

STUCO LEADERSHIP SUMMIT





IAJHSC LEADERSHIP SUMMIT

To the Host School Advisor:

Thank you very much for volunteering to host an IAJHSC Leadership Summit in your district. We hope this will be an enjoyable and rewarding experience for you and your Student Council. The IAJHSC has created the following checklist and the rest of the Leadership Summit forms to guide you towards a successful summit. As you plan for your summit, please work closely with the IAJHSC Adult Director for your district.

1. Obtain approval from your principal and other administrator whose approval is necessary
2. Decide whether your summit will be held on a Saturday morning or a weeknight after school.
3. Decide the date after checking the school calendar, school district calendar, and athletic schedules.
4. Reserve the date, indicating what areas of the school will be needed for the workshop: (1) large area with PA facilities which can seat all those in attendance, (2) preparation and serving area for refreshments/meal, (3) meeting area for advisors, and (4) if desired, rooms for small groups for summit breakout sessions.
5. Decide on a delegate limit per school. The summit is intended for Executive Board members only: President, Vice President, Secretary, Treasurer, and committee chairs.
6. Meet with your district Adult Director to go over the planning process. Your Adult Director will discuss with the following:
 - Summit Checklist
 - Budget Planning Form
 - [Sample Summit Invitation](#)
 - IAJHSC Code of Conduct
 - Sample Registration Form for [schools](#) and [delegates](#)
 - Registration Record Form
 - Sample [Agenda/Program](#)
 - Sample [Delegate Schedule](#)
 - Sample Meal Tickets
 - [Summit Evaluation Forms](#)
 - Mailing Labels for District Schools as well as E-mail Addresses
 - Summit Certificates

You and your Adult Director will choose breakout sessions for your summit from a survey you will send out to your district advisors. The summit is geared toward the following IAJHSC goals:

- to learn leadership skills
- to meet Student Council members from other schools
- to get motivated and enthused.

Here is a link to a sample [survey](http://bit.ly/2UtLKQH): <http://bit.ly/2UtLKQH>

Back to Home



7. Work with your district Adult Director to establish a budget for your workshop, keeping the following in mind:
 - The registration fee for delegates and advisors is \$10.00 if dinner is included, \$7.00 if it is not.
 - The host school and advisors are charged ½ the registration to help cover the cost of hosting.
 - It is the policy (1/1/2004) of the IAJHSC that if the Registration fee is \$10.00 per participant, then workshop expenses should not exceed \$8.00 per participant. The host school will NOT be reimbursed for expenses beyond this amount without a written explanation, the recommendation of the Adult Director, and approved by the IAJHSC Executive Board.
 - The registration fee is NOT expected to cover host school costs for custodial services. Find out if there will be custodial costs and discuss this with your Adult Director.
8. As part of your reimbursable expenses, purchase folders, pens, and name tags for the Delegates, if they will be desired for the breakout sessions.
9. Determine how and by whom the breakout sessions will be facilitated. For the summit I would recommend parents, community members, administration, and the school board.
 - For the Executive Board Members refresher courses:
 - Ask the board members to lead these sessions—the school board president will meet with student council presidents; the secretary meets with the secretaries; etc.
 - For the rest of the Breakout Sessions
 - Ask community members to come in for other sessions: a graphic design teacher from the local high school can do a session making publications for student councils; if you know a store manager they can present on how to help groups work efficiently together; if you know previous student council members at the high school they can do a session on transitioning from IAJHSC to IASC and how the high school student council differs from the junior high.
 - Ask administrators to lead sessions on getting events approved through the administrators, they can explain what they are looking for when students come in. Superintendents can lead sessions on multi-tasking.
10. Create a program that shows the different sessions that will be offered with descriptions. This will be attached to the delegate registration forms.
11. 4 weeks prior to the summit, send a mailing to IAJHSC district schools and non-member schools in the vicinity of your school. We also recommend sending out a Google Form to the schools to get preliminary numbers—do not count these as permanent numbers until you have received registration forms and a check. Mailing should include:
 - Invitation
 - Registration form to be returned to by schools which will attend—There are also registration forms for the individual delegates that must be returned. I recommend asking for the delegate forms to be electronically sent back. The sooner you have them the sooner you can start schedules.
 - Map showing location of school with directions (optional)
 - Copy of the IAJHSC Code of Conduct

12. Once you receive delegate registration forms, you need to create schedules so you know which break out sessions each delegate will attend. Try to make sure that delegates are not in groups with delegates from their home school.
13. Decide on the following things:
 - What will you serve as food for the students and the advisors?
 - Who will serve the food to both delegates and advisors?
 - What decorations will you have?
 - What signs need to go up to help delegate find different rooms
 - Who will work the registration table?
 - Where will delegates leave coats if it is chilly?
 - Who will take pictures?
 - Who will run the PA system and will you have script?
 - Consider how you will set-up and clean up.
14. Assign your student council members to do the following during the general sessions:
 - Lead delegates in the Pledge of Allegiance
 - Welcome Delegates
 - Introduce guest speaker, if there is one
 - Make necessary announcements
 - Summit evaluation

Your District Representative will preside at the summit, calling it to order and adjourning it.

15. Complete the IAJHSC Workshop Income/Expenses Report Forms and give them, along with copies of the bills and receipts to your Adult Director at the conclusion of the workshop. Bills for reimbursement need to be submitted to your adult director within 2 weeks after the date of the summit, at the very latest. The adult directors are responsible for checking these and then sending them to the Workshop Director.
16. Send summit photos to the Executive Director or to your District Rep to be included with his or her article about your summit.
17. Have the Student Council Secretary write thank you notes recognizing those who have provided assistance.

Leadership Summit Informational Survey

Hello! I hope everyone had a blast at convention, I know we did! I'm working on a leadership that will occur at the beginning of the school year. I want it to be different than the regular leadership workshops but not just be a mini summer camp. I have some ideas, but I am interested in some ideas you have. I also want to get an idea of how your student council's are set up to help with organization of the workshop.

* Required

1. Email address *

2. School Name *

3. Advisor's Name(s) *

4. When do you have your executive board chosen? Just give an estimated date. *

Example: December 15, 2012

5. Check all the Executive Board Officers you have in your council. *

Check all that apply.

- President
- Vice President
- Secretary
- Treasurer
- Other: _____

6. Please list your committees below: *

Ideas

Right now, my plan is to have one session where the students are divided up into their job descriptions and have my school board members come in and help with some of those skills. Our BOE President could work on Parliamentary Procedure, BOE Secretary could do note taking, I have a BOE member who is great at tech that could work with a group also.

For the rest of the workshop, I would like to set it up like an edcamp. Each of your kids will fill out an application beforehand that would indicate ideas for sessions they would be interested in, also I would ask if any of them would like to lead a session.

Here I would like to know any ideas you would have. A suggestion was made at how to be a leader (how to work with groups and make sure work is getting down effectively).

After I have some ideas from all of you, I will put together a proposal to send to the IAJHSC Executive Board. I hope this will be one more added benefit of the IAJHSC. Right now, I know this is a pilot idea, so not sure how the Honor Council Points would work. Let's wait and see if this gets approved and how the first one goes!

7. What do you feel would be a great session for your student council executive boards? *

8. What do you feel would be a great session for your student council executive boards?

9. What do you feel would be a great session for your student council executive boards?

10. What do you feel would be a great session for your student council executive boards?

Send me a copy of my responses.

IAJHSC Leadership Summit

Dear Schools in the Midwest District,

The Rankin Student Council invites your Student Council Executive Board to the first Leadership Summit.

Date: Friday, December 7, 2018

Place: Rankin School
13716 S. 5th Street
Pekin, IL 61755

Registration: 4:00-4:30 p.m.

Workshop Ends: 8:00 p.m.

Cost: \$10.00 per person (includes dinner)
Make checks payable to IAJHSC (No cash)

For: Executive Board Members and Committee Chairs

Purpose: To learn leadership skills
To have a refresher on your job responsibilities
To share ideas with each other
To get motivated and enthused

What's Planned: This Summit will offer your Student Council members a chance to meet and share ideas with members from other schools. This is also a time to meet adults in similar positions as students since they belong to the school board.

Registration Deadline is Friday, November 16, 2018

Refunds will **NOT** be made for cancellations made after December 1, 2018

Registration is **NOT** complete until payment is sent.

IAJHSC Leadership Summit

Registration Deadline: Friday, November 30, 2018

Registration Fee: \$10.00 per Person

Please mail this Registration Form to: Lisa Thompson
c/o Rankin School
13716 S. 5th Street
Pekin, IL 61554

- ✓ The Registration Fee must be included with the with the Registration Form.
- ✓ Please pay with **checks payable to the Illinois Association of Junior High Student Councils.**
- ✓ Since planning is based upon the number of individuals registered, your school is expected to pay for the number of individuals registered according to this form.
- ✓ An adult, preferably an advisor, must be with your delegates at the Summit.
- ✓ Refunds will **not** be made after November 26, 2018.
- ✓ Registration is not complete until payment and applications are sent.

School Name _____

School Address _____

School Phone # _____

Advisor(s) _____

Home Phone # _____

_____ Number of Delegates @ \$10.00 each = _____

_____ Number of Adults @ \$10.00 each = _____

Total Amount Enclosed \$ _____

DO NOT SEND CASH, PLEASE!

REGISTRATION

Fill out the following form and return to Mrs. Thompson at Rankin School. Either mail it back with IAJHSC Registration or scan it back through e-mail

Name _____ School: _____

Main Position (Circle One): President Vice President Secretary Treasurer Committee Chair

Name one goal you have as a student council member this year: _____



Breakout Session 1 aligns with your position.



Look at Breakout Session 2 and place the sessions in order in the space below. The session at the top is the one you really want to attend, down to one you aren't interested in.



Look at Breakout Session 3 and do the same as you did with Session 2.

SESSION 2	SESSION 3
1	1
2	2
3	3
4	4
5	5
6	6

AGENDA

4:00-4:30: Registration

4:30-4:45: First General Session

Call to Order—Rankin Student Council President, Cate Murphy

Pledge of Allegiance—Rankin Student Council Secretary, Tara Presley

Welcome—Host School, Dr. Matt Gordon, Rankin District #98 Superintendent

4:45-5:30: Breakout Session #1

5:30-6:15: Breakout Session #2

6:15-6:45: Dinner

6:45-7:30: Breakout Session #3

7:30-8:00: Second General Session

Call to Order—Rankin Student Council President, Cate Murphy

Recognize Schools in Attendance—Rankin Student Council Committee Chairs

Adjournment—Rankin Student Council President, Cate Murphy

BREAKOUT SESSIONS

Breakout Session #1

4:45-5:30

1. President's Refresher Course

★ Hunter Wooding—Room 5

Student council has started and you are now expected to run a meeting and be a leader. You learned parliamentary procedure and how to be a President at Summer Leadership Camp—this session will be a refresher course and a place where you can ask a school board president for tips on how to be a strong president.

2. Vice-President's Refresher Course

★ Jay Presley—Room 1

We are now in December, half way through our year. You learned how to keep track of what committees are doing and making sure all events stay on track. This course will review how to make sure your committees are running smoothly and that all committee chairs have the support they need.

3. Secretary's Refresher Course

★ Lori Davis—Room 4

That Secretary's Worksheet you received at camp was a life saver! Thank goodness you learned how to use it. This course will go over the different parts of that worksheet as well as creating minutes to be read at the next meeting. It takes a little timemanagement to keep all the paperwork in order as the secretary.

4. Treasurer Refresher Course

★ Carole Delahunt—Room 6

Does that treasurer's ledger make you nervous? You learned how to keep the ledger in camp, but now you are dealing with several committees and perhaps an advisor who is excellent at spending money. Get a refresher on how to keep a balanced budget and how to work with the office book keeper on keeping all the accounts in the black.

5. Committee Chair Refresher Course

★ Kari Behrends—Room 2

At camp, you learned how to run a committee and how to run a brainstorming session. Here is a refresher course that will review all the skills you learned at camp. You will also have the chance to talk to other committee chairs about how their committees are run, when they meet, who do they have to get events approved by? Is it the advisor or administration?

BREAKOUT SESSIONS

Breakout Session #2

5:30-6:15

6. 8th Grade Transition to High School Stuco ★ Rankin Alumna—Room 1

Here you are, an 8th Grade IAJTTSC Student Council member, your student council is very active and next year you will be a freshman, back at the bottom of the leadership ladder. This session is led by former IAJTTSC members that attended camp, workshops, and convention and they will discuss how to take advantage of your High School Council and how to be just as involved as you are now.

7. Communication 101 for Leaders ★ Rachel Lamberson—Room 5

Have you ever attempted to explain your vision to a committee, council member, advisor, or admin and you can't seem to communicate your ideas? This session will focus on how to not just communicate your ideas but how to listen and build on ideas from the full council. Communication is an important skill for student council leaders and you will learn some tips to help you be successful.

8. Positive School Culture ★ Matt Gordon—Room 6

What is your school culture like? Do you want to pump up the spirit in your school and help everyone have a more positive attitude. In this session you will have to meet with the Master of Making it Epic, and come up with ways to help your school have a positive culture.

9. Graphic Design for Advertisements ★ Tal Porter—Room 3

How do you advertise for your student council events? Do you want to learn how to make advertisements that pop and make people excited to attend? This session will help you understand basic graphic design to help you create more appealing advertisements.

10. How to Lead Efficiently ★ Susie Walker—Room 2

You got the job! You are now on the student council executive board and you are expected to lead a group of students. Figure out the best ways to lead efficiently so you do not get stressed and can enjoy your year as a leader of your school.

11. Social Media for Student Council 101 ★ Eric Meyers—Room 4

Does your council have an Instagram, Facebook, or Twitter account? Do you just have it or are you using it to help your organization? Come to this session to find out ways to use social media to help move your council forward!

BREAKOUT SESSIONS

Breakout Session #3

6:45-7:30

12. Encouraging Participation at Events

★ Jessi Schneider—Room 5

Want to find out ways to encourage more people to attend your events? This is the session for you! In this session, we will come up with creative advertising ideas and out of the box ideas that are fresh and new to your council.

13. Managing Your Busy Schedule

★ Kathryn Vietzen—Room 1

Many student council leaders become leaders because they are so active. Maybe you attend a small school where you can belong to the band, stuco, basketball, and then you have your outside groups. In this session, we will discuss how to manage your time and figure out your priorities to keep on top of your busy schedule.

14. Mediating Conflict for Leaders

★ Lynsey Temple—Room 6

You're in Junior High. Conflict happens, but now you are a leader that needs to figure out how to solve conflict in a positive way. Conflict can happen between council members, teachers, classmates, etc. At this session, you will learn ways to get through the difficult conflicts that you will experience so that you learn something about yourself and others.

15. New Fundraising Ideas Round Table

★ Amanda Rivord—Room 4

Tired of doing the same fundraisers at your school? Come to a round table and discuss with other student council leaders different ideas that work in their school. Take home one or two new fundraising ideas and how to implement them!

16. Communicating with School Administrators

★ April McLaughlin—Room 5

School administrators control the calendars, as well as, the events allowed within a school. Come and talk to a school administrator that will give you tips on what she wants to hear from student council leaders when they come in to get events approved to be added to the calendar.

17. New Ideas to bring out School Spirit Round Table

★ Tammy Presley—Room 2

Social events are easy to come up with for a student council, but what about spirit? Running out of ideas for pep assemblies? Or just something to lift the spirit of the school, come to this round table and walk away with new ideas for your council.

ADVISOR'S SESSIONS

Breakout Session #1

4:45-5:30

Bring 3 ideas with you to this SUMMIT. You do not need to bring supplies for them, but bring a copy of instructions on how to make the event happen. Try to bring one idea from each of the honor council categories.

In this Session, we will share our ideas and we will hand out the informational sheets. Feel free to just bring one copy of your information, and Lisa Thompson (Rankin's Advisor) will make copies. If you want to include color pictures she can print them in color. You may also e-mail a PDF of the informational sheet before the SUMMIT and the copies will be ready before hand.

Breakout Session #2

5:30-6:15

Please sign up to join one of the student sessions during this time. Either go to add expertise or to learn something new. Enjoy yourself!

Breakout Session #3

6:45-7:30

Session #3 will be a round table discussion. please come with ideas to improve this Leadership Summit for the future. We will also discuss how to set this Summit apart from other workshops and camp.

EVALUATION

Circle the number that best describes your reaction to each of the following statements.

5 – Strongly Agree 4 – Agree 3 – Undecided 2 – Disagree 1 – Strongly Disagree

5 4 3 2 1 1. The first breakout session held my attention—I needed the refresher.

5 4 3 2 1 2. The second breakout session held my attention—I learned something new!

5 4 3 2 1 3. The third breakout session held my attention—I learned something new!

5 4 3 2 1 4. The workshop was well organized.

5 4 3 2 1 5. I was able to talk with delegates from other schools.

5 4 3 2 1 6. I was able to go to the breakout sessions that I wanted to.

Name different sessions that you think would be helpful in the future.

IAJHSC LEADER SUMMIT

SCHEDULE

Cate Murphy
President

4:30-4:45	First General Session	Land of Waldes
4:45-5:30	Presidents	Room 5
5:30-6:15	Graphic Design	Room 3
6:15-6:45	Dinner Nacho Bar	Gobbling Gluttons
6:45-7:30	Encouraging Participation	Room 3
7:30-8:00	Second General Session	Land of Waldes