

ADVISOR'S checklist

January 2018

“ QUOTE OF THE MONTH ”

Dream big. Start small. But most of all,
start.

– Simon Sinek



MONTHLY TO DO'S

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
Refocusing Calendar Items: With every new year comes new opportunities. This is the perfect time to rethink what's left on your calendar for 2018 and reprioritize if certain things are still feasible to do or if there is anything new that has transpired and needs attention. This is also something you can do with your staff and administration as well. The biggest thing is to START!			
Assigning Roles for New Programs: As you refocus your calendar of work, you will also need to reassign roles for new programs. Equally as important is to evaluate current programs and those assigned to each program and contemplate if roles need to be changed up or reassigned in some way. A new year may have meant new responsibilities for students leaving some work left undone in the future.			
Welcome Cards for Transfer Students: Each semester a number of students move to new communities and enroll in new schools. This is your time to engage those students right off the bat! Make each student that enrolls in your school feel welcome. You might even want to host a luncheon so they can meet other students and learn about all your school has to offer.			
Honor Roll Awards Program: The semester will soon be ending and this is the perfect time to begin planning an awards program to honor those that have achieved success academically. You can both do a morning program with doughnuts or an evening program and invite the parents.			

MONTHLY TO DO'S

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Winter Energizer Assembly: Let's face it; this time of year can get pretty dull and cold. Motivation seems to plummet as well. This is the perfect time to host an assembly with fun, engaging games. Get other clubs and organizations involved as well. Host spirit days and other activities that get people excited about school.			
Evaluation of Programs: This is the perfect time to take inventory of what you have accomplished over the first semester and evaluate if they are worth doing next year. While it's fresh in your minds, this step is crucial in creating a vibrant student government calendar.			
Alumni Basketball Tournament: Need a great fundraiser and way to engage alumni back into your school, this is it. A lot of students are on break during the month of January. This is the perfect time to host an alumni basketball tournament. You can have teams enroll by graduation year, even have retired staff get involved. Either way it's a great way to raise money and see old friends.			
Warm Coat Drive: So many young people in your community do not have the resources to purchase new winter coats each year. This is a great activity to not only help those in your community, but also drive home the concept of servant leadership with your students. Burlington Coat Factory and various dry cleaning establishments can assist you with this initiative.			
Review Past Checklists: We have lots of great reminders and ideas to fill your bucket all year long! Visit wasc.org to review past checklists for this school year.			

AWARENESS

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
2018 State Conference: Registration for the State Conference opens January 15th! Make a plan with your leaders to ensure all interested students can attend. Join our biggest program of the year, celebrating student achievement with impactful keynote speakers, structured activities, student networking and so much more! Go to wasc.org to learn more.			
State Conference Competition Season: Award season is right around the corner! Consider assigning a student ambassador or committee to take a deeper look into each competition at State Conference. All schools are encouraged to use these platforms as a way to not only recognize strong school leaders, but also for program development. Get more information at: http://wasc.org/recognition/			

AWARENESS - CONTINUED...

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<p>Spirit of Excellence Award: Do you want to honor your school for ALL areas of leadership? Consider assigning a student ambassador or committee to take a deeper look into the Spirit of Excellence Award. Schools are honored for achieving excellence in sportsmanship, leaderships development and community service. NOTE: Portfolio is due February 1st! Get more information at: http://wasc.org/recognition/</p>			
<p>Membership Target Schools: Are there schools in your area that you know would benefit from joining the WASC? We are continuing our Target School Initiative this year, granting NEW MEMBERS a free trial membership to the WASC and access to for one advisor/student to attend an event for FREE, the State Conference is the perfect opportunity. Please contact Michelle at michelle@wasc.org if you have any questions.</p>			
<p>Advisor and Administrator Awards: Do you have the most amazing administrator or advisor? It's time they are recognized. Take time to nominate one or both of these extraordinary leaders in your school. Administrators can be principals/superintendents/athletic directors/etc. All you need to do is complete the form and email it to your Regional Advisor. Nomination forms will also be handed out at the Fall Regional Summits. Download the application here: http://wasc.org/recognition/</p>			

OPPORTUNITIES

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<p>Camp Staff Application: Want to become a member of the staff at WASC Camp or RYLA? The Application is now open for you and your students! Click here to begin the Application: https://docs.google.com/forms/d/e/1FAIpQLScCCAzyvRo8mjYNCZHevllh656mJ4dKy0SAdcBJ52NdDW_s2Q/viewform</p>			
<p>IGNITE: Registration is available for the upcoming IGNITE Student Leadership Summit on March 5th. Registration closes at the end of April. Enjoy a day filled with inspiring messages from UW Madison Athletic and Academic Leaders! Students will have the unique opportunity to network with schools from across Wisconsin, learning about best practice. Attendees will also leave with a plan of action to take back to their school and community to put their leadership potential to work. Click here for details: http://wasc.org/events/ignite-student-leadership-summit/</p>			

State Conference is Rapidly Approaching! State Conference will take place in Green Bay, WI on April 22&23 for SHS and April 29 & 30 for JAM! Click here for details:
<http://wasc.org/events/jamstateconference/>

JUST FOR FUN

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<p>Mid Term Fun: As everyone gears up for mid-terms, this is the perfect time to have some fun. Bring in puppies from the local humane society, provide food in the commons area for those studying, play music during passing time to re-energize and refocus students.</p>			
<p>Student Council Bonding Party: This is the time of year everyone begins to feel the strain of being over involved. Re-engage your council members and host a retreat or bonding party. You can have this at one of the students' home or at school. Have some fun and get everyone back excited for a new semester of service and fun.</p>			
<p>Staff Appreciation: There's always a reason to celebrate your staff. This month, why not make the focus your custodians and food service professionals. They, like you, are feeling the overwhelmed about the year ahead. Host an early breakfast for them or cater them lunch one day. Make sure to also have a card thanking them for all they do for the students of your school.</p>			

