

# ADVISER'S checklist

## September 2017

### “ QUOTE OF THE MONTH ”

The secret of getting ahead is getting started. The secret of getting started is breaking your complex overwhelming tasks into manageable tasks, and then starting with the first one.

– Mark Twain



## MONTHLY TO DO'S

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p><b>First Day of School:</b> Remember to have your leaders out and vocal to new students entering your building for the first time. Acting as a tour guide and friendly face can go along way to building your culture from the start! Consider these tasks to kick off the year right:</p> <ul style="list-style-type: none"> <li>• Have Club forms and flyers visible around the school.</li> <li>• Assign student to the main entrance, counseling office and high traffic areas to help students find their lockers/classrooms.</li> <li>• Have students provide candy or a short note to welcome staff back!</li> <li>• Make directional signs for new students labeling hallways and main areas.</li> <li>• Have student announcements and acknowledgments ready to go.</li> <li>• Assign students to high-five and congratulate their peers leaving and/or getting on the bus at the end of the day.</li> <li>• Quotes, updates and school news can be published on social media throughout the day and after school. Parents will love seeing the welcoming environment you are helping create.</li> <li>• Check with administrators to see if your leaders can be spread across all lunches the first week of school to sit with and check-in with younger students.</li> <li>• Decorate with welcome banners, graduation pledges, mission statement and school motto. All can help shape the environment you strive to create.</li> </ul>			

# MONTHLY TO DO'S

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<p><b>Membership:</b> Don't forget to fill out your 2017-18 membership forms to ensure that you continue receiving member only resources like this one and member discounts. The forms can be found at: <a href="https://goo.gl/6TzWmy">https://goo.gl/6TzWmy</a>.</p>			
<p><b>Calendar Planning:</b> Working with your student leaders, map out the big events and programs for the entire year. This will help visibly showcase the best times for additional programming that students want to run, without adding to your stress level.</p>			
<p><b>Goal Setting:</b> Have your Executive Board review your program evaluations from last year and create an action plan for improving areas of weakness. This allows initiatives to be student led, creating accountability and student growth. (If evaluations do not exist, this can be a GREAT project to assign your E-Board.)</p>			
<p><b>Meeting Schedule:</b> Take a close look at your own personal calendar and find a consistent time each week/month to hold your meetings. Inform your students so they can plan on attending throughout the year; as our student leaders wear many hats, you want to secure their time first!</p>			
<p><b>Committee Creation:</b> Hold a quick meeting with your Executive Board and look at the committees that need to be formed to ensure the year starts on the right foot. Keep it small and manageable to ensure tasks are being completed.</p>			
<p><b>Understanding Roles:</b> Review and clarify job descriptions for your team. Who is responsible for what? Set some ground rules and expectations for your group as a whole. Use a student contract, explanation/expectations chart, even a goal-meter to keep everyone on the same page, and working as a team.</p>			
<p><b>Group Bonding:</b> Homecoming will be here before you know it! Make sure your group is prepared for a year's worth of meetings, events and lifetime memories! Read more group bonding ideas at: <a href="https://goo.gl/fE1rtK">https://goo.gl/fE1rtK</a>.</p>			
<p><b>Constitutional Review:</b> Go over your group's Constitution. Did you encounter any problems last year where an amendment would have helped clarify, or create positive change? Don't have a Constitution yet? No problem, get an introductory template at: <a href="https://goo.gl/XaAKsy">https://goo.gl/XaAKsy</a>.</p>			
<p><b>Financial Plan:</b> Begin development of this year's budget. Start by looking at anticipated event income and expenditures. Having a foundational assessment of money-in and money-out will keep realistic goals for the group. More on budgeting at: <a href="https://goo.gl/LTMuP4">https://goo.gl/LTMuP4</a>.</p>			

## AWARENESS

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<b>New Year, New Look:</b> Like the new look? You may have noticed the all new Adviser Checklist look and feel! Our Checklists will continue to provide up-to-date MASC/MAHS Michigan Student Leadership program information and resources, as well as specific Adviser “need-to-know” information. We hope our new Checklists help to serve!			
<b>New Website:</b> The all-new website will be available the first week of September. We pride ourselves on providing the very best in communication and students resources. Our new website will continue our mission in providing our member schools the tools and information they need to take their program to the next level! Check it out in September!			
<b>Membership Referral Discounts:</b> After you have submitted your 2017-18 membership form, a secondary referral form will be emailed your way. This allows member schools a chance to earn money back off their membership dues by referring a local middle or high school to join MASC/MAHS Michigan Student Leadership. Help spread the word, spread the love for leadership and earn some money back!			
<b>MJHS:</b> MASC/MAHS now offers Michigan Junior Honor Society affiliates included in your membership! To register your school contact Matt Alley at matt@mascmahs.org.			
<b>Redesigned LTIs:</b> Leadership Training institutes have been fully redesigned from the ground up, giving your student groups even more resources, activities and information to ensure a successful year ahead!			

## OPPORTUNITIES

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<b>Leadership Training Institutes:</b> The 2017 Leadership Training Institutes are open for registration! Dates and locations across the state are posted at: <a href="https://goo.gl/13yZF5">https://goo.gl/13yZF5</a> . Sign-up your student group by visiting: <a href="https://goo.gl/Un2qMD">https://goo.gl/Un2qMD</a> .			
<b>Executive Forums:</b> If you would like to schedule a personal workshop to work with your student leaders in conducting a constitutional review, creating by-laws, understanding executive roles and responsibilities and goal setting, contact the MASC/MAHS Michigan Student Leadership office at info@mascmahs.org or 517-327-5315.			

## JUST FOR FUN

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p><b>Monthly Icebreaker:</b> Give each participant a paper plate. Have them draw the face of a clock on their plate with a line next to each number (no digitals!). Then have participants walk around and find a “date” for each of the 12 empty hour lines, writing their name on the line. The catch is, no one can make a “date” with more than one person per hour. After everyone has met their date for that specific hour, time the discussion for about 1-3 minutes and then move on. The facilitator can ask a question for each date or let the students just talk.</p>			
<p><b>“National Day” Celebrations:</b> Nearly every day there is a “National Day” to celebrate. This can be a fun and engaging project for leaders to be creative and recognize your student, staff and community populations. Check out the National Day Calendar at: <a href="http://nationaldaycalendar.com">nationaldaycalendar.com</a>.</p>			