

ADVISOR'S checklist

SEPTEMBER 2019



“Leadership is a potent combination of strategy and character. But if you must be without one, be without the strategy.”

- NORMAN SCHWARZKOPF

WASC LEADERSHIP STANDARD

SELF EVALUATION: 1. Student respects himself/herself and others
2. Student is aware of his/her strengths/weaknesses and utilizes this knowledge to reach his/her potential.

MONTHLY TO DO'S

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
First day of school: Remember to have your leaders out and vocal to new students entering your building for the first time. Acting as a tour guide and a friendly face can go a long way to building your culture from the start! Consider these tasks:			
<ul style="list-style-type: none"> Decorate with welcome banners, graduation pledges, mission statement and/or school motto. Have club forms and flyers visible around school. 			
<ul style="list-style-type: none"> Assign student(s) to the main entrance, counseling office and high traffic areas to help students find their lockers/classrooms. 			
<ul style="list-style-type: none"> Have students provide a treat or a short note to welcome staff back. 			
<ul style="list-style-type: none"> Make directional signs labeling hallways and main areas. 			
<ul style="list-style-type: none"> Assign students to high five and congratulate their peers leaving and or getting on the bus at the end of the day. 			
<ul style="list-style-type: none"> Quotes, updates and school news can be published on social media (if allowed) throughout the day and after school. 			

<ul style="list-style-type: none"> • 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 students, especially your younger ones. 			
<p>First meeting agenda: If your council doesn't meet during the summer, consider adding these things to your first agenda:</p>			
<ul style="list-style-type: none"> • Review your Constitution. Consider last year's success, did you encounter any problems that an amendment would help clarify, or create positive change? Don't have a Constitution yet? No problem! Get an introductory template in your WASC Member Booklet. 			
<ul style="list-style-type: none"> • Set this year's goals. Review your activities from last year and create an action plan for improving areas of weakness. Set new goals based on members' input. Assign roles. Be sure to consider a financial plan with your goals. Have a foundational assessment of money-in and money-out to keep realistic goals for the group. 			
<ul style="list-style-type: none"> • Create your annual calendar. <ul style="list-style-type: none"> ○ Take a look at your personal calendar and find a consistent time each week/month to hold your meetings. ○ Map out the big events and programs for the entire year. Consider other organization's big events while doing this. ○ Inform your members ASAP so they can plan to attend. Our student leaders wear many hats, you want to secure their time first. 			
<ul style="list-style-type: none"> • Clarify job descriptions. Review who is responsible for what. Do this for both your advisors and your council members. Set some ground rules and expectations for your group as a whole. Use a student contract, explanation/expectation chart, even a goal-meter to keep everyone on the same page, and working as a team. 			
<ul style="list-style-type: none"> • Discuss committees. Look at what committees need to be formed to ensure the year starts on the right foot. Keep it small and manageable to ensure tasks can be completed. 			
<ul style="list-style-type: none"> • Provide time for bonding. Homecoming, Spirit Week and other big fall events will be here before you know it! Go bowling together, have a sleepover, play laser tag, etc. This bonding will assist the group in working together more effectively throughout the school year. 			

WASC OPPORTUNITIES

DESCRIPTION	ASSIGNED TO	DUE BY	DONE
<p>Membership. Don't forget to fill out your 2019-2020 membership forms to ensure that you continue receiving member only resources like this one and member discounts. Sign up to be a member online.</p>			

<p>Fall Leadership Institute and a Day at the Capitol. The Fall Leadership Institute is a one day training program, held on Sunday, October 6, 2019, for middle level and high school leaders as they begin their school year. Students and advisors attend skill development breakouts, get inspired by national speakers, and network with schools from across Wisconsin.</p> <p>The Day at the Capitol, formerly known as the State Delegate Assembly (SDA), is where student leaders will debate & pass resolutions to benefit Wisconsin's schools. This event is held on Monday, October 7, 2019. All are invited to represent their schools at the proceedings.</p> <p>***These events can be attended in conjunction, i.e., Sunday and Monday OR your council can attend just one day. Find more information on the WASC website.</p>			
<p>Leadership Tour. Formerly known as Regional Fall Summits, the 2019 Leadership Tour is designed to benefit all members of a school's leadership program. The geographical closeness of our Regional Summits, combined with the motivational content, the quality instruction, and the great ideas generated make it advantageous for every school to send representation to this event! Multiple dates are offered. Click here for dates. More information available soon.</p>			
<p>Website. We are excited to announce that we are updating our website this year to be more user friendly. Our website will continue our mission in providing our member schools with the tools and information they need to take their program to the next level. Find us at www.wasc.org.</p>			
<p>Social Media. Join us on social media to follow along with all the great things that are going on in our state. We are active on Facebook and Twitter. To submit a post please email the state office at stateoffice@wasc.org.</p>			
<h2>JUST FOR FUN</h2>			
<p>DESCRIPTION</p>	<p>ASSIGNED TO</p>	<p>DUE BY</p>	<p>DONE</p>
<p>Monthly icebreaker: Remember My Name</p> <p>This is a fun icebreaker for learning names. Put group members in a circle. The first group member introduces himself, gives himself a nickname that starts with the same letter, and explains why he chose that name. Then, the group works their way around repeating each nickname along the way. If they mess up, they must start back at the beginning. Example: Jeff--Jumpy Jeff (he gets frightened easily)</p> <p>https://lessonplans.btskinner.com/iceteam.html</p>			

<p>Monthly activity: True Colors This activity is basically a personality test used for getting to know yourself and each other better. There are many versions available online, but this version provide you with a short inventory AND explanations on each color.</p> <p>https://fsd157c.org/Documents/TeacherFiles/TrueColorsPersonalityTestfreebie_8_25_2017_2_20_45_PM.pdf</p>			
<p>National days celebrations: Pick and choose national days to share with your student body from this site. Examples for September are National Cheese Pizza Day, National Read a Book Day, National Chocolate Milk Day, and National Love People Day.</p> <p>https://nationaldaycalendar.com/september-overview/</p>			