

# ✓ ADVISER Checklist

## SEPTEMBER 2015

- 2015-16 Timeline:** Start developing your timeline for the school year. Identify 3-4 multi-activity focus areas and which months your group plans on developing and completing these items. Spreading these out for the entire year now will save stress and time in the future.
- Group Bonding:** Homecoming will be here before you know it! Make sure your group is prepared for a year's worth of meetings, events and lifetime memories! Read more group bonding ideas [here!](#)
- Constitution:** Review your group's Constitution. Did you encounter any problems last year where an amendment would have helped clarify, or create positive change? Don't have a Constitution yet? No problem, [follow this link](#) for an introductory template.
- Understanding Roles:** Review and clarify job descriptions for your team. Who is responsible for what? Set some ground rules and expectations for your group as a whole. Use a student contract, explanation/expectations chart, even a goal-meter to keep everyone on the same page, and working as a team.
- NHS Dues:** NHS chapter dues went up. If you have not renewed your NHS or NJHS chapter membership for the 2015-16 School year you can find the forms here: [NHS](#) | [NJHS](#). MASC/MAHS Michigan Student Leadership now offers [Michigan Junior Honor Society](#) affiliates included in your membership! To register your school, please contact us.
- Financial Plan:** Begin development of your budget for the year. Start by looking at anticipated income and expenditures from your yearlong event calendar. Having a foundational assessment of money-in and money-out will keep realistic goals for the group.
- National Association of Workshop Directors (NAWD):** Join the Michigan Delegation on a trip to Niagara Falls this December! Michigan Advisers will join the best of the best in learning tips, tricks and educational techniques for improvement our programs and leadership curricular components. [Click here](#) for the program agenda and details. Contact Matt Alley to travel with the Michigan delegation.
- Leadership Training Institutes:** The 2015 Leadership Training Institutes are open for registration! Dates and locations across the state are posted on the LTI webpage. Sign up your student group by visiting [mascmahs.org/LTI](http://mascmahs.org/LTI). And get your new students working as an experienced team!
- Membership:** Don't forget to fill out your 2015-16 membership form! The forms can be found at [mascmahs.org/membership](http://mascmahs.org/membership).
- States Registration Timeline:** Registration continues to evolve to include as many students and schools as possible! To help ease the stress, registration guidelines will be posted on the States website in early September. We have leadership for everyone in your group! Check out our new [College and Career Expo](#) coming this December – sign-up your Juniors and Seniors!