRO TIPS

Ask for help. It doesn't need to be you running it all.

You can learn ALOT about the job from the kids! Don't underestimate them!

Make connections!

Utilize other "players" at the school. Sometimes they will actually be excited that you asked!

Know your ASB constitution!

Know your Board Policies!

Know FCMAT & ASB Accounting Guides.

Keep your resources in a shared digital drive! This will eliminate a lot of unnecessary emails/make responding to them easier!

1. Activities Calendar
2. Lesson Plans
3. Applications
4. Paperwork

## RESOURCES



Lesson Plan Examples:

(Scan Left)

Student Activities Examples:

(Scan Right)

