

WELCOME TO VISTA
MURRIETA HIGH
SCHOOL

HOME OF THE
BRONCOS

Shannon Kush
ASB Director

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Instagram: @vistamurrietahs



Character **L**eadership **A**ttitude **S**cholarship **S**ervice


Who am I?

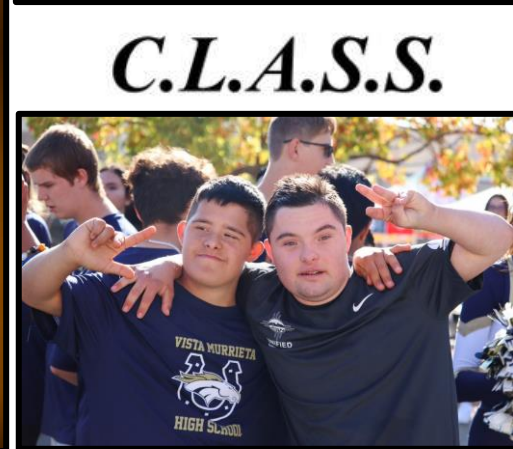


- ASB Director since 2011
 - Valley View HS-8 years
 - Vista Murrieta HS-4 years
- Teaching for 20 years
 - 4 years in New Mexico
 - 16 years in California
- Arizona State Sun Devil alum and diehard fan
- Love dad jokes, puns, nicknames
- The glass is generally half full
- I think I am a turtle

Who are we?

- Vista Murrieta High School Broncos
- City of Murrieta in Southern Riverside County
- Suburban high school with about 3600 students
- Our ethnic demographics closely reflect the overall demographics of the state (37% Hispanic, 33% White, 12% Asian, 9% Two or more races, 8% Black, 1% Hawaiian)
- Proud tradition of C.L.A.S.S-Character, Leadership, Attitude, Scholarship, and Service
- We are currently celebrating our 20th year

 @vmhsphotography

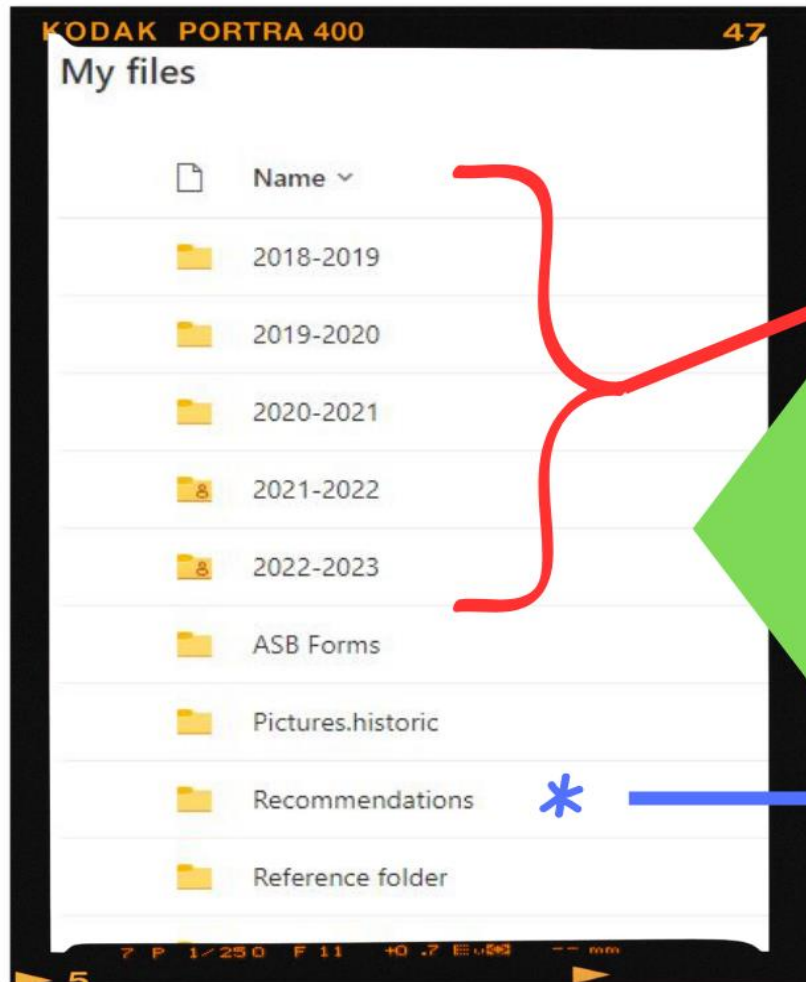




Tips & Tricks

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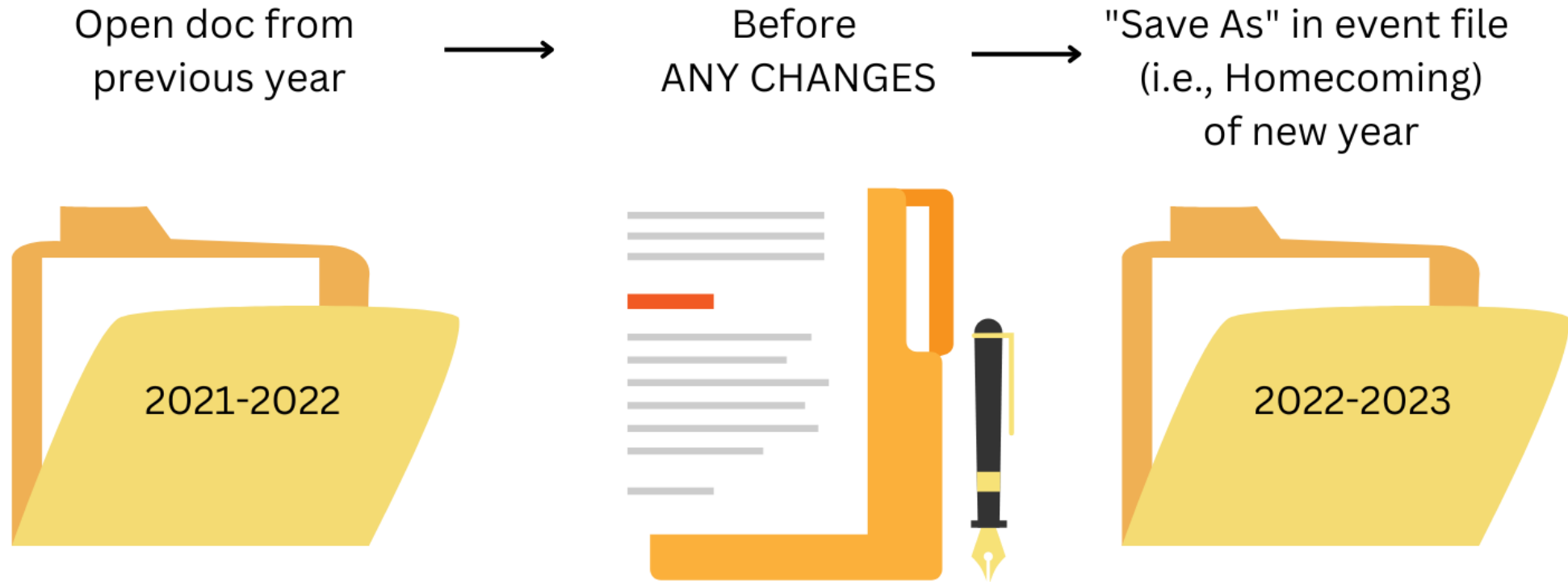
Let's Get Organized!!!



Create a system where you can easily locate documents & emails relating to any of your events each year

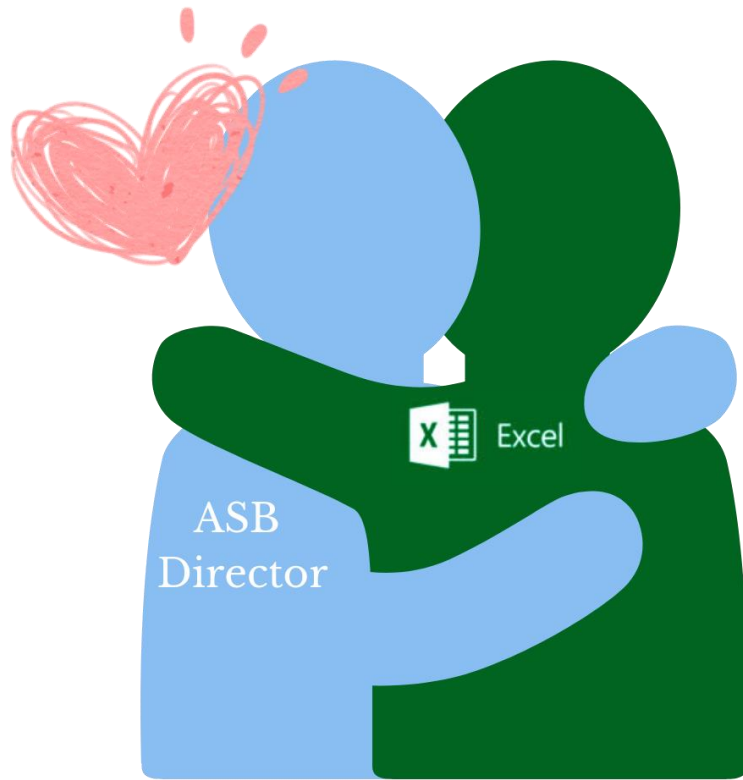
- Invest the time to organize your file folders
- Create a new folder at the beginning of each school year
- Within each school year, have a separate folder for each event/category
 - Homecoming
 - Scholar Bowl
 - Blood drives
 - 504/IEP
 - Leadership Lessons
- Save every letter of recommendation you write!
- We will talk about this soon.

Be systematic



Use **highlighter function** or change **font color** of any details that still need to be edited before distributing/publishing.

Spreadsheets



- Spreadsheets are an ASB Director's **BEST FRIEND!**
 - Sorting
 - Mail merge
 - Easy to add additional fields
 - Color code
 - Copy/paste into emails & other documents
- For every event, list, campaign in which I am gathering information, as soon as I receive my first email back after requesting information, I create a spreadsheet to organize the details I have requested.

For events or data that is similar from year to year...

Change the font color before editing

- Easily recognize outstanding information
- Consider different colors for facility conflicts, confirmation from point person, not yet edited.

	A	B	C	D	E	F
1	VMHS Activities					
2	Day	Month	Dates	Year	Group	Activity
3	M/Tu	Ongoing	Varies	2019-2020	ASB/Senate	Weekly meetings
4	W/TH	July	17-18	2019	ASB/Senate	Summer Overnight Retreat
5	Tu-F	July	23-26	2019	ASB/Senate	CADA Summer Camp
6	M/Tu	July	29-30	2019	ASB/Senate	Summer work days
7	W	July	31	2019	ASB/Senate	Meeting and Knotts Berry Farm bonding trip
8	Th	August	1	2019	ASB/Senate	Senior Roundup
9	F	August	2	2019	ASB/Senate	Junior Roundup
10	F-Sa	August	2-3	2019	Link Crew	Link Crew Leadership Training
11	M	August	5	2019	Link Crew	Link Crew Orientation
12	M	August	5	2019	ASB/Senate	Sophomore Roundup
13	T-W	August	6-7	2019	ASB/Senate	Freshman Roundup/Makeups
14	M	August	12	2019	ASB/Senate	Meet the Pros
15	W	August	14	2019	Leadership	Leadership Unity Breakfast/Gauntlet for first day of school
16	W	August	14	2019	Senior Class	Senior Sunrise Breakfast
17	F	August	16	2019	Link Crew	Meet your Link Crew Leaders
18	F	August	16	2019	ASB/Senate	ONE LUNCH-
19	W	August	21	2019	Link Crew	Freshmen Ice Cream
20	W	August	21	2019	Campus	Make-up pictures
21	F	August	23	2019	Freshman Class	Freshmen Election Paperwork Due
22	F	August	23	2019	Athletics	Football Scrimmage
23	F	August	23	2019	Link Crew	Freshmen BBQ
24	F	August	23	2019	ASB/Senate	Back to School Dance
25	Th	August	29	2019	Freshman Class	Freshmen Elections

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Sort to expedite tasks

Sorting made easier

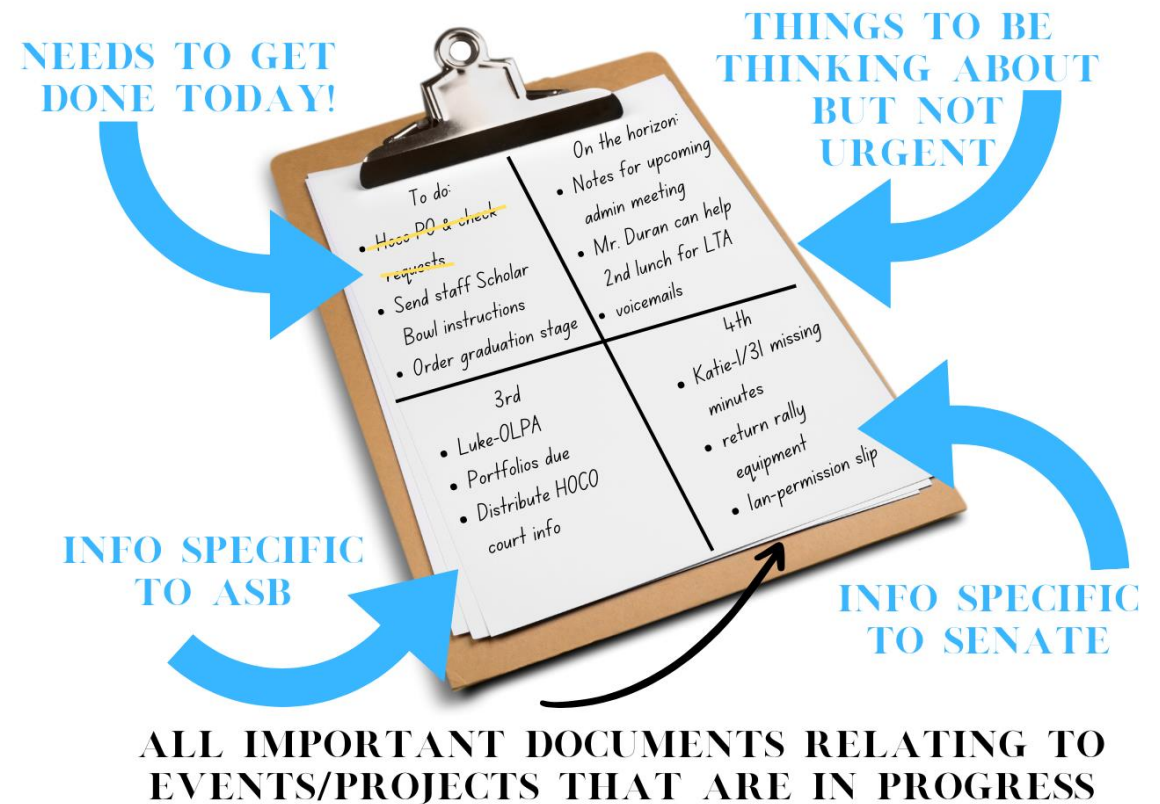
- Always have separate fields for first name and last name.
- When you are planning an event where you will need to disseminate information to students who are not in your classroom, take the time to look up their room numbers for any periods when you have students available to distribute.
 - May run out of time one period; students can complete distribution the next period.
 - Student may be out of class-sporting event, counseling office, special assembly
 - Can be difficult class to deliver to (hint: when delivering to a PE class always include the PE teacher name to facilitate finding the student).
- Sort by Tshirt sizes
- Sort by permission slip completed

Distribution (certificates, notices, passes, etc.)

- Sort the spreadsheet by period “x”, then “last name”, then “first name”.
- Under “view” click page break preview.
- Move the dotted lines to only include a designated set of classrooms on campus (West Hall, South Hall, East Hall, EE classrooms, WW classrooms, etc.)
- Once the room numbers are divided up into manageable groups, print the spreadsheet.
- You can then assign each printed paper to a student(s) to copy names on documents to be delivered
- Once completed, they are pre-sorted by area of campus and then by classroom.

The “Shannon Kush Grid”

- When I transitioned into the role of an ASB director I had to develop a system to organize the information coming in from all different directions.
- It is a challenge to go to the bathroom without encountering someone with a question or a piece of information relating to one of your 25 major simultaneous projects.
- I carry my clipboard and 3-year planner everywhere I go on campus.





Seek Opportunities to

COLLABORATE

A shift in philosophy... The “Bronco Economy”

Criminal Justice



Engineering




ROTC

Culinary Arts



Photography

Culture Clubs

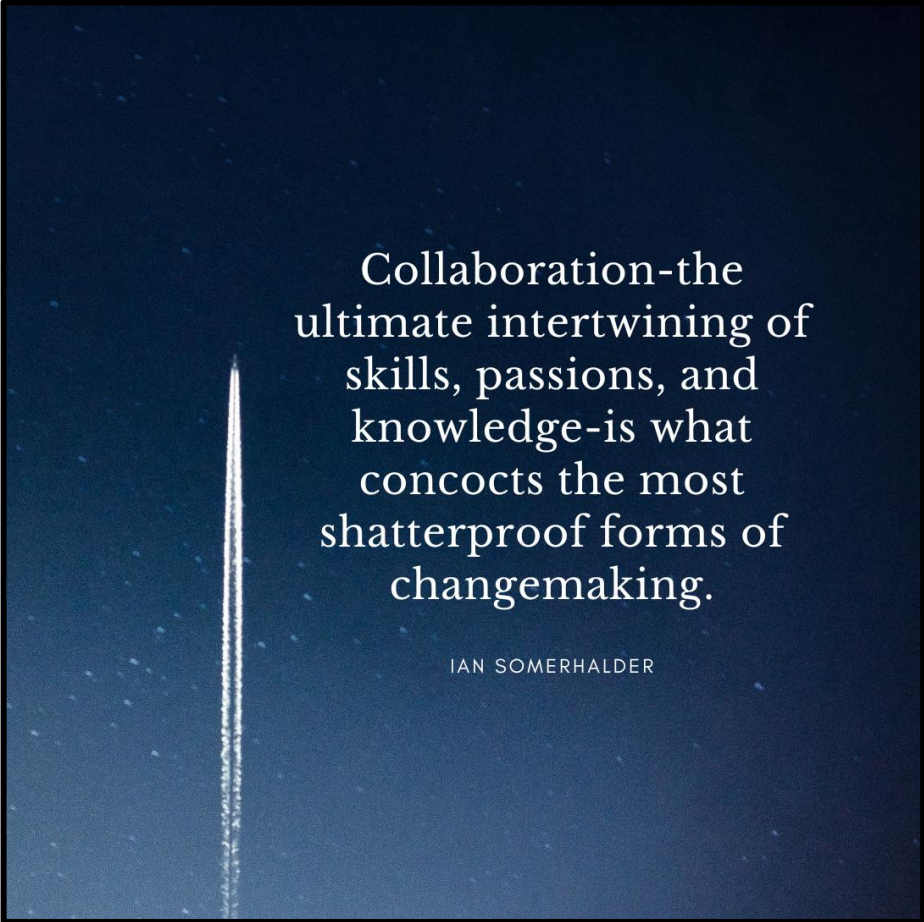
 @vmhsphotography

Audio & Video Productions



Invest in your own programs

- We hire our CTE programs to support our events:
 - Complete audio & visual production-provides the lighting, DJ, large scale decorations, banners, truss, live video shots, digital graphics
 - Culinary Arts-provides full spread of food displayed beautifully at our on-campus dances
 - Photography-takes the photographs for promotional posters, cultural campaigns, royal court photoshoots, and photo booths
 - Criminal Justice-assists with monitoring the perimeter of events
 - Engineering-creates awards for various events (homecoming court, car show)
 - ROTC-assists with directing traffic and parking for large-scale events
 - Culture Clubs & Performance groups: provide entertainment during rallies, halftime shows, tailgate events, car show, culture nights and high school kickoff events



Collaboration-the
ultimate intertwining of
skills, passions, and
knowledge-is what
concocts the most
shatterproof forms of
changemaking.

IAN SOMERHALDER

Homecoming Logistics

- Associated Student Body funds are transferred to various programs through a formal transfer request approved during weekly ASB Formal Business meetings.
- ASB commissioners conduct frequent meetings with the various programs leading up to the events.
- The student leaders serve as both project managers of and clients to the VMHS Programs and clubs.
- Provides all student participants with practical application and valuable work experience.
- Increased participation in the planning, creates more excitement, anticipation and natural buzz around campus.
- Programs/clubs can invest in new equipment, build inventory, and seek training and partnerships in the community funds earned.

Program	Purpose	Cost
Audio/visual productions	Homecoming rally, halftime show and dance production	\$13,000
Culinary Arts	Homecoming dance catering for 2,500 attendees	\$10,000
Photography	Event photo booths	\$300
Criminal Justice	Provide security support	\$300
Engineering	Event Awards	\$300

Homecoming 2022





CHARACTER
LEADERSHIP
ATTITUDE
SCHOLARSHIP
SERVICE

Principal
Celeste Scallion

Assistant Principals
Mike Duran
Heather Just
Shane Sands
Brianna Woods
Rosa Velardez

Assistant Principal
Athletics
Carl Galloway

Activities Director
Shannon Kush

Counselors
Gabriela Arizola
Karen Candaele
Claudia Hill
Silvia Osorio
Aurora Padilla
Eric Peterson
Sandie Valenzuela
Dione Tyler

Vista Murrieta High School

A California Gold Ribbon School and...a Tradition of CLASS...

May 4, 2022

St. Jude Children's Research Hospital:

It is my pleasure to write this letter on behalf of the Vista Murrieta High School community to present our donation in the amount of \$2,285.70 from our benefit Cars & Culture event on April 23, 2022. It all started with an idea in the fall as we were setting up for a football game. One of my students looked over our vast practice fields and said, "We should have a car show". From there the idea grew to become a benefit event to support St. Jude Children's Research Hospital and then later a cultural event.

As the principal of Vista Murrieta High School, I am really proud of our students, staff and greater community. They committed to this idea months ago with dedication and passion ultimately leading to a phenomenal community event. We are humbled and grateful that our Cars and Culture experiment was so successful and look forward to instituting this as an annual event to benefit St. Jude. There is a positive buzz community wide with people suggesting what we can do bigger and better next year.

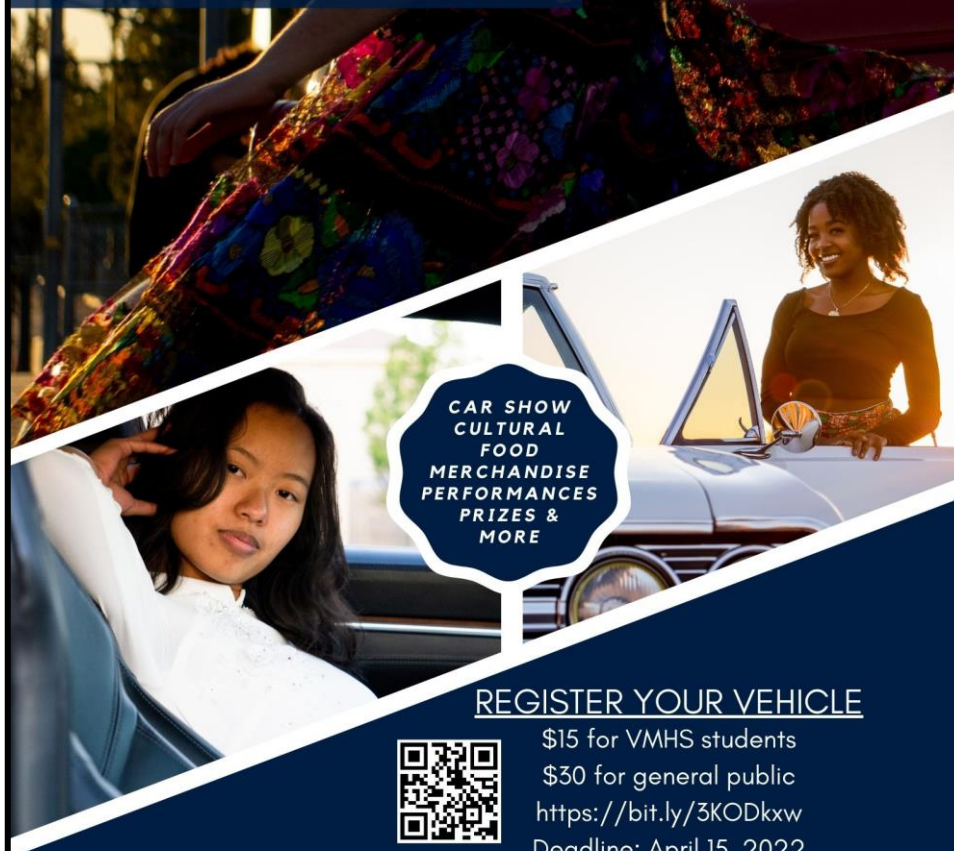
Here are a few highlights from our event:

- 66 vehicles registered for the event
- Over 1200 people attended the event
- Sung Kang from the Fast and the Furious series made an appearance
- Our photography students took all the promotional photos of the event
- Our engineering students produced all of the awards that were presented to the winning vehicles
- Our audio tech students provided production support for all the performances at the event
- All of our cultural clubs had representation at the event with cars, performers, food and/or merchandise.

VISTA MURRIETA HIGH SCHOOL
PRESENTS

Cars & Culture

APRIL 23, 2022
STREET FAIR 12-6PM
CAR SHOW 1-5PM
FREE ADMISSION
COMMUNITY EVENT



CAR SHOW
CULTURAL
FOOD
MERCHANDISE
PERFORMANCES
PRIZES &
MORE

REGISTER YOUR VEHICLE



\$15 for VMHS students
\$30 for general public
<https://bit.ly/3KODkxw>
Deadline: April 15, 2022

For more information contact vmhscarsandculture@gmail.com

BENEFITTING ST. JUDE CHILDREN'S RESEARCH HOSPITAL

28251 CLINTON KEITH DR, MURRIETA, CA 92563

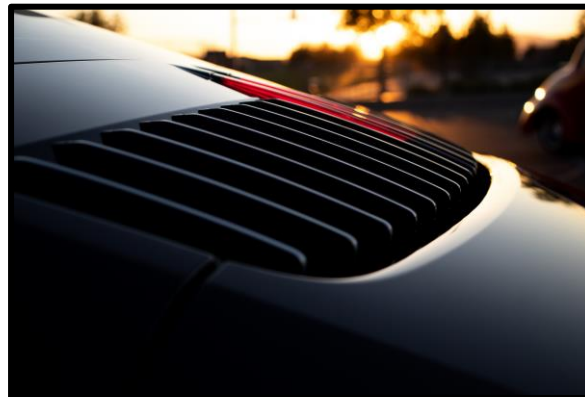
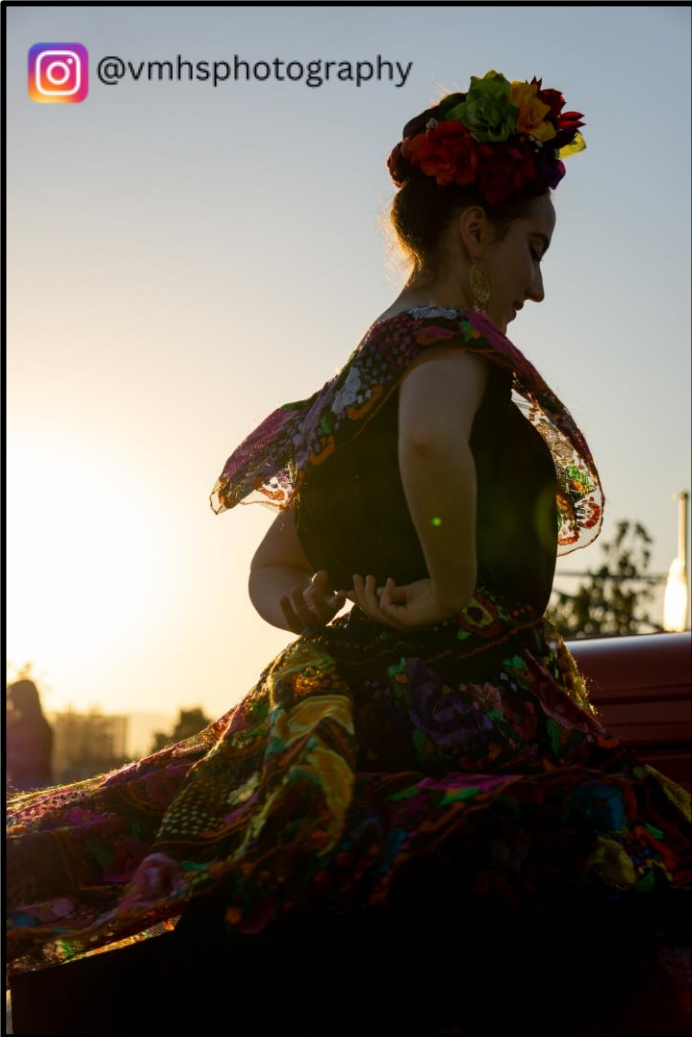


@vmhsphotography

Cars & Culture




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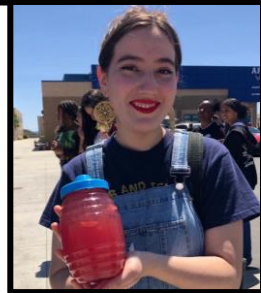


Cars & Culture



Cars & Culture

 @vmhsphotography





VISTA MURRIETA HIGH SCHOOL
PRESENTS

Cars & Culture

MARCH 25, 2023
CAR SHOW & STREET FAIR
9:00 AM - 1:00 PM
FREE ADMISSION
COMMUNITY EVENT



REGISTER YOUR VEHICLE

\$15 for VMHS students
\$30 for general public
\$40 Day-of Registration
<http://bitly.ws/zV3E>

For more information contact
vmhscarsandculture@gmail.com



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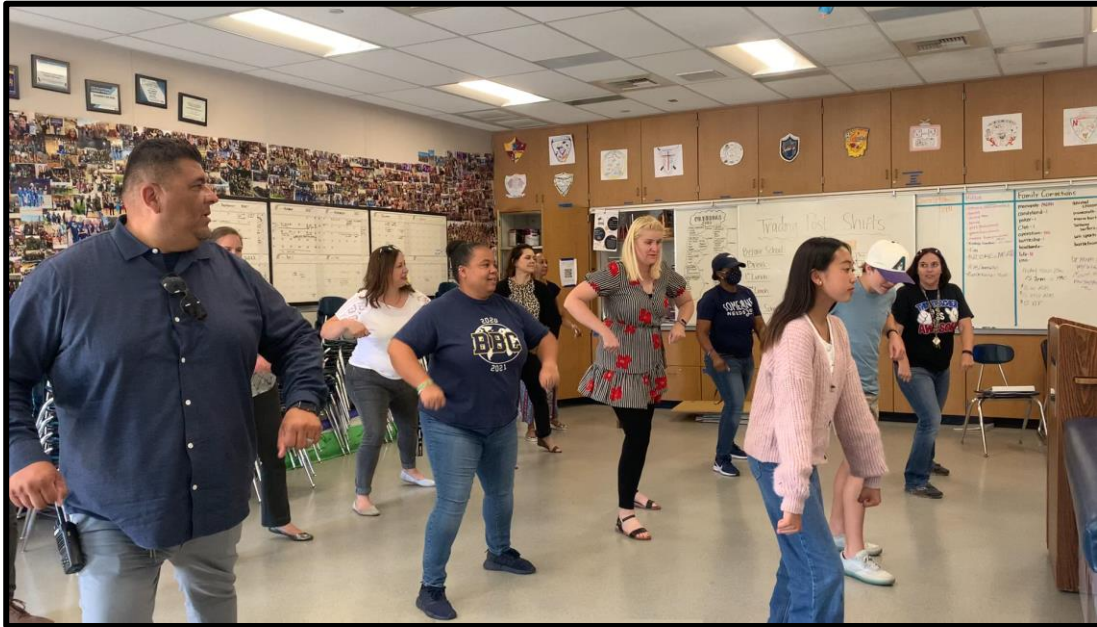



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World Down Syndrome Day-3/21/22

When collaboration and passion meet, the wheels just start turning





 @vmhsphotography




Who else can we invite to the conversation?

- Homecoming halftime show:

- Can we produce a full field show with all elements of the performing arts?
- How can we incorporate our culture clubs into the show?
- How do we include alumni? The community?

- Basketball season:

- How can we incorporate community events into our basketball season?
 - Link Crew: bring your freshman night
 - Culture Night: all culture clubs invited with performances and cultural food
 - Military service night: JROTC, invite veterans and active duty members of the community to attend and/or be recognized

A low-angle perspective looking down the center of a wooden bridge. The bridge has a light-colored wooden deck and railings. The support structure is made of reddish-brown metal trusses. The bridge curves slightly to the right in the distance. The background is a clear, deep blue sky.

Let's build bridges,
not walls.

MARTIN LUTHER KING JR.

A Little Bit of This & That

- Letters of Recommendation
 - Save every letter in one file with the name of the student or colleague requesting it.
 - When a new letter is requested, look through the list to see who the student is most similar to.
 - I try to match pronouns from one letter to the next
 - Open that student's letter and "Save As" the new requester's name.
 - Use the "Replace" tool to find all of the previous student's first name with the new requester's first name.
 - Use the "Replace" tool with the last name.
 - This provides an excellent template/draft to avoid having to start from scratch.
 - This is helpful for students that held similar officer positions, commissions or were passionate about similar things (athletics, drama, community service).
 - Fanny Pack on event days
 - Social Media Contract/Code of Ethics for all student leaders-signed by parents
- Monthly Club President's Meetings
 - Remind for Club Presidents
 - Provide key leaders access as class owners to be able to send and receive messages from Club Presidents
 - Commissioner of Clubs & Funds
 - Commissioner of Cultural Awareness
 - Commissioner of Lunchtime Activities
 - File folder of daily announcements to review with my leadership students in class
 - Print as class is beginning and hand to ASB President/Speaker of Senate to review most up-to-date information with the class.
 - Avoid having your work email on your phone.
 - When I think of some detail I need to not forget, I email myself at work from my phone; the next morning it gets placed in the appropriate quadrant of my grid and I am good to go



VMHS Leadership Code of Ethics

ASB, BBC, Link Crew, PLUS, Renaissance, Senate

Student Name: _____

Contract of Responsibilities for Participation in the VMHS Leadership Program

I understand the following and accept as my personal "Code of Ethics":

1. **Dignity** - I will respect the dignity and individuality of the people I encounter during my tenure in the VMHS Leadership Program.
1. **Confidentiality** - I will respect the confidentiality of the helping relationships that I engage in as a leader at VMHS.
1. **Duty to Inform** - I understand that I have a duty to inform an adult supervisor about any situations regarding students in harm's way.
1. **Supervision** - I understand I will be supervised by a variety of adults and agree to follow the guidance that is offered in supervision.
1. **School Policy** - I will follow all school policies. If I neglect to follow policies, it shall result in termination from the VMHS Leadership Program.
1. **Honesty** - I understand the importance of being honest and will not be dishonest to benefit other students on this campus, as well as myself.
1. **Leadership** - I understand that I am a leader in this program and will lead in a positive way, both on and off the VMHS campus.
1. **Academics** - I commit to maintain a 2.5 GPA and not have any below a "C" in any class. I understand that if at any time my grades drop below a "C" in any class, I will attend academic tutoring as prescribed by my advisor until my grades increase.



Social Media Contract

Student Name: _____

- I will not use any derogatory or defamatory comments about other leaders, other students, events, the school, the election process, or the leadership program in general.
- I will not support any derogatory or defamatory comments about other leaders, other students, events, the school, the election process, or the leadership program in general.
- I will represent myself and others with respect on all forms of social media. Foul language, harassment and other forms of disrespect on social media will be considered grounds for dismissal from the leadership class.
- Additionally, the following direct postings on personal social media accounts will result in immediate removal from the leadership class: Nudity, consumption of alcohol, or usage of drugs.
- Harassment of any kind via social media will be grounds for dismissal from the leadership program.

Leaders are encouraged to remain positive and encourage positive social media use.

By signing this Social Media Contract and Code of Ethics, you understand the rules and are pledging to abide by them. Violation of any of these rules may be grounds for immediate removal from the Leadership Program.

Student Signature

Date

Parent Signature

Date

Grading

• Participation	20%
• Portfolio	10%
• Due every 6 weeks	
• Timecard	10%
• Director's Evaluation	10%
• Class Advisor Eval...	10%
• Due every 6 weeks	
• Assignments	10%
• Quizzes	10%
• Unity/game	5%
• Student store	10%
• Spirit Day Participation	5%

- Portfolio Components (with dividers):
 - Cover page or title page
 - Course documents
 - Syllabus
 - Code of ethics
 - Social Media Contract
 - Training documents
 - Formal Business Meeting notes-dated
 - Required even if they miss the meeting
 - All meeting minutes are posted on Canvas
 - Class Meeting notes-dated
 - Timecard-minimum 20 hours each semester
 - Commission work
 - Evaluations



Tips & Tricks

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