

# **Student Council Handbook**

**Chaska High School  
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Chaska, Minnesota  
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**Name**

**Revised 2014-15**

### **Student Council Mission Statement**

The Chaska High School Student Council is a student lead organization that strives toward building leadership skills, school unity, and increased positive student involvement in the school and the community.

**Use this page to journal your experience on Student Council this year.**

My goals as a student council member this year are:

New friends I made (am making) are:

Committees I Chaired:

Committees on Which I Served:

My Accomplishments in Student Council:

My Attendance:

Things I learned about myself and about leadership:

## **Roles**

The role of a student government is to represent the student body as a whole. The Chaska High School Student Council strives to achieve this goal in numerous ways, including:

### **Coordinate events and activities that impact the student body**

Fundraisers

Dances

Promotions

### **Generate ideas that promote student involvement**

Moving outdoor tables

Window painting

Pepfests

### **Advocate for student needs and interests**

Parking lot issues

Food service options

Listen to new and innovative ideas and bring them to fruition

Take action, get results

Work with energy, enthusiasm and excellence

Present channels for carrying out class, club, and student body activities pertaining to the school or the city.

Encourage good conduct, leadership, and honesty.

## **Membership**

Student Council Members have a specific job. It is expected that all members will fulfill their obligations. Students who are not able to make a complete commitment to Student Council will be asked to resign their position.

- Plan school events
- Work with administration and other organizations to address important school issues
- Stay in touch with classmates and voice their opinions to the council
- Represent Chaska High School at Lake Conference workshops and leadership training
- Maintain a "C" average
- Develop and participate in community service projects
- Attend and participate in all meetings of the Student Council
- Serve on committees, work, and attend all Student Council functions while embodying the Student Council Mission and fulfilling the role of a Student Council member and leader.

## **Lettering Criteria**

**To letter in Student Council, an individual must complete the following criteria.**

- Make the Mission Statement a guiding principle in both student and community life
- Be an active member of the Student Council for the full year
- Attend a minimum of five Student Council sponsored events to their entirety, including set-up and clean-up.
- Be a member of a committee and fulfill all duties and responsibilities throughout the entire year
- Work at least six lunch shift events throughout the year
- Serve the community in the form of community service to or within Student Council or in the community for a minimum of three hours, specifically for Student Council, and not another activity such as Key Club.
- Maintain attendance, with no more than three excused absences. An excused absence *must* be verified in writing with the Student Council secretary prior to the meeting. Emergencies are considered on an individual basis.
- Meet with the Student Council Advisor twotimes, first to declare interest in pursuing a letter, a second time is recommended (not required) to communicate progress on lettering criteria, and finally to review completion of the criteria.

## **Attendance Policy**

Members are to notify the student council secretary if they anticipate an absence. A reason must be given for the absence. Any member with 3 unexcused absences will be asked to talk with the executive board. Any member with 5 unexcused absences will be dropped from the council.

## **Application Process and Timeline**

The application process is designed to be both fair and effective in determining the best fit for Student Council Membership. The application process is deliberately not a popularity contest. Student Council strives to be a representation of all students and student groups at Chaska High School, and all students are welcome and invited to apply. What follows is a suggested guideline for the application process and timeline.

April

Second Week in April

- Student Council sponsors a week advertising what Student Council does and visiting classrooms inviting students to apply.
- Student Council hosts open forums to answer questions.
- A presentation and applications are given to ninth graders.

Fourth week in April/1<sup>st</sup> week in May

- Applications are due
- Applicants sign up for an interview time
- Applications are reviewed by current Executive Board and advisors
- Students interested in an Executive Board position introduce themselves and declare intent to the whole Student Council

Second week in May

- Interviews are conducted
- New Student Council is posted

Third week in May

- Students running for an Executive Board position answer questions in front of incoming Student Council
- Incoming Student Council votes on Executive Board
- Votes are tallied and new Executive Board is announced

First week in June

- End-of-the-Year Celebration for old Executive Board and members and welcoming of new Executive Board and members

Summer

- Executive Board meets for leadership training, team building and preliminary planning for coming school year
- Entire Student Council meets to get acquainted and to start thinking about Homecoming

## **Executive Board**

The Executive Board is the governing board of Student Council. The Executive Board makes a commitment to work together to create a vision and plan for the Council, oversee committee work and conduct meetings, prepare for meetings, represent students on the Leadership Team, provide overall leadership and support for the students on the Council and in the school, and communicate regularly with advisors.

### **President**

- Conduct student council meetings.
- Positively guide, motivate and delegate.
- Keep abreast of all committee work and attend to the details of making student council activities happen.
- Maintain a vision and big picture of Student Council involvement.

### **Vice President**

- Assist the President in his/her responsibilities.
- Perform the President's responsibilities in his/her absence.

### **Secretary**

- Keep the minutes of every Student Council general meeting and executive board meeting.
- Record attendance.
- Record participation on committees and work assignments.

### **Treasurer**

- Keep record of all student council receipts and expenditures.
- Obtain cash boxes when needed for events.
- Count all proceeds and deposit with CHS office staff.
- Review and balance conciliation reports.
- Pay bills.

### **Internal Affairs**

- Keep pictures, programs, record of all student council events.
- Keep a historical record of student council activities.
- Maintain Student Council bulletin board.
- Maintain Student Council mailboxes.
- Celebrate and acknowledge contributions of members with thank you notes, birthday cards, and other recognition.

**Press Secretary**

- Promote the Student Council and student council events to the community and within the school.
- Be the spokesperson to Jumpstart, Hawk Herald and Chaska/Chan Newspapers
- Publish and post monthly Toilet Talk

**Community Relations Outreach:**

- Create displays in building showcases featuring Student Council events/activities.
- Conduct periodic surveys/communications to generate student voice.
- Oversee Wall of Fame and Pictures in the Halls.
- Invite "outside" presenters to student council meetings to educate the council as well as make connections to the community, such as food service staff, activities director, parking lot attendants, tech support staff, media center, Jumpstart, School Board members, superintendent...
- Convene the leadership group: this includes representatives from DECA, Jumpstart, Key Club, International Club, Honor Society, band/choir, cheerleaders, FFA, etc. Plan the agenda and conduct monthly meetings, and invite administration.

**Typical Student Council Committees (dependent on yearly planning)****Homecoming Committees**

Pepfest  
Dance  
Royalty  
Coronation  
Publicity  
Dress-up days  
Door Decorating

**Winterfest Committees/Sweethearts Week**

Pepfest  
Dance  
Royalty  
Coronation  
Publicity  
Dress-up days  
Scavenger Hunt  
Window Painting  
New Thing

**Just Because Week Committees**

Track and Field Day  
Dance  
Publicity  
Dress-Up Days  
Lunch Time Activities

**Other Committees**

Movie Night  
Turkey Bingo  
Talent Show  
National Mix-It-Up-Day  
Pennies for Patients/Charity  
Student Council Exchange

## **Suggested Ongoing Committees**

Hawk Wall of Fame  
Showcases

### **Effective Committees**

Effective committees are one of the most important working forces at the heart of Student Council or any organization. Committee work can and should be an extremely rewarding experience to each individual member of the committee, the organization, and the cause.

#### **Effective Committees have the following benefits:**

- Responsibilities are shared.
- More members become involved.
- Specialized skills of members can be used to best advantage.
- Inexperienced members gain confidence while serving on the committee.
- Matters may be examined in more detail by a committee.
- The Student Council as a whole is able to complete its business more efficiently by delegating some work to committees.

#### **Before a Committee can be effective, the following must be answered and agreed upon by a Committee leader, the Committee, and the Student Council leaders.**

- What is the purpose of the committee?
- What are the responsibilities and limitations?
- What are the specific tasks?
- When should the job be completed?
- How will the success of the committee be measured, recorded and reported?
- What is the role of each member?
- Is there a budget?
- What is the authority of the committee?
- What resources are needed? What resources are already available?

#### **Committees in Student Council Must:**

- Complete a task
- Have a leader or leaders
- Report progress to Executive Board
- Involve every member of the committee
- Write Thank-you notes when appropriate

#### **Signs of a Good Committee Functioning Well**

- Purpose of the committee is clear to all.
- Careful time control, where time is well-spent
- Sensitivity to each other's needs, good communication among all members.
- An informal relaxed atmosphere.
- Good preparation on part of the chair and members
- Tasks are shared by all
- Interested, committed members
- Recognition and appreciation are given to members and those who help.
- The work of the committee is accepted and makes a valuable contribution to the organization

#### References

Leaders and Members - Notes for Community Leaders. Ontario Ministry of Culture and Recreation.  
Successful Meetings by Bot Letwin. pg. 97. May, 1984.

## **Chairing a Committee**

The role Committee Chair is immense, but it's also very rewarding. By being committee chair, you are ultimately responsible for the success of your committee. You can lead your committee to unbelievable triumph.

### **Qualities of a Fantastic Committee Chair:**

- Interested in topic
- Motivated and motivating to other members
- Works well with others, listens!
- Organized, and knows how to organize programs and people
- Is able to involve others
- Is able to ask for help when needed

### **Responsibilities of the Committee Chair:**

- Embody qualities of a Fantastic Committee Chair
- Keeps Committee on task
- Is available to all members
- Has a positive "Yes, and..." attitude
- Reports progress to Executive Board
- Defines roles and responsibilities for committee as a whole

### **First Meeting of the Committee**

During the first meeting, the Committee Chair should:

- Already be familiar with task
- Fill out Committee Report Sheet
- Review checklist in handbook
- Ask for input on task
- Define the job of the committee
- Set goals
- Listen to past experiences, successes, and failures in similar events
- Determine what will be needed from each member of the committee, the Executive Board, the Student Council advisor, or other staff
- List tasks
- Delegate tasks to members and set deadlines
- Agree upon date and time of additional meetings before or after school as necessary



## Homecoming Planning Guide

### Dates

**Homecoming Game:** \_\_\_\_\_

**Homecoming Dance:** \_\_\_\_\_

**Homecoming Spirit Week:** \_\_\_\_\_

**Homecoming Theme:** \_\_\_\_\_

### Dress-Up Days

**Monday:** \_\_\_\_\_

**Tuesday:** \_\_\_\_\_

**Wednesday:** \_\_\_\_\_

**Thursday:** \_\_\_\_\_

**Friday:** \_\_\_\_\_

**My Committee:** \_\_\_\_\_

**Additional Meetings:** \_\_\_\_\_

\_\_\_\_\_

**Notes:**

## **Pep Fest Committee**

Pep Fests are typically held on the day of games, generally in the morning. They last approximately 30 minutes, and a special schedule is followed for the day.

### Tasks:

- Contact Principal and Athletic Director to confirm date, time of Pep Fest, and ask for their input, ideas, concerns, etc.
- Contact the custodians to pull out the bleachers
- Arrange for the sound system with the media department (see Pepfest Equipment in appendix)
- If Student Council wants the band to play, contact the Band Director about songs and theme
- Make a list of activities to be part of the Pep Fest (Ex: Tug o' War, Cheerleaders, etc.)
- Get necessary approval for activities (Ex: pie-throwing would require approval)
- Create a minute-by-minute outline of the events of the Pep Fest
- Get all necessary props
- Recruit, contact, or hold auditions for participants and MCs in the Pep Fest
- Organize participants and get passes for the to arrive slightly earlier
- Develop or arrange for MCs to develop a script
- Keep Student Council members informed of activities, and enlist their help in set-up and clean-up
- Arrive early to set up
- Stay after to clean up
- Contact Hawk News (media productions) about a clip
- Publicize fun activities taking place at the Pep Fest
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### Notes:

## **Dance Committee**

Dances are fun and a good way for Student Council to make money. The dances are usually in the evening on Friday or Saturday. It's often hard to find 10 chaperones. Without chaperones, the dance will be cancelled. Make sure to contact possible chaperones as soon as possible, and make their experience enjoyable so that they will chaperone again.

### Tasks:

- Reserve space and confirm space is reserved through Community Ed's Facilities Coordinator
- Find a DJ and notify Executive Board of DJ
- Request a contract from the DJ, complete contract, request a check from treasurer
- Call DJ two weeks prior to dance to confirm date and time
- Find 10 chaperones for the dance. They can be parents, teachers, etc. Consider sending an e-mail or posting a sign inviting staff to chaperone.
- Call chaperones one week prior to confirm date, time and location. They must arrive at the dance 30 minutes prior to the start
- Write thank-you notes to distribute to chaperones after the dance or give them a small treat
- Contact the Chaska Police Department to hire dance security one month in advance
- Call police to weeks prior to dance to confirm
- Decide on decorations. Look in Student Council storage to see what we already have and can use. Consider contacting Art Club for help with decorations.
- Give publicity committee all of the information
- Contact custodians:
  - Ask that tables and chairs be cleared from the Commons floor area
  - Ask for a ladder for decorating
  - Tell them which lights need to be turned off
  - Ask that pop machines remain on
- Arrange for 2 cash boxes from treasurer
- Enlist Student Council Members to staff entrance, check IDs, collect tickets/money
- Arrange for a royalty dance
- Invite principals and deans
- Staff all necessary duties throughout dance
- Arrive early to set up, enlist other members to help
- Stay after to clean up and return and store everything used, thank custodians and chaperones, etc., enlist other members to help
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### Notes:

## Homecoming Royalty Committee

Royalty is a fun tradition of homecoming and winterfest. The royalty usually consists of 12 seniors, 2 juniors, and 2 sophomores (half female, half male, unless there are ties). The royalty is determined by voting.

### Tasks:

- Contact the Main Office to get a list of boys and girls in each class. Make ballots.
- Reserve Hawk Shop for voting times
- Be sure all voting times are staffed during lunch
- Encourage voting with posters and publicity
- Arrange for volunteers to count ballots. Have them sign confidentiality agreement and record (see appendix).
- Contact all royalty finalists. Have them complete Acceptance and Address form
- Arrange for further voting by reserving Hawk Shop, making ballots, staffing Hawk Shop (First ballot: all students by grade and gender. Second Ballot: Seniors: pick six senior boys, six senior girls. Juniors: pick one junior girl, one junior boy. Sophomores: pick one sophomore girl, one sophomore boy.)
- Arrange royalty pick-up with bus company or other means of transportation
- Arrange for food with food service or restaurant
- Fax addresses and names of royalty to transportation company
- Arrange for unusual clothes to be brought along for the pick up
- Arrange for pictures and JumpStart clips to be filmed
- Call all parents of winners to "warn" them of the pick-up, using a phone not easily traced with caller ID
- Create royalty interview form to be completed at meal (see appendix)
- Write and send letter to all royalty outlining details and expectations of the events
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### Notes:

## Homecoming Coronation Committee

Coronation is the kick-off to the Spirit Week of Homecoming and Winterfest. It's usually held on Monday night of the respective week in the gym. At the end of the night, the King and Queen are announced. There is generally entertainment by students, a slide show and videos of the royalty candidates.

### Auditions:

- Set date, time and location of auditions at least two weeks prior to coronation. Reserve choir room. Advertise auditions
- Give all information (date, time, theme, etc.) to publicity committee
- Select judges, including teachers, deans, students and Exec Board Remind judges that they are not allowed to discuss the auditions or results with anyone
- Have all talent sign in at the beginning of the auditions. There should be a sheet with the names of all students participating, title of song, composer's name, etc.
- Make copies of Talent Agreement Form (see appendix) and have all participants complete
- Post the names of the MC's and selected talent the following morning. Stay in contact with acts

### Gym:

- Decide on and get decorations (runner, etc.)
- Check reservation of gym through the facilities coordinator
- Talk to Athletic Director regarding setting up the gym after school for coronation. Coaches may need to be contacted so they can move practices. Contact Athletic Director at least two weeks prior to coronation
- Talk to Activities office about ordering the spotlights. Arrange for people to run the spotlights.
- Speak to custodians about any requests for coronation set-up or clean-up.

### Equipment:

- Arrange for AV equipment, generally PowerPoint Presentation equipment, a screen, cassette or CD player, and microphones are needed
- Arrange for any equipment for the talent at least one week in advance. Complete the Media Planning Guide (see appendix) to give to Media Support Personnel
- Arrange music for entrance of royalty
- Create a slideshow of the royalty from baby pictures
- Obtain copy of wakeup video from Jumpstart

### Royalty:

- Give complete information to publicity for the program, including correctly spelled names of royalty and talent
- Order crowns and scepter: One Queen (\$40-50), Six Princesses (\$20 or under), King Crown (standard pricing), one scepter (standard pricing). Make sure delivery is before coronation
- Find junior royalty
- Contact previous year's King and Queen as soon as possible

### Flowers:

- Contact Floralview or Glenrose Floral two weeks before the coronation to order flowers. Each male, including junior royalty and MCs, needs a boutonniere and each female needs a single rose. Also order a bouquet of 6 roses for the new queen
- Request check from the treasurer at least four days prior and arrange for someone to pick up the flowers the night of coronation before 6 PM

- Call florist one week in advance to confirm order and amount

Night Of:

- Assign one person to greet parents and royalty and line up royalty 10 minutes prior to start of coronation
- Make and give nametags, buttons, programs, baby pictures, and flowers to person responsible for getting parents and royalty
- Enlist help from Student Council Members for help setting up and cleaning up
- Set up with custodian's help
- Hand out programs
- Request a cash box
- Collect money
- Return all equipment, thank all who help

Program:

- Talk with MCs about script
- Make sure the royalty are listed in the program in the order in which they'll walk

Other:

- Have Student Council members sign-up to help
- Consider getting staff involved
- Determine way of announcing royalty
- Check runner
- Double check number of microphones, length of cord
- Give a program to talent and royalty 3 days before
- Consider having royalty do some sort of dance or entertainment
- Consider drum roll and announcing name of winner as he and she are crowned
- Have King and Queen do something after they're announced
- Have decorated chairs for King and Queen
- Have a minute-by-minute plan
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Notes:

## **Publicity Committee for Student Council Events**

Other committees will contact the Publicity Committee with needs for advertising voting, coronation, dance, etc. the Publicity Committee will creatively get the word out, through posters, message boards, daily announcements, etc.

### Tasks:

- Create posters
- Create other ways of getting the word out, such as sandwich boards, megaphones, etc.
- Approve any necessary advertising with the principal, assistant principal, or custodians
- Submit Scrolling Announcements to the library one week prior to event
- Take pictures of Royalty as soon as possible, including pictures from the Royalty Pick-Up
- Submit these pictures to local newspapers
- Write a press release for local papers and the school's newspaper
- Look in the Student Council Scrapbook and old yearbooks to see what worked well and look at the programs
- Find an artist to design cover of program
- Type the program so that it is one piece of paper, back to back
- Send a master copy to the CHS copy room one week prior to coronation
- Arrange for committee members to help collect money
- Talk to media productions about clips

### Notes:

## **Dress-Up Days**

School spirit is integral to a successful spirit week. Dress-up days offer a chance for student and staff to have fun and show their school spirit.

### Tasks:

- Identify theme of the Spirit Week
- If appropriate, attempt to choose days relating to the theme
- Determine dress for each day
- Approve with Executive Board and administration
- Decide on any competitions or prizes relating to the dress-up days
- Create posters and advertise with JumpStart and scrolling announcements
- Send an e-mail or put information in staff boxes inviting staff participation and incentives for participation (see appendix)
- Notify publicity committee of dress-up days
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### Notes:

## **Door Decorating Contest**

Door Decorating is typically a part of Homecoming Week. Classes bond with each other and creatively decorate their classroom door in some way, generally relating to the theme of homecoming. The doors are usually judged by the House Secretaries, and a prize is given and announced at the Pepfest.

### Tasks:

- Determine date of door decorating contest and block
- Send teachers an e-mail or put information in their mailboxes a week prior to the event (see appendix)
- Contact house secretaries about availability for judging
- Make arrangements with Pepfest committee to announce the winner
- Determine prize, and obtain
- Give the information about the winning classroom to JumpStart to be announced (Example: "Congratulations go to Ms. Larson's second block AP English class. They won this year's door-decorating contest with their vivid depiction of a cow stomping out an eagle. This is the first year they have won.")
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### Notes:

## Window Painting Contest

Window Painting is typically a part of Winterfest Week. Clubs and activities have the opportunity to showcase themselves creatively.

- Tasks:
- Send all teachers and coaches information via e-mail, boxes, and activities office (see appendix)
- Have a sign-up sheet for clubs/activities to sign up for a window
- Assign a window to each entrant
- Establish one week for painting, and the judging date
- Create an information sheet to give to entrants with information (see appendix)
- Purchase tempera paint (not acrylic) and sponge brushes, usually 3 of each color (yellow, green, blue, black and red) and a dozen sponge brushes
- Select judges and arrange date for judging prior to Pepfest
- Make arrangements with Pepfest committee to announce the winner
- Determine prize, and obtain
- Give the information about the winning window to JumpStart to be announced (Example: "Congratulations go to the Jill Larson Fan Club. They won this year's window painting contest with their vivid depiction of Jill's face. This is their third consecutive win.)
- Arrange clean-up and clean-up equipment (24 one-edged razor blades, window cleaner from custodians, towels, newspapers for floor protection, ladders)
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Notes:

## Scavenger Hunt

The Scavenger Hunt has been part of Winterfest Activities. It is a fun way for students to compete for a prize and get to know their teachers.

Tasks:

- Pick an item for a prize (generally valued around \$300) and get it
- Identify teachers who will be known by most students because of their involvement in activities or because most students will encounter them (a health teacher, the leader of Key Club, etc.)
- Write clues
- Give clues to Main Office and House Offices
- Give teachers instructions
- Advertise
- JumpStart Clip
- Write rules (see appendix)
- Post rules in Media Center, Commons, Offices, etc.
- Write Super Clues
- Put Super Clues on slips of paper for teachers to give to students
- Write directions (see appendix) and post them
- Plan when each clue will be read
- Send out Feedback Form to teachers (see appendix)

## **Sweethearts Week**

### **Events Include:**

**Battle of the Bands**

**Royal Hearts (royalty)**

**Love INC Pancake Breakfast (done during a late start)**

**Powerbuff (was postponed to April due to scheduling conflicts in 2010)**

**Dress Up days (Comfy day, feel the beat, pink day, plaid day and Hawk spirit)**

**Lunch Activities (writing valentines, band at lunch, cupid tag, pie eating, BB Shooting, Hershey kisses, hot choc., heart cookies)**

**Seniors on the Town (postponed in 2010 due to scheduling conflicts)**

**Candy Grams/Singing Valentines**

**Publicity**

**Special Ed. Valentines Party**

### **Battle of the Bands**

- Select date – Auditorium schedule for the year should give the date
- Advertise for auditions at least 4 weeks before the event; conduct auditions at least 2 weeks before the event
- Prepare audition form/talent agreements for auditioners to sign
- Reserve room for auditions
- Post a sign-up sheet for auditions
- Publicize auditions with signs, Hawk news and scrolling announcements
- Identify MC's
- Conduct auditions and make selections
- Post selections (usually about 8 bands)
- Develop program; include a method for voting
- Continue publicity
- Confirm auditorium use and tech requirements with Barry Nelson/tech crew
- Arrange a cash box for ticket sales
- Arrange for ticket takers, ushers and stage crew
- After event, collect and count ballots
- Announce winner on Hawk news
- Other

### **ROYALTY/CORONATION - Royal Hearts**

- Send an e-mail to staff explaining the criteria and nomination process and timeline – to get nominees for “royal hearts”. Criteria: a person who demonstrates responsibility, concern for others, integrity and service. Each Freshman and sophomore team is to nominate a boy and a girl. Any teacher can nominate juniors and seniors.
- Create a ballot from the nominations. All students nominated go on the ballot.
- Prepare ballot and give to 8<sup>th</sup> period teachers for students to vote. Each grade level votes for their own representatives.
- Convene nominees to hand out permission forms and collect information for wake-up.
- Count ballots and identify 1 freshman boy and girl, one sophomore boy and girl, 2 junior boys and girls and 6 senior boys and girls.
- Call the parents of the winners at least 2 nights prior to the pick up to explain.
- Get addresses to the bus company at least 2 days prior to the pick up.
- Arrange bus for wake-up.
- Royalty committee and seniors can go to wake-up.
- If desired, plan to meet at someone’s house for “sleep over” the night before wake-up.
- Arrange for a letter to the winners to be left at the homes AND given to winners that outlines the week and their responsibilities.
- Plan a breakfast: pancake mix, syrup, butter, plates, napkins, griddles, bowls, spatulas; order fruit and juice from Food service.
- Arrive at CHS at 6 AM to start breakfast.
- Reserve the teacher’s lounge for breakfast.
- Prepare a questionnaire for the royalty.
- Contact the Herald and take a picture for publicity.
- Have pictures made of the royalty and post them around school.
- Put all nominees on hearts in the Hawk Wall of Fame.
- Put pictures of Royal Hearts on bulletin boards in lunch room with questionnaire answers.
- Contact activities office to schedule an introduction and activity at the half-time of the basketball game the week before sweethearts week.
- Develop a script to be read at the ½ time and give to activities office.
- Contact elementary schools to see if they would like Royal Hearts to come to their school.
- Set up schedule, arrange for permission slips and transportation, COMMUNICATE so Royal Hearts understand their assignments. (A meeting is best.)

**Love INC Pancake Breakfast:**

- Identify the date for the breakfast.
- Reserve the commons with Activities office
- Communicate with custodial staff about the time and location of the event
- Confirm date and time with administration
- Arrange with food service (Spencer) for pancake mix (complete), syrup, sausages...menu items
- Buy plates, forks, napkins, table clothes (check storeroom before purchasing)
- E-mail all teachers/staff and send also personal invitations
- Identify students who will be "flipping" pancakes
- Have students bring griddles (4 or more) and spatulas
- Food service has large bowls and whisks that can be used
- Arrange with custodians for extension cords
- Arrive 1 hour before start of event to decorate tables, mix pancakes, set up....
- Other

**Lunch Activities:**

- Brainstorm ideas for lunch activities
- Identify days
- Confirm with administration
- Reserve the Hawk Shop
- Advertise
- Get needed supplies
- Arrange for cash box through activities office if needed
- Identify who will purchase supplies
- Set up a work schedule for the lunch shifts
- Other

**Dress-Up Days**

- Brainstorm ideas
- Communicate with the council and administration
- Publicize: posters, manikins, Hawk News, Scrolling announcements, (Gossip Girl)
- Communicate with teachers to see if any want to "model" the days
- Other

## **Singing Valentines**

- Determine best day to conduct the event (watch out for State Dance, Seniors on the town...)
- Talk to choral teacher about partnering – helping to organize singing groups
- Order lip suckers (or other candy gram) (usually 50-75 will be sufficient)
- Create order forms/delivery slips
- Reserve the hawk shop for selling (usually 1 week prior to event)
- Staff the hawk shop – usually for about 4 days
- Advertise: videos, announcements, posters, word of mouth, facebook....
- Clarify the arrangement with choir: money for singing goes to choir, money for candy gram goes to SC
- Confirm with administration
- Communicate with teachers about the day of singing telegrams
- Be sure a class is not interrupted more than once per class period
- No teacher should get more than one singing telegram (avoid disruptions)
- Other

## **Publicity**

- 4 weeks prior
  - Make posters
  - Ideas for design of display cases
  - Paint mural
  - Make video
- 3 weeks prior
  - Do display cases
  - Show video on hawk news
  - Put up posters
  - Advertise in classrooms: under clock on tables
- 2 weeks prior
  - Scrolling announcements
  - Table tents ready to print
  - Pioneer trail message board
  - Posters
  - Video
  - Put up hearts
- 1 week prior
  - Table tents, posters, hearts, announcements
- Other

### **Sweetheart Dance**

- Reserve commons, determine logistics with BB game if on a Friday
- Reserve hawk shop
- Hire DJ
- Get chaperones
- Contact police
- Decorations: tulle, lights, valentine hearts, check store room!
- Advertise
  - Facebook event
  - Table tents
  - Morning show
  - Stuff lockers, mirrors
- Get food/water to sell at dance
- Arrange for volunteers to sell tickets in hawk shop
- Be sure custodians know
- Clean up and put decorations away after the dance

## Turkey Bingo

Turkey Bingo is a Student Council tradition greatly enjoyed by the staff of CHS. Student Council generally receives many thank-you notes from the staff.

### Tasks:

- Contact local businesses (see appendix)
- If necessary, use Student Council funds to purchase 10 turkeys at discount at local grocery stores
- Gather all donations prior to the vent, and have them at the event ½ hour prior
- Write thank-you notes immediately to all contributors
- Make invites and put in teacher boxes
- Reserve the Commons
- Use e-mail to remind staff
- Put a staff sign-up sheet in the Community Ed. Office
- Use simple decorations from the store room for tables
- Purchase napkins for tables
- Arrive at least ½ hour early to set up tables, prizes, podium and microphone
- Order and deliver about 10 dozen cookies and place about a dozen on each table
- Purchase approximately five pounds of M&M's, Skittles, Reese's Pieces, Candy Corn, and other candy for Bingo cards. Put an assortment on each table
- Purchase cups for cider and approximately 6 gallons of cider
- Serve table tables throughout and be sure that people have enough candy and cider and cookies
- Designate a Caller to call the numbers
- Designate someone to award prizes
- Place game cards at each spot at the table
- Clean up afterwards!
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### Notes:

## **Talent Show**

The Talent Show is a big spring event for Student Council and the school. Staff, students and community have the opportunity to show off their talents.

### Tasks

- Reserve auditorium for show and choir room for tryouts
- E-mail CHS staff inviting them to participate
- Put reminders in the staff bulletins
- Invite other District 112 staff
- Create a press release for the Herald and Villager
- Work with JumpStart to make video clip and have announcements
- Send information to person responsible for scrolling message board by CMSW
- Advertise within school
- Submit an article for the school paper
- Put notices on scrolling announcements
- Make an auditions sign-up
- Arrange for judges at the auditions
- Audition MCs and talent
- Make programs
- Arrange for video taping
- Designate ushers, stage crew, and ticket takers
- Speak with necessary tech about lights, sound board, etc
- Arrange for all necessary equipment for acts
- Make sure talent sign the agreement form (see appendix)

## **Student Council Exchange**

The Student Council Exchange is a really fun way for students in the Lake Conference to get ideas and meet new people.

### Tasks:

- Clear with administration
- E-mail all Lake Conference or area school Student Council Advisors
- Set dates
- Have a sign-up for student who wish to visit other schools and a sign-up for students who wish to host a student
- Write directions for students hosting other students
- Get permission slips for students leaving to go to other schools
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### Notes:

**Special Ed. Valentines Party**

**Powerbuff Volleyball**

## Frequently Asked Questions

### **I'm going to be out of town/at the dentist/absent on the day of a meeting. What should I do?**

*Since you know you're going to be gone, you need to fill out the Absence Form on Edline & text your Exec Board leader.*

### **I was deathly ill and couldn't make it to Student Council (and obviously not the rest of the day) what should I do?**

*You need to meet with the secretary and briefly explain the reason for your absence. You must also meet with the chair of your committee and other committee members to find out what you missed and to ask what you need to do to make it up. Please remember that there are numerous people who would very much like to be a part of Student Council. If you're unable to be a full member, or are unable to make it to the meetings, you will not be able to continue as a member.*

### **I'm having some issues/things just aren't coming together/I'm chairing a committee/I'm on a committee and I don't know what to do. Basically, I need some help!**

*If you're feeling stressed, overworked, frustrated, or just like you need some help, please talk to a member of the Executive Board. They can answer any questions you have and help you with many Student Council issues.*

### **My job is to advertise. I can make posters, but what else can I do?**

*Use your creativity! Think about ways to get the message across in a new and innovative ways. Look for ideas on the internet. Talk to friends and teachers. Think about sandwich boards, megaphones, t-shirts, sidewalk chalk, face paint, and more, not just JumpStart and scrolling announcements.*

### **The person who is chairing my committee isn't doing a very good job, and I'm afraid we're not getting anywhere. What can I do?**

*You can do many things in this situation. First, you can talk to the chairperson and see if he or she needs some help. You can try to take over more tasks and more leadership within the group. You could also talk to a member of the Executive Board or to the Student Council advisor for more help. It won't help to complain to your fellow committee members, or blame the chairperson. When it's all over, the whole group should shine.*

### **Turns out Student Council is just too much of a time commitment for me. What should I do?**

*Talk to an Executive Board member if you need some help. If you're sure Student Council just isn't your thing, then talk to either the Executive Board or the Student Council advisor. There are numerous people on a Student Council Waiting List. If you are unable to be a participant in Student Council, the best thing you can do for yourself, your school, and the Council is to resign your position.*

### **I want to take more of a leadership role. What do I do?**

Volunteer your time and ideas! Nothing speaks louder than your actions. Don't wait to be asked! Show initiative by communicating with the executive board, following – through on your

committee assignments, taking an idea and working with the council to make it happen. Speak up!

## Contact Information

Highway Clean up                      Carver County Public Works (Donna) 952-466-5303  
(Audubon Hwy 212 to Lyman)

Fire Marshall                              Kevin Gravelin              952-227-7524

Chaska Public Works                      Tim Wiebe

Boat Trip                                      Our Lady of the Lake (Terry)  
[terry@ladyofthelakecruise.com](mailto:terry@ladyofthelakecruise.com)  
952-929-1209

Food Service

Auditorium Reservations              Barry Nelson

Contact the Patti Taylor in Main Office for:

Information about student council accounts  
Reserving the murals in the halls  
Getting a cash box for an event  
Reserving the showcase in the commons