

STUFF FOR SENIORS



IDEAS FOR RETREATS, MOTIVATION, RECOGNITION, AND NOTEBOOKS

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Retreats – What?

- Senior officers
- Newly elected officers
- ASB officers

Retreats – Why?

- Get to know each other
- Goal setting/yearly planning
- Team building
- Know procedures and forms
- Work parties

Retreats – Tips!

- Choose dates before summer break begins
- Themes are really good
- Combination of teambuilding and work
- Food is always a must. Have them bring it rather than going out for it
- Always have a closing

SENIOR OFFICER RETREAT

September 3, 2002

Morning: "Learn from Yesterday"

- a. Icebreaker
- b. Handbooks
 - What a handbook is and how to use it
 - Officer duties, meetings, activities
 - Handbook scavenger hunt
- c. Leadership triangle: your leadership qualities and styles
- d. Situational Leadership: Sandcastle race

11:30 "Live for Today" lunch, look through notebooks

Afternoon: "Dream for Tomorrow"

- a. Teamwork: Apollo 13
- b. Set Goals for 2002-03
 - Warp Speed
 - goals
- c. Duty Boards for Coronation, Sept meeting, Powerpoint presentation, web page
- d. set meeting dates and times
- e. Closing

2:30.... T-Shirts

LIST OF FAVORITE TEAM BUILDERS

These all work well with really small (4-5) groups

1. Vanity plates

I learned at Cispus, works well for the beginning of the retreat because they may arrive staggered, gives those who come early a task. Gives the room an orderly feel to those who bounce it late. What they do: fill out the license plates with something about themselves they don't mind sharing. They have to fit the phrase in the space- use "license plate language" I give them 5 blanks and an example to get them started. To debrief, sit in a circle and share one or two. How does this plate tell who you are? How would your choice tell how you view the world or your place on the highway?

2. Who Can it Bee? (thanks, Ruth!)

Also good for the beginning of the retreat and when they think they know each other but may not. As they come in, each officer gets an index card. They write their name at the top and 3 things that other don't know about them (and that they don't mind sharing). They fold the card in half, and put it in a basket. When everyone is done (I do one, too) draw one out, read one of the items, the group tries to guess who it is. In such a small group, this goes really fast, so is also good when you want an ice breaker that will go quickly.

3. Bears in Air: Variation: Warp Speed

I love Bears in Air, but it does not work with my officers because they are such a small group. How hard is it to learn 5 names really fast of people you already know? Most of them have played "Bears" in Ruth's class, so I use this variation (thanks, Susan Fortin) to get them warmed up after lunch to write their goals. How it works: Get a small stuffed animal (I use our mascot, an orca) and a stopwatch. Have your officers stand in a circle. Each person is to receive and pass the object only once. Each person must be part of the pattern. The person who begins the pattern will end the pattern by receiving the final toss. After the pattern has been established, allow the group to practice their tossing pattern once. Time their next attempt using a stopwatch. Ask the group: "Can you go faster?" Continue to ask the question "Can you go faster?" as the group continues to improve its time. To make it harder, add more objects. Typically, groups will employ a variety of strategies, such as re-ordering the circle so they are passing rather than tossing to reduce time. Allow them to continue to reduce the time until you decide to end. Debrief: Tell them how many minutes, seconds they improved their time by. Ask what things contributed to success?

4. Mine Field (thanks Susan Fortin).

This one teaches communication. Make a minefield by putting wads of paper, small stuffed animals, balls, and other non-harmful objects on the carpet. Have an officer stand blindfolded in front of the minefield. The rest of the officers have to direct him/her through the minefield by giving verbal directions. Debrief with questions about what happened, communications styles, barriers to effective communication.

Variation: Sand Castle Race. For our beach-themed retreat, I set up a mini- obstacle course. Directions for stations 2-4 were at the event. They got a folded card with the directions for Station 1, and then raced against the clock: 1. Orca jam. Work together to stuff the orcas into the jar. 2. Water Squirt. Each team member takes a sand tool and fills it with water. All 5 team members must hit the target before the team moves on. 3. Race the Orca. Using all 5 team members, race the orca IN A STRAIGHT LINE across his pool. 4. Make the Sandcastle. To make a "sandcastle" out of cups, each team member

must participate, and you must use all of the cups! Debriefing is the same as above. I was amazed, because they took the time seriously, and really worked together. The water course (#3) was hard, because the little fins on the water toys cause them to go in circles, and they had to get it to go the entire length of a water table (1 yard) in a straight line. The problem solving was inspiring!

5. Turtles (thanks, Ruth)

This one doesn't always work (like if they have done it before). It is good for later in the year, though as a reminder. Give them enough turtles for the number in their group minus 1 (so, 4). They have to name the turtles (later in the year, good to use their goals from August). I put the turtles out on the carpet. They have to cross the marsh using these rules- Someone must be in contact with the turtle at all times-if you step on it, you can not step off until someone else steps on it, too. Otherwise, the turtle swims away. You have to get the entire team of 5 across the marsh. In debrief: Like I said, I use this later in the year, and they already know the activity, so it is a different debrief. We talk about goals lost, one person trying to do everything, etc.

6. Road signs (see attached; from Cispus)

If you work with Seniors, you know they have their "moments." In fighting that ultimately leads to leaving the nest and saying goodbye can rip a small group of 5 to shreds. Or maybe they are just STRESSED OUT!!!! I always save this one until that happens. It works best when we have already established a team, this activity creates some release and reminds them of their goals. I usually get tears, but they are healthy tears. When we debrief, they go in pairs (I make 6) first, then share with the group. They only have to share what they are comfortable with. This one has saved our group dynamics in February over and over again.

7. We've got Leadership in the Bag (Steve Spangler- see attached)

For this, you need to buy bags from Steve Spangler, but they are cheap! Show students the bag. Ask them to guess how many breaths it will take to fill it. They will usually guess about 50. Have a student breath 3 breaths into the bag. Slide your hand along the bag to push the air into the sealed end. Use this to estimate how many breaths it might take. *Use the predictions to illustrate the difference between our expectations and reality.* Next, "accidentally" forget to seal the end of the bag, but don't tell the officers. Allow the officer who is blowing to take 10 or 20 breaths- don't let on that there is a giant hole in the end. Sooner or later the problem will become apparent. *Look at the enthusiasm, willingness to take a risk, eagerness to get involved... it's all for "knot" because of the big hole at the end! All of the effort was wasted.* Finally, demonstrate how having a plan and working together, you can blow up the bag in one breath. It is important to have a plan, know where you are going, to visualize the goal in its entirety, to see where you are going before you get started. Don't forget to tie up the loose ends! Ordering info: WREN Enterprises, Inc., 3145 West Monmouth Ave, Englewood, CO 80110 (303) 798-2778.

8. Blind Amoeba (learned at WACA)

Blindfold three of the officers and give them a rope. The group has to move from one end of the rope to another with the two "sighted" officers guiding them.

9. Pipe Cleaner Partners (learned at WACA)

This works best with a BIG group, so my variation is to have the officers make their own pipe cleaner object reflecting something about themselves, then sharing with the group. We put the pipe cleaners up on the wall of my room, with their goals.

10. What's On Your Plate

Another great stress reliever that, in debriefing, can be a reminder of goals and team work. Each officer gets a paper plate. Using markers, crayons, magazine pictures, etc. each Senior puts on the plate the things and responsibilities that take up their time. Debrief by sharing in the group. Plates go on the wall, by the duty boards.

11. Flying Geese (from Cispus-attached)

I absolutely love this one. I have even gone to the library to study orcas and re-written it using our school mascot. I loved Barb Pearson's idea to give the kids a goose on a piece of paper and have them decorate it, then cut it out. Then she puts all of the geese on a mural.

12. Unity (from Kathy Metzler)

Pass out enough tinker toys so that every member of the group has plenty to work with. Each officer goes off to a place where he/she can work alone to construct something that represents him/her. Then after they are done, every one comes together to explain the symbols in their construction. Then split them in 2s, they join their 2 creations together. Keep joining until you have one creation. Debrief, focusing on unity.

13. PVC pipe (Ruth's)

Each officer gets a pvc pip, ca. 12" in length. They can only hang onto the pipe with one hand. The challenge is to roll one marble through the pipes, and to go as far as possible.

14. Helium Stick (Ruth's)

Use a long (ca. 4') helium stick. Officers stand opposite each other, with the stick between them. Each officer supports the stick with one finger. The challenge is to lower the stick to the ground without dropping it.

SENIOR CLASS ACTIVITY PLANNING SHEET

Think of:

Proposed date

Proposed audience

Projected ASB expense (if any)

Forms! (fill out and get Senior Class Advisor's signature)

ASB proposal worksheet

Facility use form

Purchase order(s)

Bulletin announcement

Equipment needed (make a list)

Things to make (make a list)

Do you need?

Introduction letter

Invitations to speakers

request for community volunteers

List of participants

cashbox request

Final Agenda

School activity absence excuse list

Thank you letters

Communication:

to teachers/staff

to students

to community/news media

parents

Administration

Businesses

How will you handle publicity to: Seniors? Community?

Brainstorm a list of tasks to be accomplished. List the date these tasks have to be done, put a sticky on the duty board AND write your duty in your calendar.

Student Motivation – What?

- Senior Carnival
- Senior Seminar
- Rolling team builders
- Rent-A-Gopher
- Officer nights
- Prize Patrol

Student Motivation – Why?

- Senior highs and lows – get through them
- Keeps them happy and working all year
- A good way to connect and re-connect through the year
- Rewards them!

Student Motivation – Tips!

- November is a hard time for seniors – reward them!
- You might not want to plan too much for February
- Make it easy and fun
- Make a connection and debrief

SENIOR CARNIVAL 2003

Picture Yourself Graduated

- Cameras, Film, cap/gown, chair, backdrop

Each student gets only one photo. Seniors can use the caps/gowns to dress in if they want. Take the polaroid and give it to them. Each student gets ONE photo only!

Cakewalk

- numbers, music, prizes

Start the music. When you decide to, stop it. Reach in the bag and pull out a number. The Senior standing on the number gets a prize of his/her choice. Once someone wins a prize, they can't play anymore. If there is a long line, give each person standing on a number one of the discount cards and clear the numbers (people standing on the numbers have to go to the back of the line).

Senior Crowns

- crowns, pens, stamps, stamp pads, stickers

Each Senior gets one crown. At this booth, students may use stickers, pens, whatever to decorate their crowns. PLEASE DO NOT take any pens/glitter pens from the table!

Marshmallow relay

- nets, marshmallow, rackets, chairs, litter bag

Teams of 2 Seniors race against each other. One member of the team sits in the chair with the net. The other team member stands on the tape line on the floor. On "go" the standing team member uses the racket to toss marshmallow to the sitting member. The sitting member tries to catch the marshmallow in the racket without leaving the chair (must have full bottom contact with the chair). Time them for about a minute or so. The team at the end of time that has the most marshmallow in their net wins. Give the team one prize each.

Donut Contest

- Donuts, fishing poles, chairs, blindfolds, prizes, string, litter bag

Two Seniors take fishing poles and tie a donut to the end, then stand behind the chairs. Two other Seniors sit in the chairs and wear a blindfold. When you say "GO!" the blindfolded Seniors race to eat the donuts. They cannot touch the donuts with their hands. The first senior to eat his/her donut wins for his/her team. Give the team one prize each.

Handprint activity

- paper, scissors, pens

Each Senior traces their hand, cutting it out, and signing it..(SIGNATURE ONLY!)
PLEASE DO NOT take any pens or scissors from the area!!!!

Commit to Graduate

- poser, pens

Each senior is encouraged to sign the scroll, promising that they will keep their grades, attendance and behavior in line to walk across the stage on June 16. Scroll is then posted in the concourse.

Cookie Decorating

- cookies, icing

Each senior gets one cookie. Please do not take icing tubes from the area.

Cap Pull

•prizes, 300 die cuts of grad caps (put star on backs of number of caps equalling how many prizes you have)
Tape caps to wall of gym. Each Senior gets to choose one cap, and if it has a star on the back, they win a prize.

Quilt

we pre-cut 3" squares out of paper. Seniors personalize a quilt square, then we put the "quilt" up in the hall.

Memory books

this station has paper, stamps, stickers, etc. to give Seniors a chance to create their own special scrapbook or autograph book.

CLOSE ALL BOOTHS DOWN AT 9:41!!!!

General Crowd Control: Mrs. Britt, Mrs. McDonald

•cameras

Walk around, have fun, take photos. Make sure that no seniors leave the Commons until 9:42

SENIOR SEMINAR

We have done this for three years, and three different ways. The first year, Keith Hawkins came and did his Senior Seminar (motivational speaking, large group icebreakers, and small group team) for a full day- we took the whole class into the gym for periods 1-6 and spent about \$4500. The next year, we did a half day. The officers decorated the gym all in green (class color), did group icebreakers, and Joe Estey spoke. Cost: \$40 for decorations. This year, we did a half day with Keith (his Senior Finale). Cost: \$1900.

When Keith comes, he does a training with students the night before. You need to get 2 leaders for every 10 Seniors in the class. He will send you a list of supplies to purchase and assemble. Keith then comes back the next morning for 3 hours with the entire class.

ROLLING TEAM BUILDERS

This was the brainchild of my 2002 President, who not only had years of Leadership training, but the ability to lead 400 kids in an icebreaker. One of their goals was to build team in the entire class. We started in September, with the first class meeting, then each meeting afterwards (October, November, January, March, April, May, June) she added to the fun. Ashley and her officer team were great at both planning and debriefing the activities. What they did:

September- Barnyard animals. Believe it or not, Ashley had the entire class, 400 strong, come down on the gym floor and choose an animal noise, then migrate towards each other.

October- Again, in the gym, on the floor- move around and meet someone new, tell them something about yourself.

November- Class photo

December- each senior was given a green piece of paper, with the words “this stresses me out because...” They were given some time to write what was stressing them out the most on the paper. Then the officers had them wad up their papers, line up in the Commons and then we had a “snowball fight” with the paper wads.

January- Time capsule cards. Each Senior got an index card. They were asked to write their favorite memory of Mariner on the card, and some advice to the Class of 2003 about being a senior. The cards are tucked away for their 2012 reunion.

March- School Spear-it- this is another Steve Spangler gem (see attached). The officers wanted to keep their classmates trucking through Senioritis- so their point: what seems impossible isn't.

April- Senior Carnival

June- we gave away all the prizes left from Senior Carnival. Seniors were eligible for prizes by getting a ticket if they showed up to grad practice on time.

This year, my officers started the first September meeting by making a star for each member of the class. As seniors arrived in the commons, they were randomly given a star. During the icebreaker, they needed to find the person whose star they had.

RENT-A-GOPHER

This isn't really a serious fundraiser, because we have never made more than \$200. It has become a fun thing to do in November or February when motivation is low. Just be aware that your officers will also have low motivation, and you will have to kick in more than average if you choose November or February. Personally, I think it is worth it because we have a lot of fun. What to do: get Seniors and staff members to volunteer services. (see sample program on next page). We do this at lunch. It is most successful when you get a really outgoing student as your auctioneer.

Senior Class Rent-a-Gopher Auction
Application

1. Your name: _____
 2. Check: Senior _____ Staff _____
 3. What lunch do you have? _____
 4. What task would you perform for the person who “buys” you? (e.g. bake a cake, buy lunch, carry books, et cetra)
-
-
-

5. Name of your 2nd period teacher: _____
6. Name of your 6th period teacher: _____

Gophers will be auctioned off during lunch on March 28.

Thank you for your interest! We will get back to you soon to let you know if your application has been approved.

PRIZE PATROL

1. Senior Officer Survival kit (closer)
2. Stress in a jar
3. Pigs and chickens
4. key chains
5. Orange you glad you're a senior
6. Dream catchers (closer)
7. whale necklaces
8. Turtle journal
9. Senior of the week certificate and prize
10. Confetti Cakes
11. Birthday parties

Student Recognition-What?

- Senior of the Week
- Senior BBQ
- Senior Farewell Assembly

Student Recognition-Why?

- Reward and thank them
- Helps with motivation
- Get to know each other

Student Recognition-Tips

- The more kids you have involved in nomination, selection, and recognition the more successful
- Reward can be small- the real reward is being recognized
- Follow through!

CLASS OF 2000 Senior of the Week
Nomination form

If you know a Senior who meets the criteria:

1. put forth an effort to improve their Senior year
2. Accomplished or participated in an activity worth recognition

Name _____

Why he/she meets the criteria: _____

TURN IN TO E117

Notebooks-What?

- Senior officers
- Yearly Archive
- Special events

Notebooks-Why?

- Organization
- Handy tips
- Archiving
- Advice for future students

Notebooks-Tips

- Dividers
- Use them as
 - Reference
 - Teaching tool
 - Scavenger hunt

WHAT IS IN THE SR CLASS OFFICER NOTEBOOK

12. Beginning
 - a. Advice from prior classes
 - b. Class officer duties
 - c. ASB Constitution
 - d. List of current class members
13. Teamwork (all from Cispus – all student evaluated, selected)
 - a. Leadership Qualities
 - b. My Leadership Styles
 - c. Situational Leadership
 - d. Mirror my Message
 - e. Listening Strategies
 - f. Stages of Group Development
 - g. Successful Teams
 - h. Group Roles
 - i. Decision Making Methods
 - j. Sense of a Goose
14. Meetings
 - a. Agendas
 - b. Public Speaking
 - c. Microphone Magic
 - d. How to Facilitate a Group
 - e. Examples of prior Senior Class stuff:
 - i. Class meeting agenda
 - ii. Class surveys
 - f. Meeting Planning
 - g. Project Evaluations
15. Senior Class Activities
 - a. Pullout section
 - i. Index to handbooks
 - ii. Budget
 - iii. Yearly planning form
 - iv. Activity Planning Sheet
 - v. Event planning sheets (one for each month; with calendar)
 - b. Project Planning tools
 - c. Duty Board how tos
 - d. Examples of Mariner forms (filled out)
 - i. ASB proposal worksheet
 - ii. Facility Use request
 - iii. Purchase order worksheet
 - iv. Morning announcements
 - v. Daily deposit sheets

ARCHIVE NOTEBOOKS

In your committee you will be required to prepare an archive notebook that is a comprehensive “historical” archive of your event(s) and all of the planning that went into it. **OFFICERS (ASB AND CLASS) SHOULD ALSO BE PREPARING NOTEBOOKS** for the end of the year. Advisors have old copies for your reference.

This year I will be evaluating the notebooks at **THE SEMESTER** and **THE END OF THE YEAR** so that materials and information will not get lost, and so improvements can be made during the year.

SO WHAT COULD BE INCLUDED IN THE NOTEBOOK?

Required items

- A cover design
- Table of contents
- One page summary of event or committee
- Any brainstorm lists or informal planning notes (messy is ok)

Optional items- things that make your grade better ☺

- Newspaper articles about your event
- Sample announcements used at school
- Sample tickets and/or programs
- Scripts
- Copies of documents – PO’s facility use, budgets, etc.
- Picture pages
- A disk with documents saved on it
- Examples/sketches of posters, flyers, logos, etc.
- Minutes from meetings

You are creating a reference book for future groups to use. Give them as much stuff as possible.

Everything (with the exception of notes and original documents) should be typed and look professional. The items should also be organized in a manner that is easy to use. Please do not just throw items into this notebook with no thought, but make something that is creative and fun to use. Make it something that would be helpful to you- student and friendly.

THE NOTEBOOK WILL BE WORTH 50 POINTS AT SEMESTER AND 75 POINTS AT THE END OF THE YEAR.

Leadership II

ACTIVITY NOTEBOOK GRADE SHEET

This is just a semester check up. Here is what I will be looking at:

Project _____

Names _____

Required items: 25 points

Cover design

Table of contents

Project summary/Committee summaries

Brainstorm lists/planning notes (messy ok)

Optional items: 15 points

Articles

Announcements

Scripts

Documents

Pictures

Disks

Minutes from meetings

Sketches

Comments on current progress – Improvements?? 10 points

Total Score 50 points _____