SDSCA Newsletter October issue

NEWSLETTER

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October issue

SDHSAA
SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

Things To Remember

- Fall Service Project
- Regional Workshops
- National Principals Month Share your projects with SDSCA
- Send photos to me!

- Oct. 14th National Dessert Day
- Oct. 16th National Boss Day
- Oct. 21st National Apple Day
- Oct. 24th National Make a Difference Day
- Oct. 26th National Pumpkin Day
- Oct. 28th National First Responders
- Oct. 31st Halloween Day



October is here and the trees are so beautiful this time of the year! My favorite too! Homecomings have happened for most of you and I hope you all had a great homecoming week in your schools! It is a busy time of year with all these activities going on! Keep up the good work that you have been doing all the time! Our students need you in their classrooms and as our advisors and they may not show it all the time, but you do make a difference in their lives! Keep up the good work! Hope you are all making plans to attend a regional workshop near you. These boards have put in lots of time and energy to make them happen!

Its National Principals Month!

We have everything you and your councils need to celebrate your school leaders at principalsmonth.org Check it out for resources such as fun templates to share appreciation on email and social media, easy ways to advocate for education policies, and more.

Adviser's Checklist of Essential Skills

Keep this checklist handy and review it periodically to ensure you approach your position holistically

- Be well educated about the organization and understands its purposes.
- Be familiar with the school philosophy, policies, and guidelines for student council.
- Committed to the concept of student council and student participation.
- Know and understand the student council constitution and bylaws.
- Know the role and responsibilities of an adviser and have a written job description.
- Understand the importance of committees and assist in setting up a functioning committee system within the council as reflected in the governing documents.
- Be able to instruct and assess officers in the effective performance of their duties.
- Know how to help students establish goals and objectives and plan for their effective implementation.
- Communicate regularly with the administration and faculty.
- Be able to work with the students in an orderly process of problem solving and decision making.
- Be knowledgeable about principles of organizational structure and management.
- Be familiar with the skills necessary to conduct meetings and able to teach the skills to the members of the organization.
- Understand the importance of public relations and communication skills and demonstrate them effectively.
- Know the functions of projects/activities and their relationship to the success and image of the organization.
- Remain objective and work with the students to continually evaluate and obtain feedback on the organization and its activities.
- Be resourceful and know where to go for help and assistance.
- Participate in activities to continually increase knowledge and skills as an adviser.
- Exhibit good human relations skills in working with others.
- Able to apply the teaching-learning process to student council activities and be familiar with the principles of facilitation.
- Give credit where credit is due and constantly encourage the students.
- Have a sense of humor and the patience to allow students to learn and grow in their leadership positions.
- Be willing to devote the time required, both in and out of regular school hours.
- Set personal goals and evaluate performance in meeting them.
- Ensure that council activities are inclusive and open to all members of the student body.
- Work with council members to use technology in effective and ethical ways.

Survival Guide for New Advisers

By Jason Little

Educators are often asked—and sometimes even volunteer—to be the adviser of a co-curricular activity. It's not an easy job and you won't get rich doing it, but it can be one of the most rewarding and enjoyable parts of your job.

When I became a club adviser, I took over a successful club that was run by an organized person, so I figured it would be an easy transition. It wasn't. All the hard work the previous adviser had put into it was gone and I was left to start from scratch, wondering if there wasn't an easier way.

Having been a club adviser for three years now, I have learned many things to help make my club successful and keep my own stress level down. In the interest of making it easier for someone else just
starting out, here are a few tips to being a successful adviser:

The students should be doing the bulk of the work. One of the main purposes of cocurricular activities is to allow students to take on leadership roles and gain leadership experience. It is your duty as an adviser to help this along whenever possible. Club officers should be organizing the group's activities, keeping records, writing letters, making phone calls, and doing the work of the club. The adviser is there to guide the students and ensure that all decisions are appropriate and for the good of the school. There are a few jobs the adviser should have more of a hand in—accounting paperwork and discipline of nonparticipating members, for example—but the majority of the work can be done by students, depending on their level of experience.

Communicate your expectations. Be specific when communicating expectations to your group's officers and members and give precise directions on how you want things to be done. Give students feedback on how well they are doing and give praise for jobs well done.

Be consistent from day one. Start from the first meeting enforcing the rules and making members follow procedures. If the club bylaws say a member can not miss a meeting or they will be removed from the club, then when the first member misses a meeting you must remove them. An inch now will be a mile later.

Plan officer meetings. Meet with the officers prior to the meetings to discuss an agenda. The officers should be well informed so they can lead the club. The officer meeting is where the adviser needs to do more talking to help prepare the officers to lead the general meeting.

Create lists for the officers. Write up the tasks to be completed and when they need to be completed. The president can delegate jobs to the various officers and members.

Create a plan for projects. If you have been the adviser of the same club for several years or if you have been an adviser in the past, you already know of some of the jobs that will need to be completed for an upcoming project. Go ahead and create a plan for the project. Create a list of questions to be answered and jobs that will need to be completed and give these to your officers. Do not plan everything out for them though. If the upcoming project is a dance, you would not want to choose the theme or the decorations, for example. You would, however, give them a deadline for when the decision has to be made. The students usually do not think about making tickets, hiring security, buying refreshments, making signs, and creating a ticket sales schedule for lunch periods. They would eventually get to them, but giving them a list at the outset will speed up the process.

Students should speak for the club. From assemblies to discussing fundraiser ideas with the principal, have the students do the talking, but go over details with them beforehand so they are well prepared.

Use forms to keep yourself and the members organized. I have a form for almost every task that is to be completed, from meeting notes and financial reports to subcommittees and discipline of members. If you teach your officers to do the paperwork from day one the way you want it and check them as they go, they do most of the work and it gets done correctly. You might also give officers a binder in which to keep their club information. Club advising can be stressful, especially that first year, as you are picking up where someone else left off and trying to put your own personal spin on the club. Keep these tips in mind and you'll not only survive, you'll thrive as a club adviser. Jason Little, former student senate adviser at Clermont Northeastern HS in Batavia, OH

10 Common Practices for Effective Student Council Advisers

For the majority of students, the student council experience is their first venture into formal leadership training and leadership organizations. This "newness" to leadership brings about many of the same challenges that advisers face in their roles as classroom teachers introducing students to new curricular concepts and information. As in the classroom, advisers must be cognizant of the learning styles of student leaders in order to help them gain mastery of leadership concepts.

There are 10 common denominators that serve as core practices and philosophies shared by effective advisers. Some are general concepts found in academic and co-curricular areas, while others are specific to leadership instruction.

An effective adviser:

1. Believes that learning is continuous, occurs both inside and outside of the classroom, and requires a variety of methods and experiences in order to obtain optimal outcomes.
2. Knows that students, who are involved in co-curricular activities, get more from those experiences when a caring adult is there to advise them.
3. Helps ensure that student leaders understand the parameters, scope, origins of power, and the duties of their offices.
4. Manages meetings, giving limited input when called upon to do so, but also helps to see that basic meeting rules are followed.
5. Lets student leaders fail but helps them understand and cope with failure.
6. Manages time. Allots time to be there for the students by recognizing how much time will be needed before committing to individual projects or other organizations.
7. Helps student leaders set good goals for the organization and supports the planning to reach those goals.
8. Trains student leaders in the basics of leadership and how they apply to the organization—duties, meeting management, the constitution, school rules and mission, communication skills, and more.
9. Expects commitment and conveys it as a requirement for successful leaders.
10. Challenges students to continue their leadership roles from the middle level to high school and beyond.

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