



✓ ADVISER Checklist

SEPTEMBER 2014

- 2014-15 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.
- Kicking event season off:** Homecoming will be here before you know it! MASC/MAHS Michigan Student Leadership members get a discount to eduBallot for election services. For more information on eduBallot student election services, [follow this link](#).
- Constitution:** Review your groups 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:** If you have not renewed your NHS or NJHS chapter membership for the 2014-15 school year you can find the forms right here: [NHS](#) | [NJHS](#).
- 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.
- Leadership Day with the Detroit Pistons!:** [Follow this link](#) to learn more about how your student group can come and learn leadership skills from the Pistons!
- Leadership Training Institutes:** The 2014 Leadership Training Institutes (formally FTIs) dates and locations are posted, and registration is open! Sign up your group by visiting mascmahs.org/LTI.
- Membership:** Don't forget to fill out your 2014-15 membership form! The forms can be found at mascmahs.org/membership.
- States Registration Timeline:** As you build your calendar for the coming school year, please keep in mind the new timeline to register for the Student State Conference. The entire process has already been announced to allow advisers and students to plan for the year ahead, removing any unknowns from the equation. So please take advantage of the advance notice. Information about the new timeline can be found by [clicking here](#).