

Student Activities Guided Tour

Building a Positive Student Activities Program

Kristin Grimm (grimmkn@nv.ccsd.net) and Stephanie Stonex (stones2@nv.ccsd.net)

Advisor Manual

Middle School and High School

1. Mission Statement: To enhance the overall educational experience of CCSD students and serve them through development of, exposure to, participation in and assistance with intellectual, cultural, recreational, social, and leadership opportunities. We believe in creating environments which value differences, the freedom of expression and the holistic development of students.
2. Table of Contents:
 - a. Advisor Roles: Mentor, Team Builder, Conflict Mediator, Reflective Agent, Educator, Policy Interpreter
 - b. Advisor Resources/Information: Advisor Expectations, Advising Dos, Advising Styles, Advising Skills, Common Problems, Advisor's Self-Evaluation Checklist
 - c. Constitution: Purpose, Constitution Outline, Sample Constitution Outline
 - d. Club Charters, Club Participants
 - e. Meetings: Steps to More Effective Meetings, Sample Meeting Agenda
 - f. Budgeting
 - g. Event Planning Checklist
 - h. Retreats
 - i. CCSD Sponsored Clubs Overview
 - j. CCSD Student Activities Sponsored Clubs Job Descriptions: Club Description, Minimum Qualifications, Position Summary, Essential Duties, Organizations/Resources, Suggested Certifications, Required Certifications
 - k. Resources: Teacher, Administrator, Parents and Students

Advisor Meetings

1. Beginning of the year
 - a. Activities Supervisor/Student Activities Director
 - b. All club advisors
 - c. Discuss school procedures - banking, field trips, etc.
 - d. Meeting basics - agenda, Parliamentary Procedure, charters, constitutions
 - e. Advisor Manual
 - f. Upcoming whole school events - Club Rush Week, Respect Week, American Education Week, etc.
 - g. Cords/Stoles
 - h. Lunch and t-shirt

2. Mid-Year

- a. How to recruit
- b. Club organization
- c. Communication
- d. Advisors share ideas
- e. Reflection, plan next year
- f. End of year events

Recognition Programs - Teacher and Staff Spirit (TASS)

1. Goal: to increase school spirit on campus and encourage students to join in and to participate in school events
2. Earn tickets by wearing a school shirt on Fridays (1), dressing up for spirit days (2) and participating in assemblies (2)
3. Tickets in advisor classroom; staff sends picture to advisor via text or email or checks in with advisor
4. Drawings take place each quarter
5. Random drawing - Bose Bluetooth Speaker
6. Most tickets - \$50 Amazon gift card

The Canyon Way

1. Anyone on campus can be nominated for anything positive
2. Every teacher gets 20 nomination forms
3. Front office, mailroom
4. Flyers and signs around school promoting program
5. Each teacher discusses with classes
6. Keep recognition schedule consistent
7. Present during class
 - a. Student Activities Director, Administrator (switch off)
 - b. T-shirt, gift card (staff), student store coupon (student)
 - i. 400 t-shirts donated
8. Every student and staff nominated gets recognized!

Advisor Spotlight

1. District-wide advisor recognition - clubs sponsored by the Student Activities office
2. Nomination sent out each month via Google Form to all activity admin and CCSD Sponsored club advisors
3. Two advisors every two weeks
 - a. Schedule with supervisor, present in front of class
 - b. Post on Student Activities website
 - c. Advisor gets a certificate, sticker, card, bag and homemade cookies



Canyon Springs TASS (Teachers and Staff Spirit)

How to get entered into the drawing?

- Friday Canyon shirt – 1 drawing ticket
- Spirit Day – 2 drawing tickets
- Assembly Participation – 2 drawing tickets

In order to be entered into the drawing, you must see Ms. Stonex ONLY in room 213 on the Friday or Spirit Day. Make sure you go all out for spirit week dress up days. We want to see you spirited beyond regular wear. Rule of thumb, if you normally wouldn't wear it out, then it is probably a good costume.

At the end of each quarter, Student Council will pull a drawing ticket from the bucket, and the winner will receive a free **Bose Bluetooth Speaker**.

The drawing will reset each quarter.

Our goal is to increase school spirit on campus and encourage students to join in and to participate in our events! We truly appreciate all your support towards our amazing high school!

Discretion of tickets distributed will be up to the Student Council Advisor.

**#The
Canyon
Way**

Spread positivity. Create change.

Your Name	Student ID	Grade
Nominee's Name and Grade		
Why did you nominate this person?		

*Place in locker outside of 200 hallway.

#The Canyon Way	This coupon is good for one item at the Student Store.
Expires _____	

TASS Ticket
Name

Date

