

IF YOU DON'T TAKE CARE OF THE ADVISORS, THEY CAN'T TAKE CARE OF THE STUDENTS

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Contents:

- 1) Email I send to new advisors
- 2) Email I send when asked about constitutions
- 3) New Advisor Guide
- 4) Table Share topics from TASC Advisors Workshop (These are 15 minute “table talks” at which we encourage the facilitator to share information and lead a discussion. These are often rated as the most valuable portion of our workshop.)
- 5) TASC District Leadership Training (TASC has 22 separate districts whose memberships range from 46 schools to over 200 member schools.)
 - a. General District Organization
 - b. Information regarding District Finances
 - c. Guidelines for Best Practices of a TASC District
 - d. Planning Checklist for District Conferences
 - e. Sample Speaking Agreement
 - f. Table Share topics for our State Steering Committee Retreat (about 90 people from across the state.)
This is a guide for the facilitators.



Thank you for working with student council. Just in case, I am attaching some materials that may be useful. As soon as we get your information updated in our data base, you will also have access to the Advisors Resource Guide by logging into the website using your email as your user name and TASC1234 as your initial password. Here, also is a link to days that require recognition by state law. Your principal may not even be aware of these. You can immediately show the

value of StuCo (and you) by volunteering to be sure StuCo does some kind of recognition for each of these so that is off his/her plate. <http://www.teachingtexas.org/observances>

The first thing you need is a good constitution. If you do not have one, I will be happy to send examples.

I hope you choose to be active in TASC. Your \$80 dues cover both state and your TASC district associations. If you have not paid your dues, when your information is updated, you should be able to click join, then choose not active, and get an invoice.

As soon as your membership is active, there are resources on the [website](#) you can access including the Advisors Resource Manual under the Advisor tab and resources under the About Us tab. Look under events for our virtual workshop links. As we move through the year, we will post handouts, etc. provided at our conferences. You can also learn about the State Service Project under Projects.

Then look at your profile. If you do not go directly to it when you log in, click on the Member Center. Click on My Profile. You will see options to invite people to be connections, upload pictures, share a message, check out your community. On the right hand side, you can see circles that have just been started. Feel free to post a question or add a comment.

If you ever have trouble logging in or registering for an event, contact Lori De Leon at lori@tassp.org or 512-443-2100 ext. 257.

I am copying district leaders so they can welcome you. Please call on me anytime if I can be of assistance.

Here are some samples of constitutions. I do not recommend any one of them as I have not read them all. You need to do what is best for your particular situation.

Most councils do have a way for any interested student to be part of the student council as long as they meet standards of membership (attendance, etc.)

I always had only four elected officers. I required my officers to attend summer leadership workshop, state, and district meetings. With only four, we could fund raise to pay their way. Then the officers and I literally scoured the yearbook and appointed co-chairs (one upper, one underclassman) for each committee trying to ensure that we not only had great people but also that we had an executive board that was representative of the entire student body.

Let me know if you have other questions.

Best wishes,

Terry

Congratulations!

You are embarking on a wonderful journey with young adults, one in which you will be able to see growth, accomplishment, and authentic learning. Like any educational experience, there is planning to be done; and if you are a new advisor, there is a learning curve for you as well.

- Breathe! You do not have to do everything at once.
- Find out what support is available from TASC.
- Look for a current constitution. You need to know the rules of the game. If you do not have a constitution, then it may be time to create one. That constitution is your guide, your boundaries, and your protection.
- Develop a membership directory and process for getting in touch with members. (Remind is great.)
- Work with your officers/executive board to be sure you all understand the “why” of your organization. Why do you exist? Why do you do the projects you do.
- Plan some training and team building. You need to know and trust each other. Your Executive Board and your members need to understand team building, goal setting, organizational structure, project planning, meeting skills, etc.
- Work with your officers/executive board to set goals for the year. Four to six goals are sufficient. There is no need to seek world domination at this point!
 - Look for an outline/description of officer/committee chair/member roles. If those do not exist, it is time to write them. Your constitution should have some of this.
 - Use committees. No one can do it all. Share the wealth, responsibility, and opportunities.
 - Plan your activities and projects for the year keeping in mind the goals you set.
 - Create a calendar for the year.
 - Now, how are you going to do these things? What is it going to cost?
 - Develop a budget.
 - Plan fund raising based on what you will need. Never raise money just to raise money. Have a reason.
 - Use forms for project planning and evaluation.
 - Have agendas, minutes, etc. for all your meetings.
 - Use processes and procedures. Teach those to your members so they don't need you to be there to tell them what to do.
 - Develop your network. Use your TASC district. Find a mentor.
 - Remember, you are the advisor...not the doer...This is a student organization. (If a kid can do it, an advisor shouldn't.)
 - Go for quality, not quantity, and please remember to have fun.



Put these events on your calendar. The best thing you can do for yourself and your council is attend TASC events and take advantage of the training provided at each:

- **Summer Leadership Workshops:** There are the heart and soul of TASC. Students and advisors attend together, and there is strong training for both. Build relationships; strengthen your team; and get ready for a great year.
- **Student Leadership Class Curriculum Academy:** Have you considered a state credit Student Leadership class? Your time at this workshop for leadership teachers will prepare you for a successful experience.
- **Advisors Workshops:** TASC serves both student council and honor society advisors. You could attend as a team. Enjoy outstanding speakers and participate in training developed just for you.
- **Advanced Leadership Workshop:** TASC brings in an expert consultant whom students did not see in the summer. This is time well spent for energizing, refocusing, and training your council and yourself.

- **Annual Conference:** This wonderful conference designed to celebrate, motivate, and educate is a high point of the year.
- **District Events:** Take time to learn what your TASC District has to offer.

Thank you for what you are doing. You are in the process of creating ah ha's, oh yeah's, and yearbooks in the minds. Students will remember you and what you helped them accomplish.

Constitutions

Every organization needs a constitution, and the advisor and the membership must be familiar with it. It should be on file with a campus administrator as well.

This constitution is the best protection an advisor has. If you are following the constitution, you are OK. If you are not, you are open to serious problems.



There are specific procedures for amending a constitution, and they should be followed. You are teaching citizenship when you work with a constitution.

Be certain that your constitution has the date on which it was adopted and the subsequent dates of any amendments or revisions.

The Constitution and By-Laws

A constitution is a written set of rules for a group. The constitution defines the limits of authority of the organization and gives a sense of both order and purpose for conducting business.

The constitution should be stated in simple, easily understood terms. It should include only essential items and be developed in cooperation with the administration and the membership. Amendments should be simple and direct. The constitution must be studied regularly and changed to stay vital, meaningful and real.

Can't find your constitution? Check with TASC. We may have it, or we can send you examples from other councils.

Suggested form for constitution:

Article I	Statement of the name of the organization.
Article II	General purposes of the group.
Article III	Power vested in the organization; the principal has the right of final decision in all matters.
Article IV	Definition of membership for the group.
Article V	Establishment of the time, methods, and procedures for nomination and election of members and officers.
Article VI	Frequency of meetings, and provisions for special sessions. (May be omitted in the body of the constitution if it is included in the by-laws).
Article VII	The duties and responsibilities of the organization, the officers and members. (Include committees too, if they aren't in the by-laws).
Article VIII	Method and procedure for ratification of the constitution.
Article IX	Provisions for amending the constitution.

By-Laws: series of guidelines to manage internal business and set meeting procedures.

Suggested form for by-laws:

Article I	Number of members needed to constitute a quorum. (Enough people to legally vote).
Article II	Establishment of standing committees and provision for formation of special committees as the need arises.
Article III	Rules for conducting school and class elections, if not included in the constitution itself.

- Article IV Procedure for filling an office which has been vacated.
- Article V Procedure for amending by-laws.
- Article VI Definition of the “rules of order” reference for conducting student council business. (usually Roberts’).

Organizational Goal Setting

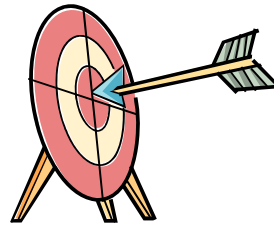
Teams have goals to identify what they plan to accomplish, communicate that to others, and measure what they did. They also are a basis for recognition and celebration. Goals should be realistic, attainable, and measurable. Goals are not projects. Projects are developed to meet goals.

Goal statements

- Begin with the preposition “to”
- Contain an observable action verb such as establish, create, change, present, decide, recruit, train, improve, conduct, sponsor, increase, establish, etc.
- Are statements of what the team wants to accomplish within a given time period
- Reflect a specific something that can be evaluated as having been accomplished or not
- Are realistic but represent enough of a challenge to make them worth working toward
- Tie directly back to the basic purpose of the organization

Good Goals are SMART

- S Specific
- M Measurable
- A Action Oriented
- R Realistic
- T Time oriented



Whatever projects you do or activities you plan need to relate back to a goal you set for the year.

Steps in Establishing Organizational Goals

- Determine what is good about your school or your organization that you want to see continue.
- Determine needs of your school or organization
- Brainstorm possible goals.
- Refine your goal statements.
- Consider sharing the goals with your principal and getting the principal’s input.
- Revise goals if necessary.
- Share the goals with your members
- Refer back to the goals every time you plan an activity.

Meeting Skills



It takes planning to have effective meetings. Just as you have procedures in your classroom, you need procedures in meetings. Have a simple way to check roll. Have routines that students follow and teach those routines at your first meeting.

You do not have to be obsessed with parliamentary procedure, but you do need to follow standard meeting skills. They were developed in order to allow everyone in attendance to have

voice and to interact appropriately. By teaching them, you are preparing students to be effective in future leadership roles.

Types of Meetings

Consider the following types of meetings. By determining your meeting purpose ahead of time, you will more successfully meet your goals.

Informational: To generate ideas, gather information or give out information

Decision Making: To make a decision by majority or consensus

Action Planning: To develop a plan for implementing a decision

Use an Agenda

Be sure to have an agenda for each meeting. This will make the meeting run smoothly and less time will be wasted. It also assures that everything is considered and nothing is forgotten. The following is a standard “order of business” from which you can write your agenda:

Call to order

Roll Call - to determine if a quorum is present

Reading and Approval of minutes

Treasurer’s report (Placed on file)

Reports of other officers

Committee Reports (Standing and Special)

Action Items

Announcements

Adjournment

PRIOR TO THE MEETING: ACTIONS TO ENSURE MEETING SUCCESS

Action	Purpose
Set Objectives	Determine purpose for meeting Identify what successful outcome would be Determine who should attend
Develop Agenda	Build agenda using minutes of last meeting Distribute agendas in advance for members preparation
Suggest Ground Rules	Identify undesirable group behavior/Encourage desired behavior Consider creating a code of cooperation for meetings
Room Arrangement	Set up as needed to accomplish objectives Consider appropriate seating: theater, horseshoe, circle

Fundamental Principles of Parliamentary Procedure

1. Rules exist to promote cooperation and harmony.
2. The vote of the majority decides.
3. All members have equal rights, privileges and obligations.
4. The minority has rights that must be protected.
5. Full and free discussion of all propositions is a right.
6. Simplest and most direct procedure should be used.
7. Logical precedence governs introductions and disposition of motions.
8. One question at a time is the necessary order of business.
9. Members have a right to know what their votes mean.
10. The membership may delegate power but must retain responsibility.
11. Rules must be administered impartially.

How Groups Decide

All decisions are reached through **motions**: Statements to the group for consideration, discussion, and voting.

Any member may make a motion. It must be seconded to show that at least two members are interested in the proposal.

Members who wish to **discuss the motion**. They discuss the fact of the proposal, not personalities and motives. No person who has spoken may speak again until everyone who wishes to speak has had a turn. When there are no further questions or statements, the chairperson of the group calls for a vote.

Quorum: A quorum is the number of members that must be present for business to be conducted legally. The actual number is stated in your constitution “bylaws.”

Just THINK About It! Think before you make a motion: Your motion must relate to the business at hand, and be presented at the right time. Often it is a good idea to wait for the progress a little before you frame your motion. It saves having to amend the motion.

Four Things You Do With A Motion: Pass it -- Kill it -- Refer to committee -- Table it until a specific future time

Voting May Be:
 Voice vote - Easy and fast, the vote is clearly one way or the other.
 Show of Hands - Gives an exact count, quickly.
 Roll Call - Keeps a record of how each member votes
 Ballot - Insures secrecy.

Voting is decided By:
 Majority - At least one more than half the total votes cast.
 Popularity - The most votes cast.
 Two-thirds Vote - At least 2/3 of the votes cast.

PARLIAMENTARY PROCEDURE TIPS

If You Want To...	Say This...
Introduce business to the group for its consideration	“I move to...”
Indicate that another member would like to consider the motion	“I second...”
Alter motion as it relates to the subject presented in the main motion	“I move to amend the motion...”
Further investigate or have someone study in more depth	“I move to refer to committee”
Postpone until later in the meeting or until the next meeting	“I move to table this motion”
Stop debate and call for a vote	“I move the previous question”
Verify by hand, standing or roll call, a voice vote	“I call for a division”
Close meeting	“I move to adjourn”
Kill a motion	Do not second or vote for it.

MEETING MINUTES

Minutes Must Have the Following Content:

1. Kind of meeting (regular, special, called, etc.)
2. Name of assembly
3. Date, time and place of meeting
4. Fact of presence of president and secretary, or substitutes, and quorum
5. Minutes read, and statement of amendment, and/or approval
6. All main motions and disposition of them. Also, points of order or appeal
7. Time of adjournment and name of recorder
8. Signature of Secretary. Word “Approved” and the date of approval should be noted on bottom of minutes by secretary

Names of those making motions may be entered, but seconder’s name need not be recorded.

Minutes are a record of what was “done” not what was said. Minutes should be placed in a permanent record book. A new book or a division should be allowed for each school year.

Handling Money

Handling money (and getting it before you can handle it) is one of the most difficult things an advisor does. There are some basic guidelines.

- Know your district policies for dealing with money and with fundraising.
- Establish a budget. Never do a fundraiser just to raise money. Know what you are going to need the money for and how much you need. Set a goal.
- Keep good records. Yes, the business office will keep a record, but you need one as well.
- Avoid petty cash like the plague.
- Take care of the forms that are required.
- Be an effective money manager. Not everything your group does must cost money.
- If you are not sure, ask.



- Never hold on to money overnight.
- Always keep money locked away.
- Remember that it is the organization's money, not yours.
- Try not to spend money to make money..There are ways to raise money that do not involve an initial expenditure.
- Never plan on paying for some of the expenses of an event with the money you plan to bring in that day or evening. (We'll pay the DJ with the admission from the dance. What happens if it storms? You still have a contract with the DJ, but nobody came.)

Other words of wisdom...

Don't ever let a DJ bring a confetti machine!

Preparing a Project Proposal

A project proposal should be a complete, detailed summary of the project you want the principal/advisor to approve. Go to the principal/advisor with a plan (proposal), never with an "idea." Think of all the problems that might occur because of your project. List a solution to each probable problem. Cover all the bases. Think through the project from beginning to end and list all areas of responsibilities. You do not have to write in complete sentences.

CENTER TITLE ON THE TOP LINE

WHAT: Briefly say what you plan (just name the project).

WHY: Briefly say why you are doing this project (to build school spirit, etc.).

WHEN: Time and date.

WHERE: Place.

WHO: (will be involved in this project): Who is going to do this?

HOW: (will project be executed): Here you need to explain what you will do and how it will get done. In your planning, be sure to think about all the problems an administrator might see with the project: security, supervision, transportation, safety, disruption of instruction, etc. Try to cover as many of these points as possible in your explanation. If you don't write it down, try to have an answer in case your administrator asks. (A good way to do this is to try to imagine all the things that could go wrong with this project.)

FUNDS: How much will this cost and who will pay for it?

CLEAN-UP: Who, how and when?

THANK-YOU'S: Do any need to be written? Who will do this? When will it be done?

BENEFITS: This is your chance to really sell your project. Benefits is a larger topic than "Why." The Why could be "to show appreciation to staff," but Benefits could look something like this:

- Students will learn how to plan and execute a project.
- Students will have the opportunity to interact and build positive relationships with staff.
- School unity and morale will improve.
- Staff will realize that students do appreciate their efforts.

EVALUATION: Projects can be evaluated formally or informally, either immediately following completion or at the end of the year. However you do this, you must have evaluations.

COMMITTEE CHAIRPERSON SIGNATURE: It would also be good to have whoever wrote the proposal sign here.

SPONSOR SIGNATURE: Your sponsor must approve before you see an administrator.

The form should be brief, clear and neat. You want it easy to read. Always have a separate copy for your administrator to keep.

ADMINISTRATOR SIGNATURE: Ask principal to sign if he/she approves. (If the administrator does not approve, ask if he/she needs more information or ask what might have made the difference in gaining approval in case you want to propose something similar in the future. In any event, thank him/her for his/her time and interest.)

You will save yourself countless headaches if you have projects approved. You certainly don't want your principal to be surprised about something you are doing!

The Organization's Relationship with the Principal

No student organization can exist effectively without the support of the principal. It is the organization's responsibility to communicate with him or her, to understand the principal is the main authority in the school, and to collaborate with the principal in the best interests of the student body and the staff.

The principal must be aware of and comfortable with the organization constitution, goals, and individual projects. Trust and respect is essential in this relationship. It takes time to build this. Look for opportunities to meet with the principal, to visit with him/her in the summer when the pressure of time is not as great, and to help him/her whenever possible.

When a meeting is planned with the principal, consider the following:

- Determine what you want to accomplish.
- Write out your objectives; go over them with the advisor and other students involved. Get an agreement on what you want to accomplish.
- Determine exactly who will attend the meeting.
- Make an appointment with the principal's secretary. Leave a written statement of purpose for your meeting. Provide copies of information that may be helpful to the principal along with a note that says, "This may be useful for the meeting with student council members on ____."
- Do your research in advance of the meeting. If you are presenting a proposal, be sure the date is clear on the calendar, have agreements with appropriate school personnel, etc. (The best way to approach

them is to say something like “We are going to meet with the principal. Is this agreeable with you if he/she approves our proposal?”

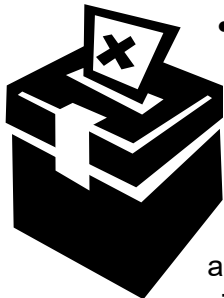
- Be in the outer office a few minutes before your meeting. Look good. You need to look as though you care enough to present your best self.
- If you have a proposal, bring a copy for the principal.
- Introduce yourself. Thank the principal for meeting with you. State your purpose.
- Listen.
- Take notes.
- Explain your proposal.
- Be willing to be flexible.
- If the principal asks for more information, set a date for an additional meeting at which you will provide the information.
- If the principal denies your request, ask him/her what the main concerns were and how you could have improved your presentation.
- Thank the principal for his/her time.
- Write a thank you note to the principal for his/her time and input.



Elections

Your handling of elections varies depending upon whether you are holding a school wide election or an election within your organization, but the things you need to consider do not change:

- Are you following your constitution?
- Do you have clear, written campaign and election procedures?
- Is voting supervised?
- Do you have a method for counting the voting that leaves no questions about its validity, its ethicality, and its impartiality?
- Did you check and double check ballots before voting?
- Never count the votes alone.
- Never have students count the votes alone.
- Don't do anyone any favors. If you have a deadline, it is a deadline no matter what. If you require certain application forms, they are required of everyone, no matter what.
- In most cases, it is important to go over your election procedures with an administrator, and in many cases, you may want an administrator to supervise the counting of ballots or the verification of the outcome of an election.



Supervision Matters

- No matter how much you trust and care about your members, you are the adult. You are in charge, and you must supervise.
- Do not have students working in the school without supervision.
- It is not advisable to have student groups meet in your home. If you decide to do that, clear it with an administrator in advance, and have another adult help supervise.
- Always have permission forms and medical releases.
- Do not allow students to use your vehicle.
- Be cautious about social networking. If you decide to “friend” students, remember that you cannot control what your other friends post.
- When you take students on trips, be VERY clear about rules and expectations. All school rules ALWAYS apply.

Public Relations

- It is impossible to underestimate the importance of public relations. In many cases, you are the face of the school.
- Consider newspaper articles celebrating your successes. TASC has sample press releases on our website.
- Always write thank you notes.
- Publicity is essential for the success of many projects.
- If you make posters, make them attractive; and take them down when the project is over.
- If you are organizing something, always sign posters, flyers, etc. with "From your Student Council or something like that."
- If you are doing anything, do it well, do it with class, and follow through.
- Teaming with other organizations helps everyone. There is no limit to what you can accomplish if you don't care who gets the credit.



Build a Web of Support

- Make contact with the state office. We can offer help in many areas.
- Contact Lori DeLeon for membership, registration, and payment: 512-443-2100 ext. 257 or email lori@tassp.org.
- Contact Terry Hamm with questions, concerns, ideas, or general help: 512-443-2100 ext. 233 or email terry@tassp.org.
- Make contact with your district. Local activities are inexpensive and help your students make contact with those they may see at other events.
- Find a mentor
- Use the TASC website.
- Like TASC Facebook page. There are projects, scholarships, opportunities, etc. posted there.
- TASC_StuCo
- Follow TASC on Twitter: follow @TASC_StuCo to 40404
- Follow us on Instagram.

TASC State Project Forms

The mission of TASC is to build strong councils at the local level, and our report forms are designed to help you do that. Please do not think that your council exists to fill out these forms. They are designed to ensure that you have a well-rounded, functioning council.

Student Council is not a clique; it is not a social club; and it is not an honor society. And it is much more than homecoming, dances, and pep rallies. A strong student council can be one of the most powerful influences on climate and culture in a school, and your mentorship is the key. Start by looking at the Outstanding Student Council form. Use that as a guide. If you want to earn your first recognition, complete the Pride and Patriotism form, and always submit the Community Service form. Keep your files in an electronic format, and students can just update, add, and delete every year.

Remember that it is OK for your committees to fail. Start them on small projects so they can learn. Do not begin your training with something huge (like homecoming). And always remember, this is a STUDENT council. If a kid can do it, an adult shouldn't. They need your support, your wisdom, and your guidance. You are not the one doing all the work.

Please, please remember, there are so many TASC advisors who are willing to help you. If you don't know whom to call, contact Terry Hamm at 512-443-2100 ext. 233 or terry@tassp.org. You can also look on the TASC website to find your district. Your district president and district coordinator will be glad to offer assistance as well

Values and Ethics

Please remember that you are teaching the entire time you are working with your members, and a strong value system and ethical behavior may be the most important thing you teach.

Good leaders know their values, and they also recognize how important it is to behave in an ethical manner. Values identify who a leader is; they are the basis upon which leaders decide what is important. Ethics show the leader's moral compass and his or her understanding of what is right. How the leader behaves clearly demonstrates his ethics and his values.

A few examples of values are ambition, competency, equality, integrity, service, respect, dedication, improvement, enjoyment, loyalty, honesty, teamwork, excellence, quality, service, accomplishment, courage, independence, security, influence, compassion, friendliness, generosity, dependability, and flexibility.

Your values will help you answer the following questions as you strive to make ethical decisions:

- Is it legal?
- Does it comply with our rules and regulations?
- Will I be guilt free if I do it?
- Would the most ethical person I know do it?
- Is it the truth?
- Is it fair to all involved?
- Will it build good will and better relationships?
- Would I feel OK if someone did this to me?
- Would I feel OK if everyone knew about it?
- How does it fit my goals?
- Is it beneficial to all involved?



WHAT YOU BELIEVE IS IMPORTANT = VALUES

WHAT YOU DO = ETHICS

Consider your own behavior very carefully. Do not put yourself in a situation in which you might be compromised.

Being alone in some situations with students, being around cigarettes, alcohol, drugs, etc. when there are students, even if you are not in charge of them, is a huge danger.

Be cautious about social media.

Why Would Anyone Want to Be in Your Organization?

William Glasser says that people, all people have five basic needs:

- Survival...Well, that is obvious..Let's look at the other four that you can impact by the way your group is managed.
- Love and belonging: Do your members know each other? Have you taken time to build a team? Do they know they are essential and needed?
- Freedom: Do they have a voice in decision making? Are students choosing the projects and the activities? Have they written the goals? Can they have flexibility in choosing what they do within the organization?
- Power: Do they make a difference? Are they able to impact the organization, the school, and the community? Is their voice heard?
- Fun: Hey...we all need this.....

So, take a look at your organization. Consider love and belonging, freedom, power, and fun.



Permission Forms and Medical Release Forms

You need these any time you take a student off campus. The situation may determine whether you need separate forms or not. The main reason for the forms is to demonstrate that you are acting in a reasonable and prudent manner. Cover the essentials.

Be sure your rules are very clear as are your expectations. Ensure that students know the consequences if they break the rules on a trip.

Sample Permission Form for _____

Registration due to _____ by _____

Location _____

Date _____

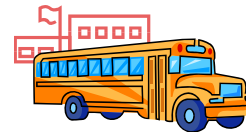
Time and place of departure: _____

Fees/costs _____

Will any money be needed for meals or other expenses? _____

Dress code: _____

Eligibility to attend...number who can attend, etc. _____



Last Name _____

First name _____

ID # _____

Sex M F _____

Home address _____

City _____

Home phone _____

Name of parent/guardian _____

Phone number _____

Person to notify in case of emergency if guardian cannot be reached _____

Phone number _____

Insurance company _____

Policy number _____

Primary Care Physician _____

Phone number _____

Allergies or special medical conditions: _____

Medication currently taking: _____

The parents or guardians of this student hereby grant the sponsor or other _____ representative in charge to obtain medical help if needed and release the school, the host, and the organization and its personnel from liability in relation to this activity. In addition the student and the parents or guardians recognize that this is a school sponsored trip and that all school rules do apply and that **EXEMPLARY** behavior is expected.

Parent signature _____ Student Signature _____

Is there any additional information you need to include? Will students be outside? Will they be around animals or insects or water? Are there specific things they are supposed to bring? How will you travel? When and where will you return? Do parents have your cell phone number in case of emergency?

9:00 – 9:15 First General Session

Welcome, Meet Someone, and Introduction of Speaker – Veramendi E

9:15 – 10:15 Dr. Brené Brown (**special guest speaker**)

Dr. Brené Brown is a research professor at the University of Houston where she holds the Huffington Brené Brown Endowed Chair at The Graduate College of Social Work.

She has spent the past thirteen years studying courage, vulnerability, shame, and worthiness and is the author of three #1 New York Times bestsellers – The Gifts of Imperfection, Daring Greatly, and Rising Strong.

Her TED talk – The Power of Vulnerability – is one of the top five most viewed TED talks in the world with over 25 million views.

Brené is also the Founder and CEO of COURAGE works – an online learning platform that offers classes based on her research. She has most recently developed courses based on her current study of how organizations develop brave leaders and courage cultures.

Brené lives in Houston, Texas with her husband, Steve, and their children Ellen and Charlie.

<http://brenebrown.com/>



Waiting on title and description

10:15 – 10:55 Q&A with Dr. Brown

11:10 – 11:40 Concurrent Meetings for Student Council and Honor Society

StuCo & Honor Society Meetings (StuCo in Veramendi E and Honor Society in Veramendi A)

11:55 – 12:40 Breakout One

1. Michelle McGrath – Spring Lake A (**Special Guest Speaker**)

Dr. Michelle McGrath has been a long time educator for 21 years; high school teacher, coach, advisor, administrator, college professor, and for the past decade in her role as Exec. Director at the WASC. She has been published and spoken nationally about her research on “The Urgency of Youth Leadership”. Her leadership extends both nationally and in her community of Madison. She has served as the NASSCED President and is currently the President for Downtown Madison Rotary – the 5th largest club in the world. She was chosen as one of Madison’s “Top 40 leaders under 40”. She is a single mom with two beautiful teenage kids.

michelle@wasc.org



For everyone

Your Leadership Legacy

John Wayne once said, "Everyone needs a code - a creed to live by". Our world around us continues to change as such a rapid rate. There are some things, however, that remain constant despite these changes - "The Code of the West". During this session, Dr. McGrath will take the work of James Owen, author of "Cowboy Ethics", and bring it to life in a practical engaging way for you showing how you can create a legacy of leadership at your school worth following. She will cover branding, establishing core values, and provide a plethora of resources that she uses in her graduate course - High Impact Leadership. that ensures reflective, evaluation based practice. As in all of her sessions, there will be ample time for networking and having some fun in the process.

2. Spring Lake B

Building Blocks for New High School Student Council Advisors

Tommy Calais is the Director of Student Life and Student Council advisor at St. Agnes Academy. He also serves as the TASC Curriculum Coordinator and is a TASC Board Member and President School Advisor for District 13. Tommy was the US Region 8 nominee for national advisor of the year in 2016. tommy.calais@st-agnes.org

Antoinette Hernandez is a Student Council Advisor at Klein Forest HS. She is also a TASC Leadership Consultant, a TASC Board Member, a Student Leadership Curriculum Academy Instructor, and a former state advisor of the year. anhernandez@kleinisd.net



For New High School Student Council Advisors

Join two experienced advisors to cover the basics beginning high school advisors need to build a strong program. Topics include constitutions, elections, officer roles, managing a council, and project ideas to make your council effective and your role as an advisor meaningful and successful.

3. Spring Lake C

Phil Boyte **special guest speaker**

Phil Boyte is passionate about creating amazing school culture. He has spoken to thousands of schools across North America, empowering both students and educators to transform their campus' climate. Phil's dynamic and transformative message to youth and adults enhances the quality of life for each individual, school, and community. As a motivational speaker, keynote, consultant, husband, father, and friend, Phil aims to be a force of enthusiasm and encouragement in the world.

Learningforliving.com



For everyone

Ten Minute Lessons for Leadership

Sometimes you just need a quick lesson idea for your retreat, class meeting, or even for this coming Monday's lesson. Phil authored the book on Ten Minute Lessons and will share a few in this session that will have you smiling, laughing, and considering how many ways you can use this activity.

4. Mark Goulet (Special Guest Speaker) Veramendi A

Mark C. Goulet represents the interests of Texas schools, assisting with matters before TEA, EEOC, OCR, the state Attorney General, and the Texas Workforce Commission. He focuses his legal practice in the areas of employment law, student law, and governance.

Mark has been quoted on education law issues in the *Wall Street Journal*. His articles, on topics such as employment law, constitutional law, student discipline, and the Open Meetings Act have been published in an array of law publications.

Mark has served as member of the Board of Directors of the Texas Council of School Attorneys. He has also served as the chair of the Editorial Advisory Board of the Texas School Administrators' Legal Digest.

www.walshgallegos.com

An Advisors Guide to Avoiding Common Legal Pitfalls

For everyone

Understand the legal issues that must be considered when working with students in co-curricular activities. Current laws and cases will be explored. In this case, there's never "TMI" (too much information). Be prepared to avoid legal problems by knowing the rules of the game.



5. Sara Nilles Veramendi B

Special Guest Speaker

sara@oasc.org

Sara is the Executive Director of the Oregon Association of Student Councils and a member of the National Association of Secondary Student Councils Executive Directors. Sara presents to students and advisors across the United States. Oregon was the host state for the 2016 National Association of Student Councils national conference, and Sara was instrumental in the success of that event.

A-Z's of Advising

Whether you've been advising for 2 months, 3 years or 20+ years Knowing who to ask, where to look and what to do are the keys to finding success in the world of activities. This presentation will provide you with a wealth of resources to get you started and keep you going!



6. New Advisors ML Veramendi C

Welcome to Middle Level Student Council

Vicki Long is a Student Council Advisor at Deweyville Elementary, a TASC Leadership Workshop Director, and District 17 Coordinator. She is a former TASC Board member and a former TASC ML Advisor of the Year.

Vlong@deweyvilleisd.com



Lisa Gilbert is a Student Council Advisor at Ed Irons MS, a TASC Leadership Consultant, and a TASC Board Member. She is a former TASC ML Advisor of the Year.

lgilbert@lubbockisd.org



For New Middle Level Student Council Advisors

Welcome to the family! Leave this session with the “nuts and bolts” of student council and simple project ideas your students can implement as soon as you return to school.

7. Courtney Veramendi D

Courtney Goldberg is a Student Council Advisor at Episcopal High School and a TASC Leadership Consultant. She has presented at the National Conference on Student Activities. cgoldberg@ehshouston.org



For ML/HS Student Council, NHS, NJHS

Student Activities on a Dime – Part 3

In a time of tighter budgets and strict limits on fundraising, holding and hosting activities for your campus becomes even more challenging. In this session, you will receive many ideas for activities that support a positive school culture, but won't cost you much, if any, money.

8. Suzy -San Marcos A

Suzy Miller is the Executive Director of Donate Life Texas. Donate Life Texas is the organ, eye and tissue donor registry for Texas and is partnering with TASC this year in the TASC State Service Project.

Info@DonateLifeTexas.org

For ML and HS Student Council, NHS, NJHS

Dare to Donate Life, Texas

Leaders save lives with Donate Life Texas! Learn the lifesaving impact of organ, eye and tissue donor registration and find turn-key resources designed to help students turn inspiration into action through registration campaigns and activities at their school. Unlike many activities, donor registration does not rely on fundraising from participants. Donor registration is free, takes only a few minutes and is open to everyone regardless of age, gender, health, faith, country of origin, or ethnic and cultural background. Donate Life Texas is the state's official organ, eye and tissue donor registry and is a TASC-endorsed program.



12:55 – 1:40 Lunch—Veramendi E (Remain in same room because of AV and stage)

1:55 – 2:35 Breakouts Two

1. Brent Spring Lake A

Brent Camalich is the CEO of Dude, Be Nice. Brent is a frequent presenter at conferences across the United States. brent@dudebenice.com

For ML & HS Student Council, NHS, NJHS

Make Kindness Cool with DUDE. be nice

Research shows that the best way to develop kindness in young people is by experiencing it, not just talking



about it. We'll show you some tangible ways to get your students stoked on being nice.

2. New Advisors HS SL Spring Lake B

4. New Advisors HS Spring Lake B Tommy Calais and Antoinette Hernandez **Building Blocks for New High School Student Council Advisors**--continued

Tommy Calais is the Director of Student Life and Student Council advisor at St. Agnes Academy. He also serves as the TASC Curriculum Coordinator and is a TASC Board Member and President School Advisor for District 13. Tommy was the US Region 8 nominee for national advisor of the year in 2016. tommy.calais@st-agnes.org

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3. Phil Spring Lake C

Phil Boyte **special guest speaker**

Learningforliving.com



For Everyone

Ten Minute Lessons for Leadership

Sometimes you just need a quick lesson idea for your retreat, class meeting, or even for this coming Monday's lesson. Phil authored the book on Ten Minute Lessons and will share a few in this session that will have you smiling, laughing, and considering how many ways you can use this activity.

4.Honor Veramendi A

Elancia Felder is the Manager for Honor Society Policies and Procedures and a frequent presenter across the United States.

Feldere@nassp.org

For: new honor society advisors



10 Basic Necessities

Join us for an overview of chapter management requirements for all chapters.

5. Sara Veramendi B

Sara Nilles **special guest speaker**

sara@oasc.org

A-Z's of Advising

Whether you've been advising for 2 months, 3 years or 20+ years . . . Knowing who to ask, where to look and what to do are the keys to finding success in the world of activities. This presentation will provide you with a wealth of resources to get you started and keep you going!



6.Jasmine and Jaime Veramendi C

Jasmine Johnson is a Student Council Advisor at Marshall Junior High and one of two elected ML Advisors to the TASC Board of Directors. johnsonjl@marshallisd.com



Jamie Burke founded the Student Council at UT Tyler Innovation Academy; she is also the District 4/19 Coordinator jaime.burke7@gmail.com



For ML Student Council

From Followers to Leaders

Join us to learn how to encourage middle level students to take an active role in their council, school, and community. We will show you how to grow your members as leaders through engaging activities and student-driven passions.

7.Amanda Veramendi D

Amanda Elkanick is the Victim Services Program Specialist at Texas Advocacy Project, Inc. and an accomplished workshop presenter and trainer.

AElkanick@texasadvocacyproject.org

For everyone

Sexting and Cyber-Bullying: Redefining Dating Violence in the Social Media Age and the Legal Remedies for Teen Victims

Teen Dating Violence is an epidemic problem and can take many forms, both verbal and physical, but has evolved to include social media. Cell phones, for example, are a common tool for an abusive boyfriend/girlfriend to control or threaten their partner and have been called an “electronic leash” for that reason. In the age of sexting and cyber-bullying it is all too easy for an abuser to demand sexually explicit materials, send unsolicited communication, or blackmail with sexual content. This presentation will explore the issue and also discuss the laws that are currently in place to deal with teen dating violence and with sexting.



TEXAS ADVOCACY PROJECT
Legal solutions to end violence.

8. Adrienne- San Marcos A

Adrienne Dealy, Sherry Matthews Advocacy Marketing For Everyone

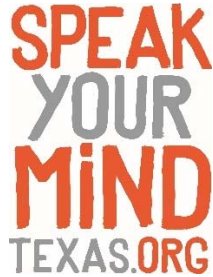
adrienned@sherrymatthews.com

Adrienne is an expert youth trainer and consultant who has worked with the federal Substance Abuse and Mental Health Administration and the Centers for Disease Control. She has implemented more than 30 Community Conversation events on behalf of the Speak Your Mind Texas campaign and will be available to assist student council initiatives.

Start the Conversation: How Student Leaders Can Make a Difference in Mental Health and Substance Use Issues Affecting Teens

Student leaders can spark dialogue and reduce stigma in their schools and communities by presenting a conversation on mental health. In this session, you will learn how to prepare your students to host an event and use resources available through the Texas Health and Human Services’ Speak Your Mind Texas public awareness campaign. Topics include goals and anticipated outcomes, facts and myths about mental illness, a

step-by-step planning guide, how to identify community resources, and training assistance available. Presenting a conversation on mental health will offer students valuable leadership and training opportunities.



2:50 – 3:35 Breakouts Three

1. Michelle Spring Lake A

Michelle McGrath

Dr. Michelle McGrath has been a long time educator for 21 years; high school teacher, coach, advisor, administrator, college professor, and for the past decade in her role as Exec. Director at the WASC. She has been published and spoken nationally about her research on “The Urgency of Youth Leadership”. Her leadership extends both nationally and in her community of Madison. She has served as the NASSCED President and is currently the President for Downtown Madison Rotary – the 5th largest club in the world. She was chosen as one of Madison’s “Top 40 leaders under 40”. She is a single mom with two beautiful teenage kids.

michelle@wasc.org



For everyone

Your Leadership Legacy

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2.Houston Spring Lake B

Houston Kraft **special guest speaker**

Houston Kraft is a professional speaker, leadership consultant, and kindness advocate who speaks to middle schools, high schools, colleges, and businesses across the country. He has spoken to nearly a half a million people nationwide at nearly 400 events and counting. He believes that real change comes through more than just motivation, so he has created tools like CharacterStrong and conversations like the Choose Love Movement to make sure that his work isn't just about good feelings or a positive message - it's about making real, practical, sustainable change.



<http://www.houstonkraft.com/>

A Workout Plan for the Soul

Houston Kraft is a professional speaker, leadership consultant, and kindness advocate who has spoken to nearly 500 schools or events over the past 5 years. He will talk about how to help your student leaders practice Love in their life and in their job as role models on campus - how to make habits of kindness, patience, compassion, and forgiveness - so they build their influence through *relationships* and not just projects. There will be laughter, paradigm shifts, and some excellent resources that you can put to use IMMEDIATELY in your program!

3. Harriet Spring Lake C

Harriet Turk **special guest speaker**

For more than 20 years, Harriet has been inspiring teens and adults to discover their true identities and pursue a life of substance. She has worked as a probation officer, youth programs coordinator, flight attendant, pharmaceutical sales rep, college-level instructor, and nationally known speaker, trainer, and consultant. Harriet is also a mom, friend, sister, and daughter.

<http://harrietturk.com/>



For everyone

JUST BE UPLIFTING

Connecting with younger employees and/or teenagers can be difficult for any adult. Trends and dynamics change so quickly, and it's hard to keep up. Through "Just Be Uplifting," Harriet offers insights into the clash of the cultures, current trends and how to cope with change. You will leave this program with information you can apply in your workplace and

community. Recruiting volunteers, involving new parents, and developing effective programs are included in this presentation!

4. Honor Society-Veramendi A

Elancia Felder, Manager, Honor Society Policies and Procedures

Feldere@nassp.org



For all honor society advisors

Honor Society Selection

If you are new to honor society or want clarification on membership selection, join us for an overview of Honor Society selection policies and issues.

5. Dairy Max Veramendi B

Lally Carbajal and Joann Knox are School Wellness Consultants with Dairy Max.

Joann Knox

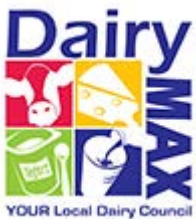
carbajall@dairymax.org

knoxj@dairymax.org

For everyone

“Fuel Up to Play 60” a Service Project providing Mentorship and Scholarship Opportunities

Fuel Up to Play 60 empowers students to lead their schools in fueling up with nutrient-rich foods like low-fat and fat-free dairy foods, fruits, vegetables, and whole grains and be active at least 60 minutes every day. Learn how your council can support this program in your school and in feeder schools as a mentorship project and how mentorships can lead to a college scholarship.



6. Heather Veramendi C

Heather Schultz

Special guest speaker

speakpeace@aol.com

Since 1989, her message has inspired people everywhere. Heather's presentations have been described as a "wild and wonderful roller coaster ride of humor, emotion and inspiration." She believes in young people and the important role they play in our world. It is that belief that makes her a highly requested national youth speaker.

For everyone



Parachute Packers

Maya Angelou states, "When you learn, teach; when you get, give." One of the most important roles we play in life is that of a mentor... listening, guiding, role modeling and simply believing! Building our students to be life-long learners. Just imagine helping someone go further than they thought they could because someone else believed they could. Let that someone else be YOU. Adults who work with young people must have the ability to connect with young people but they must also take care of their own well-being and discover self-care is not selfish. This engaging and interactive workshop will help adults to mentor youth so they can reach their full potential while the adults reconnect with their love of teaching.

7. Lori Kiblinger Veramendi D

Lori, the principal at Royster Middle School in Kansas, is celebrating 37 years as a student council advisor. She has served on staff at many, many leadership workshops and frequently presents at national student council events.

lkibby@sbcglobal.net

for everyone

Leadership Lessons Are All Around Us--Catch Them All!

Leadership lesson collection of videos, music, hands-on activities, boundary breakers, resources, websites, and large group and small group activities that principals and advisors can use to create a positive atmosphere at school.



8. Kathleen Bates/Say What -San Marcos A

Kathleen Bates/Say What!

Program Specialist

Texas State University – Texas School Safety Center

kathleen_bates@txstate.edu

For: Everyone

E-cigs, Hookah, Dip & Smoking - Oh, My!!!

Want fresh project ideas? Need your students to step up and lead but looking for tools and resources to make it easier on you? Say What! - Students, Adults & Youth Working Hard Against Tobacco - offers FREE projects-in-a-box and training opportunities to help your students and organization succeed and get recognition!



3:35 – 3:55 Social time

4:00 – 5:40 Table Shares -rounds in Veramendi

4:00 – 4:10 Welcome

4:10 – 4:25 Round 1

4:30 – 4:45 Round 2

4:50 – 5:05 Round 3

5:10 – 5:25 Round 4

5:30 – 5:40 Round 5

5:40 – 7:30 Social time in the lobby—area reserved in restaurant for hors d oeuvres

Sunday, September 25

8:10 – 8:25 Tai Wo—Veramendi E

8:50 – 9:35

1. Michelle- Spring Lake A

Michelle McGrath

michelle@wasc.org

Dr. Michelle McGrath has been a long time educator for 21 years; high school teacher, coach, advisor, administrator, college professor, and for the past decade in her role as Exec. Director at the WASC. She has been published and spoken nationally about her research on “The Urgency of Youth Leadership”. Her leadership extends both nationally and in her community of Madison. She has served as the NASSCED President and is currently the President for Downtown Madison Rotary – the 5th largest club in the world. She was chosen as one of Madison’s “Top 40 leaders under 40”. She is a single mom with two beautiful teenage kids.



For everyone

Preparing YOU and Your Team for the Journey

Effective leadership practice involves a great deal of organization, training, and articulation. During this session, Dr. McGrath will share and have you participate in the model she uses with her advisors, her state office team and board, and statewide officer training. She will share the importance of personal and professional development and how they both lead to success. She will share inspirational stories about her own journey in leadership and how essential "story telling" is to achieve high performing, collaborative teams. Dr. McGrath will also share her resources for Officers and Board Members, including their most recent work on "Beliefs and Behaviors" for the WASC State Board - an exercise ANY leadership group can put into practice.

2. Houston – Spring Lake B **special guest speaker**



<http://www.houstonkraft.com/>

A Workout Plan for the Soul

Houston is a professional speaker, leadership trainer, and kindness advocate who has worked with nearly 500 schools over the past 5 years. He will talk about how to help your student leaders practice Love in their life - how to make habits of kindness, patience, compassion, and forgiveness - so they build their influence through relationships and not just projects. There will be laughter, paradigm shifts, and some excellent resources that you can put to use immediately in your program!

3. Phil – Spring Lake C
Learningforliving.com



For Everyone

If Mama Ain't Happy

Let's talk about five things you can do to build a positive culture among the staff - cause you know what they say "If the staff ain't happy . . ."

4. Honor Society – Veramendi A

Elancia Felder is the Manager for Honor Society Policies and Procedures in the national office for NHS and NJHS and speaks across the US to honor society advisors.

Feldere@nassp.org



For all honor society advisors

Discipline and Dismissal

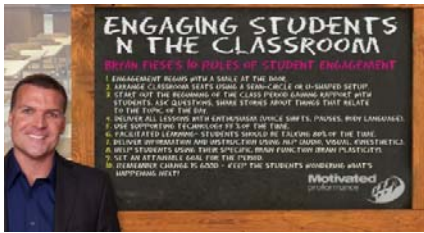
If you are new to honor society or not clear on all membership issues, join us for a discussion of the proper procedures for addressing student membership issues.

5. Bryan – Veramendi B Special Guest Speaker

Motivated Proformance, Inc.'s co-founder Bryan Fiese is an educational expert who has worked with both students and educators for over 14 years. His thesis states that modern youth's (Generation Next) dependence on technology is causing a widespread lack of interpersonal communication skills. Bryan's insights are helpful toward educators' and parents' understanding of this generation; through understanding, we work together and clear and effective methods of communication and motivation can be determined.

Bryan's strategies and methods have been adopted by schools across the United States. He has appeared on radio broadcasts and national television and presented to countless types of audiences across this great nation through a continual calendar of conferences, training sessions and workshops. He is also an author, with his latest book *No Teacher Left Behind: Keeping Up With and Captivating "Generation Next" In the Classroom*.

For Everyone



What Do You Do When You Burn Out or Need Motivation or Help to Motivate Your Students?

Join Bryan to learn about proven, brain-based researched programming to improve instruction, enhance student learning, and raise achievement. He will provide tools to help you empower students as well as leadership skills to facilitate learning in the classroom and in student activities. He can also share what he can provide for your school and your activities program.

6. Heather – Veramendi C

Heather Schultz

speakpeace@aol.com

For everyone



Parachute Packers

Maya Angelou states, "When you learn, teach; when you get, give." One of the most important roles we play in life is that of a mentor... listening, guiding, role modeling and simply believing! Building our students to be life-long learners. Just imagine helping someone go further than they thought they could because someone else believed they could. Let that someone else be YOU. Adults who work with young people must have the ability to connect with young people but they must also take care of their own well-being and discover self-care is not selfish. This engaging and interactive workshop will help adults to mentor youth so they can reach their full potential while the adults reconnect with their love of teaching.

7. Krysta – Veramendi D

Krysta Reed is the Student Council advisor at Andrews HS, the Past President Advisor on the TASC Board and the District 8 President and Coordinator.

kreed@andrews.esc18.net

For TASC District Officers



Moving Toward a Strong TASC District

Are you a new TASC district leader trying to find your way? Are you an experienced TASC district leader who has lost your map? Is your District doing great and you have ideas to share? Join us for a discussion on the basics of a strong district program and find yourself feeling inspired to build training, create community, and make friends to help you along your journey! Let's talk about what you, as TASC District Leaders, can do and how the state association can help you. Pack your questions and best ideas in your suitcase and prepare for an amazing trip! It's much more fun if we travel together.

8. – San Marcos A

9:45 – 10:30

1. Michelle – Spring Lake A

Michelle McGrath

michelle@wasc.org

Dr. Michelle McGrath has been a long time educator for 21 years; high school teacher, coach, advisor, administrator, college professor, and for the past decade in her role as Exec. Director at the WASC. She has been published and spoken nationally about her research on "The Urgency of Youth Leadership". Her leadership extends both nationally and in her community of Madison. She has served as the NASSCED President and is currently the President for Downtown Madison Rotary – the 5th largest club in the world. She was chosen as one of Madison's "Top 40 leaders under 40". She is a single mom with two beautiful teenage kids.



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2. John Norlin – Spring Lake B **special guest speaker**

John is the Program Administrator for Student Leadership & Community Involvement for the Sumner School District, a Servant Leadership trainer, and motivational speaker.

<http://www.johnnorlin.com/>



The Question That Is Not Getting Asked

John is an award-winning Washington State Student Leadership Advisor who will walk you through the process of how he created a positive climate and culture in his school and district by keeping students focused on the little things that made the big activities better. In a school of 1,400, OVER 1,200 showed up to homecoming. This model of leadership has increased involvement and fundraising numbers by the hundreds and thousands and spread to hundreds of schools nationwide. Walk away with some head-nodding clarity and some easy-to-use resources that you can apply to your program tomorrow

3. Harriet – Spring Lake C **special guest speaker**

Harriet Turk

For everyone



JUST BE UPLIFTING

Connecting with younger employees and/or teenagers can be difficult for any adult. Trends and dynamics change so quickly, and it's hard to keep up. Through "Just Be Uplifting," Harriet offers insights into the clash of the cultures, current trends and how to cope with change. You will leave this program with information you can apply in your workplace and community. Recruiting volunteers, involving new parents, and developing effective programs are included in this presentation!

4. Susan – Veramendi A
Susan Waldrep



waldreps@txkisd.net

Susan Waldrep is the Student Activities Director and Student Council Advisor at Texas High School. She is also the District 19 Coordinator, the Advisor for the 2018 HS Annual Conference Coordinator School and the 2016 TASC HS State Advisor of the Year.

For Everyone

The B.S. “Bad Signs” of Leadership

This session will deal with the futility of empty words and focus on aligning our words and actions to create success. The session will also deal with learning to focus on the end result and not get captured by the Bad Signs in our way. The main idea of this session is to take your organization from being caught in the stress to getting results and reaching its (and your students’) potential.

5. Lianna – Veramendi B
Lianna Gantz

Lianna.Gantz@kellerisd.net

Lianna Gantz is the Student Council Advisor at Keller Central HS and the District 3 President. She is also



a former member of the TASC State Board of Directors.

For HS Student Council

You is Bewildered, You is Exhausted, You is Important

Aimed at fairly new student council advisors but open to anyone! Are you a new advisor or have "sort of" made it through your first year or so (or your first five years or so)? Do you sometimes feel lost and

a bit overwhelmed? Let us help you break it down and feel more comfortable. And more importantly, let us ensure you understand that you ARE doing a good job and you are important!

6. John – Veramendi C

John Hinton is the Student Council Advisor at Highland Park HS where he teaches Leadership & Ethics and is the Class Support teacher for chemistry, aquatics, and forensics.

Hintonj@hpsisd.org

Presentation applicable to:

HS Student Council and NHS



Students Leading the Charge against Racism

Let's discuss the issue of race and how we can empower our students to address the divide that exists among groups of people, including law enforcement. We will share about our student-led DFW forum, where twelve diverse Dallas area schools came together, collaborated and deliberated about the subject of race. This group set a goal to create a national campaign among high school students on the race issue. Now we need to take it to the next level.

7. JC Pohl – Veramendi D

JC is a producer, a speaker, a trainer, and a Licensed Professional Counselor. Speaking for Teen Truth, he is a frequent presenter at schools across the US.

<http://www.teentruth.net/>

Title: **Empowering Student Voice to Build School Culture**

For everyone



Bullying and school violence are two of the most critical issues facing the American education system today. Come to this session to learn how to give students a voice and empower them to be the difference in their community. Led by veteran producer and speaker, JC Pohl, this session will encourage audience members to develop resources that build resiliency, create school culture, and better connect students on campus. Inspired by his work with TEEN TRUTH and the RISING UP: Coaching Program, Pohl will use storytelling, real world examples, and audience participation to motivate attendees to create healthier, happier, safer school communities.

8. Panel..so you still have questions – San Marcos A

10:45 – final GS—Veramendi E

10:45 – 11:05 Two Pecha Kucha's (Tommy and Mary)

11:05 – 12:10 Phil Boyte Keynote

Creating the School that No One Wants to Leave

There is something about some schools that just seems right - the way one is welcomed on campus, the way people say hello in the hallways, and the way students thrive. Phil Boyte has visited hundreds of schools and will share ideas for you to use on your journey to build a school that students love, staff enjoys, and communities celebrate!

TABLE SHARES | Veramendi E | Saturday 4:00p – 5:40p | Use this chart to plan out your sessions.

TABLE	ROUND ONE	ROUND TWO	ROUND THREE	ROUND FOUR
1	Tech Tools for StuCo Advisors: Joel Casiday, Livingston HS, jcasiday@livingstonisd.com	Tech Tools for StuCo Advisors: Joel Casiday, Livingston HS, jcasiday@livingstonisd.com	Tech Tools for StuCo Advisors: Joel Casiday, Livingston HS, jcasiday@livingstonisd.com	Tech Tools for StuCo Advisors: Joel Casiday, Livingston HS, jcasiday@livingstonisd.com
	Do you struggle to get information out to your council? Feel like you're drowning in paperwork? Need some tools to help streamline the crazy responsibilities of being an advisor to high school techies? Join me as we explore technology tools for today's advisor. Gain new ideas for connecting with students, disseminating information to councils, and staying organized in today's fast-paced council life while learning tips and tricks from other advisors.			
2	A Positive Plethora of Projects: Rita Clawson, Ore City HS, clawsonr@ocisd.net	A Positive Plethora of Projects: Rita Clawson, Ore City HS, clawsonr@ocisd.net	Panther Walk: David Womack, Duncanville HS, dwomack@duncanvilleisd.org	Panther Walk: David Womack, Duncanville HS, dwomack@duncanvilleisd.org
	You will take away a plethora of simple positive project ideas. Do you want to excite and motivate yourself, students and campus?!? Then this table is for you! Come ready to be in awe of the positives you can acquire, use and share!!		Start an amazing tradition that inspires students and thanks teachers. Join me to hear how DHS organized an event during which graduating seniors, dressed in their caps and gowns, visited elementary schools. The elementary students were in awe, and teachers had an opportunity to reconnect with former students.	
3	Student Series--Pasta for Patients Campaign: Carissa Hocevar, The Leukemia & Lymphoma Society, carissa.hocevar@lls.org	Student Series--Pasta for Patients Campaign: Carissa Hocevar, The Leukemia & Lymphoma Society, carissa.hocevar@lls.org	Student Series--Pasta for Patients Campaign: Carissa Hocevar, The Leukemia & Lymphoma Society, carissa.hocevar@lls.org	Student Series--Pasta for Patients Campaign: Carissa Hocevar, The Leukemia & Lymphoma Society, carissa.hocevar@lls.org
	Student Series is a series of service learning, character education and philanthropy programs where students gain the unique experience of helping thousands of people in their fight against blood cancers. Programs are tailored to each school level so students can grow with the Student Series and have an even greater impact on the lives of patients.			
4	Mental Health in Teens & Young Adults--What Can Your Council or Chapter Do About It?: Adrienne Dealy, SPEAKYOURMINDTEXAS.org, adrienned@sherrymatthews.com	Mental Health in Teens & Young Adults--What Can Your Council or Chapter Do About It?: Adrienne Dealy, SPEAKYOURMINDTEXAS.org, adrienned@sherrymatthews.com	Mental Health in Teens & Young Adults--What Can Your Council or Chapter Do About It?: Adrienne Dealy, SPEAKYOURMINDTEXAS.org, adrienned@sherrymatthews.com	Mental Health in Teens & Young Adults--What Can Your Council or Chapter Do About It?: Adrienne Dealy, SPEAKYOURMINDTEXAS.org, adrienned@sherrymatthews.com
	Learn how to prepare your students to host an event about mental health and use resources available through the Texas Health and Human Services' Speak Your Mind Texas public awareness campaign. You could do this for your school, your community, or for a program at your TASC district meeting. Topics include goals and anticipated outcomes, facts and myths about mental illness, a step-by-step planning guide, how to identify community resources, and training assistance available.			
5	Leadership Portfolios: Christi Shannon, Canyon HS, christi.shannon@comalisd.org	Leadership Portfolios: Christi Shannon, Canyon HS, christi.shannon@comalisd.org	Do You Need Resources for Leadership Class, Advisory, Meetings, Class?: Lori Kiblinger, Royster Middle School in Kansas, Kibby@sbcglobal.net	Do You Need Resources for Leadership Class, Advisory, Meetings, Class?: Lori Kiblinger, Royster Middle School in Kansas, Kibby@sbcglobal.net
	Help your students go that extra mile and document their leadership experiences throughout high school. Will have examples of student portfolios that demonstrate 21st Century Workforce skills and leadership TEKS--great for differentiation in the Student Leadership Class or as an officer project!		I'll share lessons, lists of videos and music, websites, and resources that work for everything from class to retreats. Please share your ideas as well.	
6	Lock-in Fundraiser: Amy Bull, Robert Turner College and Career High School, bulla@pearlandisd.org	Lock-in Fundraiser: Amy Bull, Robert Turner College and Career High School, bulla@pearlandisd.org	Earn Recognition for ML Councils: Lisa Gilbert, Ed Irons MS, lgilbert@lubbockisd.org	Earn Recognition for ML Councils: Lisa Gilbert, Ed Irons MS, lgilbert@lubbockisd.org
	Hosting lock-ins is a great way to raise funds for your organization and promotes a positive culture and climate for the students on campus. Our campus does not have UIL sports, so we have to be creative to get more students involved with the school and meet their social needs. We want to share our experiences with hosting lock-ins and get ideas from others on how to continue to make them fun for students. We have hosted lock-ins in two different formats--one with various activities to choose from and another where we play an intense game of Humans vs. Zombies.		TASC offers a multitude of ways for your council to earn recognition. Let's talk state reports, Top Projects, Top Videos, and the TASSP Scholarship.	
7	Relationship Based Service or "With, Not For": Martha Dorow, Special Olympics Texas, mdorow@sotx.org	Relationship Based Service or "With, Not For": Martha Dorow, Special Olympics Texas, mdorow@sotx.org	Relationship Based Service or "With, Not For": Martha Dorow, Special Olympics Texas, mdorow@sotx.org	Relationship Based Service or "With, Not For": Martha Dorow, Special Olympics Texas, mdorow@sotx.org
	Planning this years' service project? Hoping to support a specific group in your school or community? The first step is getting to know the people you wish to serve. We share "With, Not For" every day with teachers and students throughout Texas. Let's talk about why a focus on relationships is so important and how it contributes to more meaningful student engagement and stronger projects.			

8	DASH: Make a Difference & Earn Recognition: Patty Wangler, George Bush HS, patricia.wangler@fortbendisd.com	DASH: Make a Difference & Earn Recognition: Patty Wangler, George Bush HS, patricia.wangler@fortbendisd.com	Reaching 8th Graders: Sandra McKenzie, John Marshall HS, sandra.mckinzie@nisd.net	Reaching 8th Graders: Sandra McKenzie, John Marshall HS, sandra.mckinzie@nisd.net
	At this table you will get to know the DASH report. Not only will we talk about the form itself, but we will also share ideas about how to fulfill it through great DASH projects for your school and community.		Help your school pride's long term success by reaching out to 8th Graders at your feeder middle schools. We host several events to start incoming freshmen on a road to success. We invite 8th Graders on an organized visit to our campus; we host another event one evening so 8th grade parents can speak with teachers, advisors, and coaches. Last, we take current senior student leaders to our main feeder middle school to visit with 8th graders about their fears/concerns of attending a large high school.	
9	Themed Leadership Nights Your ML Students Will Love: Shannon Reynolds, McCall Elementary, sreynolds@aledoisd.org	Themed Leadership Nights Your ML Students Will Love: Shannon Reynolds, McCall Elementary, sreynolds@aledoisd.org	Easy Staff Appreciation: Angie Smith, St. Mary Catholic School, asmith@stmaryschooltx.org	Easy Staff Appreciation: Angie Smith, St. Mary Catholic School, asmith@stmaryschooltx.org
	Join me to learn about the annual Leadership Night we have each year; our kids absolutely love it! Each year has a theme; and we invite community leaders to speak, make holiday gifts for the staff, have a craft make and take, and, of course, some leadership team building! We start after school and have students home in time for dinner!		You will be able to walk away with a few samples of teacher appreciation projects and information for many more. Small or large school, we appreciate all teachers, staff, cafeteria, janitorial and bus drivers.	
10	Leading Through Love: Houston Kraft, www.houstonkraft.com	Leading Through Love: Houston Kraft, www.houstonkraft.com	Leading Through Love: Houston Kraft, www.houstonkraft.com	Pride and Patriotism: Sabina Baig, Elsik HS, Sabina.Baig@aliefisd.net
	Let's talk about how to encourage the thought process and the practice of leading through compassion, kindness, and love and building character to help build trust. Let's remind students of their profound purpose (to help other students feel safe, worthwhile, and cared for) to encourage consistency and reduce burnout.			You can build spirit, patriotism, pride, show appreciation, and create a more positive school culture and climate while earning TASC state recognition. Let's share ideas about the Pride and Patriotism state report.
11	Honor Society Q & A Plus Honor Society Value: Elancia Felder, Feldere@nassp.org	Honor Society Q & A Plus Honor Society Value: Elancia Felder, Feldere@nassp.org	Honor Society Q & A Plus Honor Society Value: Elancia Felder, Feldere@nassp.org	Honor Society Q & A Plus Honor Society Value: Elancia Felder, Feldere@nassp.org
	Bring your best ideas as well as your questions. You will also learn about exciting new opportunities and programming for honor societies.			
12	Friends and Fundraising: Michelle McGrath, WASC, michelle@wasc.org	Friends and Fundraising: Michelle McGrath, WASC, michelle@wasc.org	Friends and Fundraising: Michelle McGrath, WASC, michelle@wasc.org	Great Books on Leadership: Michelle McGrath, WASC, michelle@wasc.org
	Learn about some innovative ways to fund raise. After all, we all have to do it.			So many books, so little time. Let's talk about the best books out there on leadership.
13	We Want You to Run for Office: Ryan Golden, Mansfield HS, RyanGolden@misdmail.org	Connection - We Can't Move Forward Without It: Heather Schultz, www.heatherschultz.net	Connection - We Can't Move Forward Without It: Heather Schultz, www.heatherschultz.net	Connection - We Can't Move Forward Without It: Heather Schultz, www.heatherschultz.net
	Step up to take a leadership role with TASC. We will talk about how to run for office or for a board position.	The connections we make on this journey of leadership are perhaps the most valuable thing we gain. Let's talk about connecting with one another, with students, and how we can help our students connect with one another.		
14	TASC State Service Project: Sabina Baig, Elsik HS, Sabina.Baig@aliefisd.net	Five Things Affecting Teen Girls and What To Do about Them: Harriet Turk, www.harrietturk.com	Five Things Affecting Teen Girls and What To Do about Them: Harriet Turk, www.harrietturk.com	Five Things Affecting Teen Girls and What To Do about Them: Harriet Turk, www.harrietturk.com
	This year TASC takes on the challenge of Dare to Donate. Let's talk about how your school can participate in the TASC State Service Project	Harriet will share the five themes she hears most often in conversations with young women and some advice about how to help girls navigate the tough terrain of adolescence.		
15	Homecoming: Lianna Gantz, Central HS, Lianna.Gantz@kellerisd.net	Homecoming: Lianna Gantz, Central HS, Lianna.Gantz@kellerisd.net	Get the Recognition Your School Deserves!: Krysta Reed, Andrews HS, kreed@andrews.esc18.net	Get the Recognition Your School Deserves!: Krysta Reed, Andrews HS, kreed@andrews.esc18.net
	Homecoming: Let's look at ways to make your school's homecoming experience bigger, better, more exciting, and survivable! Create traditions and memories that live on forever.		There are numerous opportunities to show your kids that hard work pays off! Stop by and discuss the numerous awards TASC offers councils and individuals including TASC Scholarships for students, TASSP Summer Workshop Scholarships for councils, Top Ten Project and Video Awards for council projects, and much more! We will go through the necessary forms and get you prepared for that pat on the back you and your students so richly deserve!	

16	What is this Being Nice Thing about Anyway?: Brent Camalich, Dude Be Nice, brent@dudebenice.com	What is this Being Nice Thing about Anyway?: Brent Camalich, Dude Be Nice, brent@dudebenice.com	What is this Being Nice Thing about Anyway?: Brent Camalich, Dude Be Nice, brent@dudebenice.com	What is this Being Nice Thing about Anyway?: Brent Camalich, Dude Be Nice, brent@dudebenice.com
	The Dude Be Nice program will make a huge difference in the culture and climate of your school. Let's talk about how you can implement it.			
17	Start the Year Right: Billie Ann Dio, Tomball HS, billiedio@tomballisd.net	Start the Year Right: Billie Ann Dio, Tomball HS, billiedio@tomballisd.net	Leadership Lessons: Courtney Goldberg, Episcopal HS, cgoldberg@ehshouston.org	Leadership Lessons: Courtney Goldberg, Episcopal HS, cgoldberg@ehshouston.org
	Setting the right tone for the year with vision and goals that are shared by the staff and student body makes an enormous positive difference. Learn what Tomball has done that revitalized the campus and created a feeling of community for the entire campus. You can do the same thing.		Learn from one of the editors for the supplemental curriculum book TASC plans to publish. Let's talk about lessons that work in leadership class, in advisories, in academic classes, in AVID, and in Teen Leadership.	
18	Energy and Environment: Cheryl Royal, Bridge City HS, cheryl.royal@bridgecityisd.net	National Gold Council of Excellence: Cheryl Royal, Bridge City HS, cheryl.royal@bridgecityisd.net	Snowball Express: Leah Rosson, Judson MS, lrosson@lissd.org	Snowball Express: Leah Rosson, Judson MS, lrosson@lissd.org
	Earning recognition in Energy and Environment doesn't need to be a struggle. Let's talk about how your council can earn this recognition.	If you earn Outstanding Student Council Recognition, you can earn the National Gold Council of Excellence Award presented by NASC. Join me, and I will tell you how to do it.	Using an all-volunteer team, Snowball Express creates a weekend of events to connect the children and spouses of fallen military heroes killed in combat since 9/11. Children often return year after year to reunite with the friends they made. Learn how your organization can help these children know they are not alone and to honor the sacrifice made by their family.	
19	Unity--It Takes You: Debbie Nicholas, Texas HS, debbie.nicholas@txksid.net	Unity--It Takes You: Debbie Nicholas, Texas HS, debbie.nicholas@txksid.net	Partner With Your Principal: Brian Meyer, Cedar Creek HS, bmeyer@bisdtx.org	StuCo, If You Only Fill Out One Report: Brian Meyer, Cedar Creek HS, bmeyer@bisdtx.org
	You don't have to go it alone. That way leads to burn out. Let's talk about partnering with people in your school to get the job done right. Unify your school and do more by sharing the load.		Does your principal have any idea of how much student council can help the school meet accountability measures and the demands of unfunded mandates? The better you partner with your principal, the better the support you receive will be. Work together for school success (and maybe earn \$1,000 to use for summer leadership workshop.)	The TASC Community Service Report is a surefire, straightforward way to get recognition for your council. Completing the report helps you demonstrate the difference you make in your community through donation of cash, goods, and community service hours, and it helps TASC show our impact statewide. Join this table share to learn about how to complete the form, including how to report your involvement with the TASC State Project: Dare to Donate.
20	Summer and Advanced Leadership Workshop-- What's In It for You and Your Council?: Rob Dombrowski, Klein Collins HS, rdombrowski1@kleinisd.net	Summer and Advanced Leadership Workshop-- What's In It for You and Your Council?: Rob Dombrowski, Klein Collins HS, rdombrowski1@kleinisd.net	TASC State Service Project-Dare to Donate: Tommy Calais, St. Agnes Academy, tommy.calais@st-agnes.org	Keep Your Members Engaged and Successful: Tommy Calais, St. Agnes Academy, tommy.calais@st-agnes.org
	ML Summer Leadership Workshops are open to student council and NJHS. One HS Leadership Workshop is open to both NHS and StuCo, and there are five others open for student council. Once you take your council, you will never want to try the year without attending. And...then there are Advanced Leadership Workshops. You need to be there.		We know that TASC changes lives. This year TASC will save lives. Let's talk about Dare to Donate and how your student council can participate.	St. Agnes Academy has 200 girls running for office. They end their year with the same number in student council that began the year. Let's talk about building that kind of success on your campus.
21	Carry the F.L.A.G.: Jim Rodriguez, Carry the Load, jim.rodriguez@carrytheload.org	Carry the F.L.A.G.: Jim Rodriguez, Carry the Load, jim.rodriguez@carrytheload.org	Carry the F.L.A.G.: Jim Rodriguez, Carry the Load, jim.rodriguez@carrytheload.org	Carry the F.L.A.G.: Jim Rodriguez, Carry the Load, jim.rodriguez@carrytheload.org
	Carry The Load is a 501(c)3 organization founded by two former Navy SEALs with the mission to remind and teach Americans of the sacrifices made by our nation's heroes to protect our freedoms. The F.L.A.G. program extends the mission to the next generation. Created by Jim Rodriguez, Retired Master Sergeant of the US Air Force, the curriculum will teach protocol around hanging and lowering the flag as well as educating students on the importance of the flag and what it represents to all Americans. By forming Flag Clubs in each school we are giving an active way for students to participate and honor those who fight for our flag.			
22	Connecting the Dots: Sara Nilles, OASC, sara@oasc.org	Connecting the Dots: Sara Nilles, OASC, sara@oasc.org	LGBTQ Youth and Inclusion Issues: Sara Nilles, OASC, sara@oasc.org	The Best Project I Ever Did: Julie Sahmel, Summer Creek HS, Julie.Sahmel@humble.k12.tx.us
	Are you engaging students from all the different groups on your campus? How are the events you are planning connecting to those groups? Who are you missing? Let's talk.		Schools and organizations across the nation are struggling with how best to work with LGBTQ youth and inclusion. There are new national guidelines out there for transgender. Let's talk about what's best for our organizations, our schools, and our kids.	We've all had that one great project that stands out. Let's share those ideas. Together, we are better.

23	How to Make Your Council Outstanding: Gayle Waldrip, Teague HS, gwaldrip@teagueisd.org	The Little Things that Make the Big Things Better: John Norlin, www.johnnorlin.com	The Little Things that Make the Big Things Better: John Norlin, www.johnnorlin.com	The Little Things that Make the Big Things Better: John Norlin, www.johnnorlin.com
	The OSC state report not only helps you have a well-rounded student council, it also provides well-deserved recognition. Let's talk about the form and how your council can be successful.	Let's discuss practical ways to focus on people and not just projects. Plan activities and opportunities that every leader can do to connect to their community and help EVERYONE feel valued and recognized. And let's consider what service looks like on a day-to-day basis on campus.		
24	Students Need Voice in Solving Issues of Race: John Hinton, Highland Park HS, hintonj@hpsid.org	Students Need Voice in Solving Issues of Race: John Hinton, Highland Park HS, hintonj@hpsid.org	Retreats and Lock In's That Work: Katie Keyes, Boswell HS, kkeyes@ems.net	Retreats and Lock In's That Work: Katie Keyes, Boswell HS, kkeyes@ems.net
	While we have made progress, race issues are still very real. Let's discuss ways to help this generation solve race issues. Ignoring them sure won't work.		Bonding, team building, and time to learn and to plan are essential to an organization's success. I will share my best ideas about these events, and I want to hear yours.	
25	The Cycle of Violence. It's There and Teens Need Help: Amanda Elkanick, Texas Advocacy Project, AElkanick@texasadvocacyproject.org	The Cycle of Violence. It's There and Teens Need Help: Amanda Elkanick, Texas Advocacy Project, AElkanick@texasadvocacyproject.org	The Cycle of Violence. It's There and Teens Need Help: Amanda Elkanick, Texas Advocacy Project, AElkanick@texasadvocacyproject.org	The Cycle of Violence. It's There and Teens Need Help: Amanda Elkanick, Texas Advocacy Project, AElkanick@texasadvocacyproject.org
	The Texas Advocacy Project can offer free legal services and information to victims of domestic and dating violence. We offer programs, training, and resources your group can use. Learn about our Teen Outreach.			
26	The Texas Award: Susan and Courtney Waldrep, Texas High School, waldreps@txkisd.net	The Texas Award: Susan and Courtney Waldrep, Texas High School, waldreps@txkisd.net	We Want You to Run for Office: Susan Waldrep, Texas High School, waldreps@txkisd.net	Still Have Questions about Student Council?: Ryan Golden, Mansfield HS, RyanGolden@misdmail.org and JJ Stroud, Wester MS, jenniferstroud@misdmail.org
	We are working on an award that provides recognition as big as Texas, and we need your input. Join us to talk about an award open to any school in Texas that recognizes excellence across the board. Student Activities are a big part of that. This is a state wide award for your entire school. You will have the opportunity to win \$5000 for a total school activity project! Join us!		You may be right. You might be crazy, but that shouldn't stop you from running for state office or the TASC Board. Join us to learn how to have a successful campaign.	
27	Fuel Up to Play 60: Lally Cabajal, Dairy Max, carbajalL@dairymax.org and Joann Knox, Dairy Max, knoxj@dairymax.org	Fuel Up to Play 60: Lally Cabajal, Dairy Max, carbajalL@dairymax.org and Joann Knox, Dairy Max, knoxj@dairymax.org	Fuel Up to Play 60: Lally Cabajal, Dairy Max, carbajalL@dairymax.org and Joann Knox, Dairy Max, knoxj@dairymax.org	Fuel Up to Play 60: Lally Cabajal, Dairy Max, carbajalL@dairymax.org and Joann Knox, Dairy Max, knoxj@dairymax.org
	Learn how your organization can support this healthy eating and exercise program, and how mentorship can lead to a college scholarship.			

NOTES:

DISTRICT ORGANIZATION

- A. The state is divided into 19 geographical districts. Most middle level schools participate in district activities with the high schools in their area. However, in some regions of the state, middle level councils have formed their own districts: ML 3, 4/19, 7/13. Each district elects officer schools, has a constitution, holds conferences, and distributes information to member schools.
- B. The District Executive Board appoints or authorizes the election of a person, preferably one in an administrative position, and who has several years' experience in local, district, and state student council work to act as District Coordinator. This person shall aid the state office in communication and district emergencies and serve as a consultant to individual schools within the district and to the district Executive Board.
- C. Each district should offer leadership training experiences of a suitable nature to the middle level schools within that district, either through a separate organization or special provisions in a unified district.
- D. Each district Executive Committee is authorized to verify District Outstanding Student Councils; Outstanding Energy/Environment, D. A. S. H., Pride & Patriotism Schools, Community Service, and Sweepstakes Schools, all of which are recognized at the Annual Conference. District Executive Boards are also authorized to provide separate participation for junior high/middle level schools in order to determine the outstanding councils in the state projects at the junior high/middle level. Middle Level awards are presented at the Middle Level Annual Conference.
- E. Community Service Project totals, including totals for State Service Project, will be accumulated by each district and submitted to the district president school to tally, allowing a statewide publicized total.
- F. Since student council district activities vitally affect the state operation, and since TASSP wishes to promote student council work in Texas, and since student council is a cooperative effort between students, sponsors, and administration, and to provide for administrative review and due process at the district level, the TASSP Board of Directors requires that, as a condition of sponsorship, any action at the district level may be appealed by a member of the district Executive Committee or a member school to a committee composed of principals of the district officer schools and the TASC Director. This action may be initiated by mailing a request in writing to the TASC Director.
- G. The TASC Board of Directors shall develop guidelines for the approval of district constitutions. Each district shall submit its constitution and amendments to the TASC Director for approval as related to established guidelines.

Issues Regarding District Finances

It is vitally important that the TASC District has a process in place that will provide checks and balances for money collected and spent at the TASC District level. Many districts have established specific bank accounts. This is easy to do and may be simpler than running TASC District monies through different school accounts each year. It is generally preferable to establish such an account in a central location within the District, and to have two persons authorized to sign for the funds (in case of emergencies.)

In matters of finance, the state organization and district organizations are entirely separate. In order to simplify dues collection, TASC will collect both state and district dues and will rebate dues to the districts. The TASC tax identification (EIN) number may not be used by individual districts.

No one at the state level is qualified to be a financial advisor. The following suggestions are general in nature and are intended to be used only as a guide.

- In order to set up a bank account, a TASC District must have an employer identification number (EIN.) With this number in hand, the District can open a checking account at any bank to use for depositing District funds and paying District bills. Talk with your banker about setting up an account and establishing an EIN. You may also see form SS4 on the IRS website.
- If you don't have an EIN, the IRS makes it easy to obtain one on-line. Google EIN IRS, and options for securing this number will pop up.
- Should you need to change addresses with the IRS regarding your EIN, go online to find a change of address form.
- Some ISD's require that a TASC District be approved as a vendor with the ISD before the ISD will cut a check to register a student council for an event with that TASC District. In that case, the District can provide the EIN and a W9 (which can be found online with the IRS) to the ISD.
- If you are asked to provide a W9, that can be found on the IRS website.
- If you are paying for services, consult the instructions for 1099's to determine if you have a reporting requirement.
- It is good practice to have a receipt process be in place regarding collection, expenditure, and transfer of funds.

- Each year the district board should be provided an accounting of district funds, and an audit should be done. Keep records for at least seven years.

TASC DISTRICT INSURANCE FOR EVENTS

TASC District events are covered by TASC liability insurance. If a facility being used by your TASC District requires proof of insurance, this can be provided to the district president school by the state office. To secure a TASC certificate of insurance, contact Terry Hamm at the state office and request this in writing (email will suffice). If there is specific language required by the facility, it is important that this be included in a request, along with the best method of sending you the certificate. The TASC insurance certificate will provide liability coverage of \$1,000,000 (which is standard for most facilities). In addition, TASC has a \$1,000,000 policy covering sexual abuse and molestation.

Guidelines for Best Practices of a TASC District

Organizational Structure

- Have a constitution, and have that constitution on file with TASC office
- Have a District Coordinator
- Have a systematic election of officers with clearly stated expectations. Those elected should represent the interests of the whole district. To run for a district office, the school's principal must sign the intent to run for office form. To be a district officer, a school must be a current member of TASC.

Operations

- Meetings:
 - The Executive Board should meet at least twice a year with time for training/team building
 - Conduct general meetings with the entire district (conventions/forums/retreats)
 - Committee Meetings: as warranted
- Have a written agenda for each meeting created by the president school
- After the meeting, minutes should be prepared by the secretary school:
 - Copies of the minutes should be sent to the Executive Board within two weeks after meeting for approval
 - Approved minutes, including the agenda, will be provided to members
 - Secretary school and District Coordinator will maintain the record of minutes for five years
- Awards report submitted to TASC and provided to districts by President school according to TASC deadline

Committees

- Required
 - Executive Committee
 - Composed of elected student officer(s) and advisor(s) and district coordinator(s)
 - Equal number of votes per officer school
 - Advisory auditing committee

- Comprised of two elected officer school advisors not signers on the checking account. Records maintained by district coordinator for five years
- **Optional**
 - **State project report verification committee**
 - Composed of executive board
 - Allow any other interested schools the opportunity to participate

Financial Structure

- Have two signers on any bank account
- Checks should not be signed by and issued to the same individual or to the signer's school
- Conduct monthly reviews of the account (online access is suggested)
- A financial accounting with documentation should be presented at each district board meeting
- Conduct an annual review each year and always prior to changing signers on the account. This review should be conducted by officers not listed on the account.
- Maintain records for five years. Determine who will maintain them and how they shall be kept.
- Use a district receipt book with NCR paper for all district events or whenever money is collected
- Maintain lists of schools, number of attendees, and amount paid for all district events
- Create a reimbursement policy. Ensure that members are clear in advance what may and may not be reimbursed. Require documentation before reimbursement is made.
- As much as possible, payments should be made directly to vendors.
- Have written contracts for any speakers/consultants, etc.
- Have a written agreement regarding any catering or other services used for district events.
- All checks should be deposited within a two-week timeframe
- If possible, set up a bank account for email alerts for any transactions.
- Only adult advisors should handle money or manage district finances.

- **Ensure the district constitution clearly states who manages district finances and what the transition process is for changing signers on accounts, etc.**
- **If a district account is large, consider moving some funds to a savings account.**
- **District rebates (for District dues) will be sent to TASC District Presidents each May. That president must ensure the check is deposited within two weeks.**

Recommended Activities

- **Fall Conference (include some advisor training or a business meeting)**
- **Spring Conference (include some advisor training or a business meeting)**
- **District advisor workshop/training**
- **Promotes/supports state activities (State Service Project/State Theme)**
- **Create programs to promote/include middle level councils**

Speaking Agreement

This agreement is between XYZ Inc., (Consultant) and _____

(Company), _____ (Address).

_____ (Company) wishes to retain the services of John Doe to deliver a presentation for _____ (Event) as follows:

Date: _____ Program Time: _____

Program Location: _____ Program Title: _____

Number of Participants: _____

XYZ Inc. and John Doe agree to present to the best of our ability the information and material contained in the program described above. We also agree to coordinate the details of this program with the Client in order to achieve the outcomes that the Client has stated. The Client agrees to duplicate the learning materials provided by the consultant, and to provide the room setup and audiovisual equipment described in the enclosed program logistics sheet.

In exchange for the products and services provided, the Client agrees to compensate XYZ Inc. as follows:

Professional Fee: \$XXXX

Travel: All reasonable and customary travel expenses including coach airfare, ground transportation, lodging, meals, and related out of pocket expenses. A complete travel expense report will be submitted with our invoice. *(You may want to consider a fee that is inclusive of travel. That way you won't be surprised. This is especially good if airfare and car rental is involved.)*

Deposit: In order to confirm this agreement, client agrees to pay a deposit of 15% of the professional fee at the time this agreement is signed.

Balance: Client agrees to pay the balance of \$XXXX on the date of the meeting.

Client agrees to pay all travel expenses and materials fees within ten business days of receipt of our invoice.

In the event the client makes any change in the program date as shown above, the deposit sum of \$XXX will be retained by XYZ Inc. and applied to any future presentations or consulting assignment for a period of one year from the date the consultant was notified of the change. In addition, if the change is made within 30 days of the program date, client shall be responsible for reimbursing all costs incurred by the consultant related to the presentation.

The client agrees not to audio or video tape the presentation without prior written agreement.

This constitutes the entire agreement between the parties.

By: John Doe By: _____

Co: XYZ Inc. Co: _____

Title: CEO Title: _____

Date: _____ Date: _____

This is a sample contract written by the speaker. You can adapt or ask for one from the speaker. It is OK to negotiate a fee. Explain up front what your budget is. Many districts establish a fee to be paid which helps the person negotiating the contract.

Table Shares

Need facilitator for each: that facilitator brings information to share including handouts if you have them and also guides the discussion. We rotate so each person can attend three sessions, then have a report out of best ideas from each. There will be three fifteen (18 min if I can squeeze it in) minute rotations with a ten minute share out. You do not have to carry the information for this by yourself. It is expected that each person at the table will have information to share, so this is more of a guided discussion. Please appoint one person at each session to take notes.

Rotation One

- 1) Let's look at forms and procedures. Are your officer obligations clear? Are principals required to give approval and acknowledge that the advisor and student will need to be in attendance at events? Are your scholarship applications clear? How are winners chosen? Is your constitution/by laws current? Do you provide everyone a constitution? How do you run your board meetings? Exactly who votes at your board meeting? One vote per school? Do you ever have two advisors from the same school on the board? How does that work? Rusty Hill
- 2) Planning your district year, providing opportunities for advisors to form meaningful relationships (they need some social time) plans to include ML, plans to include someone not an officer before, recruiting schools to run for office, elections, voting, skits, ensuring that the duties are shared among officers, having high expectations of student officers/JC's - Barbara
- 3) Advisor training at the district level: speakers, share sessions, organization, planning, including administrators, planning for transition, can this be used for membership recruitment, and what is really needed to support/provide training at the district level. What do you need most? etc. - Tommy
- 4) How do you manage district finances? What are your policies and procedures? Are you protecting those who handle money? Are receipts given? Do you have good accounting from registrations? Can someone write checks to him/herself? What is your reimbursement policy? Do you have contracts for speakers, etc.? What kind of audit do you do? Susan

Rotation Two

- 1) Planning a conference from soup to nuts: Date and site selection, finding a speaker or choosing a program, setting a schedule/agenda, publicity, food and beverage, contracts, registration, delegation of tasks, meeting advisor and student needs, ensuring student officers are prepared, AV: - Susan W
- 2) Trip to Annual Conference: make it an experience: district 17 bus, could this be used for summer, for ML, for advisors, for Advance; can traveling as a group with district officers, combined schools, district groups work to your advantage? Can you help advisors connect so they can share travel and rooms at Advisors Workshop? - Kristi West

- 3) Integration of ML into district activities: required event for middle level, including one officer position for ML, ensuring needs of ML and ML advisors are met, recruiting ML members, etc. - Terri Cyphers
- 4) Project verification: notification, efficient, fair, learning activity, reward for work? Do you promote the National Gold Council of Excellence? What does it take to earn that? - Rusty Hill

Rotation Three

- 1) Make your financing work at the district level: attendance makes a difference, share costs with other TASC/school districts and schools on a speaker?, best deal on meals, partnering with a university, using school district facilities, finding a sponsor, selling shirts? - Kristi West
- 2) How do you manage district finances? What are your policies and procedures? Are you protecting those who handle money? Are receipts given? Do you have good accounting from registrations? Can someone write checks to him/herself? What is your reimbursement policy? Do you have contracts for speakers, etc.? What kind of audit do you do? Susan
- 3) Building and maintaining membership at the district level: How do you maintain connections with current members? What can you do to recruit new members? What if you assigned one ML and one HS to chair this? If you are a huge district, can you divide and conquer? How will you make this a priority? What will you do to provide updated information to the state office? Making this a priority and creating a plan - Krysta
- 4) What training do you provide for your district board? What can you do to ensure continuity? How are you training someone to take your place? What can you do to encourage others to take a leadership role at the district and state level? Should the same person be both president and coordinator? If this occurs, can you have a CIT to share the workload and train for the future? How do you choose a District Coordinator? Should one school have two advisors on a board?- Tommy