

# ADVISOR'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

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<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="http://wasc.org/membership/">http://wasc.org/membership/</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!</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 in your WASC Member Booklet.</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 in your WASC Member Booklet.</p>			

## AWARENESS

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p><b>New Year, New Materials:</b> Our Checklists will continue to provide up-to-date WASC - Wisconsin Student Leadership program information and resources, as well as specific Advisor “need-to-know” information. We hope our new Checklists help to serve!</p>			
<p><b>Website:</b> We pride ourselves on providing the very best in communication and students resources. Our 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!</p>			
<p><b>News Feed:</b> New for this year! Take your leadership to the next level and share the great things you are doing statewide. View a weekly updated News Feed filled with great ideas from colleagues around the State. To submit a post, email <a href="mailto:stateoffice@wasc.org">stateoffice@wasc.org</a></p>			
<p><b>Redesigned Lis:</b> Leadership Institutes have been redesigned and now includes the State Delegate Assembly, giving your student groups even more resources, activities and information to ensure a successful year ahead!</p>			

## OPPORTUNITIES

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p><b>Leadership Institutes:</b> The 2017 Leadership Institutes are open for registration. This is a great opportunity to train your officers and receive advisor training. Sign-up your student group by visiting: <a href="http://wasc.org/events/leadership-institute/">http://wasc.org/events/leadership-institute/</a></p>			
<p><b>Fall Regional Summits:</b> The 2017 Fall Regional Summits are open for registration. These events held across the state are designed for ALL leaders, providing leadership best practice ideas and inspiring messages from National speakers! Sign-up your student group by visiting: <a href="http://wasc.org/programs-events/">http://wasc.org/programs-events/</a></p>			

## 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>			