

ADVISOR'S checklist

October 2018



“ QUOTE OF THE MONTH ”

Leadership is not just about giving energy... it's unleashing other people's energy.

-Paul Polman

MONTHLY TO DO'S

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
Student Group Contact: It is important to collect contact information from your student delegations. Each year, students change phone numbers, emails and even home addresses. Employ an easy and fast Google form to collect this information.			
Membership: Don't forget to fill out your 2018-19 membership forms to ensure that you continue receiving member only resources like this one and member discounts to events. The forms can be found at: http://wasc.org/membership/			
Calendar Planning: 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.			
Review Last Year's Goals: A great exercise for your new E-Board and senior leadership to engage in is to review last year's goals and program evaluation forms. Having a better understanding of your past success and failures will allow this year's group to make appropriate changes as they plan ahead.			
Senior Checklist Board: A great showpiece to add to a busy hallway is a "Senior Checklist." This board shows a generic timeline for college applications, scholarships and financial aid deadlines. Add an "ACCEPTED" header and take pictures of students holding their letters of acceptance!			

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<p>School Visits: Set up a time with your neighboring middle or high school to trade a few student leaders each. Students can witness firsthand how others in your area run meetings, plan events and collaborate as a group.</p>			
<p>NHS Induction Ceremony: Induction is right around the corner! Make sure you have your program and ceremony in order. Read more below: https://classroom.synonym.com/national-honor-society-induction-ceremony-ideas-2502.html</p>			
<p>The Power of the “Thank You”: Showcase the importance of saying “thank you” with your student group. Have your group write thank you letters to the local businesses, school staff and community members that supported your last event. This will also help to earn their support for future events!</p>			
<p>Letters to Self: Having your students write a letter to themselves to open at the end of the year, or when they graduate, can help cultivate gratitude, increase self-awareness, and appreciate the passage of time. You can also use FutureMe.org which lets you send an email to yourself and have it delivered at a future date.</p> <p>What To Write About Give advice. Use the second person to make it more personal and direct. What are your professional goals? Your romantic ones? Intellectual? Financial? Spiritual? Personal? The more specific you are, the more likely you are to see improvements. What causes you the most anxiety about your future? What keeps you up at night? What have you done wrong? What is your biggest regret? What are you excited for? What does your ideal life look like? What was your favorite book this year? How did it affect you? Who are the 5 most important people in your life, and why?</p>			
<p>Letters of Recommendation: Remind your senior group to request letters of recommendation early! This will benefit your entire staff (and you) when crunch time rolls around. Remind students to send thank you letters as well.</p>			
<p>Executive Board Roles and Responsibilities: Understanding one’s role and job responsibilities is vital to the success of any organization. Make sure your officers understand the expectations and what each are responsible for throughout the year. This will create greater group organization and less stress once each have a clear understanding of their own roles. The Leadership Institute is a great place to learn these roles. To request a checklist for each role, contact Michelle at: michelle@wasc.org</p>			

AWARENESS

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<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. If you know of any school that would be interested in this offer, please contact Michelle at michelle@wasc.org.</p>			
<p>Indigenous People's Day: Monday, October 8th, 2018 This is a holiday that celebrates the Indigenous peoples of America. It is celebrated across the United States, and is an official city and state holiday in various localities around the country. It began as a counter-celebration held on the same day as the U.S. federal holiday of Columbus Day, which honors European explorer Christopher Columbus. Indigenous Peoples' Day is intended to celebrate Native Americans and commemorate their shared history and culture.</p>			
<p>Website: 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! Please email stateoffice@wasc.org if you have information you would like share with the state!</p>			
<p>Leadership Day with the Bucks at the BRAND NEW Fiserv Forum! Enjoy a leadership workshop with the Milwaukee Bucks against the Cav's on Monday, December 10th! Click here for details: http://wasc.org/events/leadership-day-with-the-bucks/</p>			

OPPORTUNITIES

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>Leadership Institutes: The 2018 Leadership Institutes are open for registration at the lowest cost in YEARS! This is a great opportunity to train your officers and receive advisor training. This year's FLI will take place at Waunakee High School and the State Capitol! Sign-up your student group by visiting: http://wasc.org/events/leadership-institute/</p>			

OPPORTUNITIES - CONTINUED...

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>Fall Regional Summits: The 2018 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: http://wasc.org/programs-events/</p>			
<p>Regional Host Application: Want to host an event with WASC? Give your student leaders the challenge and thrill of hosting a statewide event! Please Email the State Office at stateoffice@wasc.org if you are interested in learning more!</p>			
<p>Executive Forums: 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 WASC at stateoffice@wasc.org.</p>			

JUST FOR FUN

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>Monthly Icebreaker: Pumpkin Bowling — Decorate cans with Halloween pictures and use little gourds as the bowling balls. Arrange the cans in a triangle formation, placing a small prize inside each one. Players roll the gourd and get prizes out of the cans they knock over. Variation: Use toilet paper rolls and arrange in a stacked triangle formation. Knock them all over to get a prize.</p> <p>Halloween Jenga — Paint blocks orange and use a black marker to label each block with age-appropriate tasks, questions or trivia. Ideas: “Jump up and down three times,” “Who won the Super Bowl this year?” or “What’s your favorite Halloween candy?” Players pull the blocks and do what they say. The winner gets a bigger piece of candy!</p>			
<p>Halloween Fundraisers: Pumpkin Carving Contest -- Donations can come in the form of a registration fee to enter the contest. Then, either partner with local farmers for pumpkins or ask guests to “Bring Your Own Pumpkin (BYOP).” Have your student council ask for teachers or administrators to be the judges!</p>			
<p>Halloween or Thanksgiving Run/Walk -- A well-organized run/walk could be your most successful event of the year. Raise money for your organization with a spook-tacular 5K or a turkey trot. Make it an event that everyone in town can have fun at!</p>			