

SAMPLE – Meeting Agenda



Boston Student Advisory Council

Welcome/Purpose of the Meeting

Check-in/Opening go around

Icebreaker

Review the Meeting Agenda

Overview of planned work

Develop your three main topics for small group work

Break out into Small Group work

Report Backs

Discussion

Next Steps

Upcoming Important Dates

- Next meeting
- Meeting with the Headmaster
- Etc.

Closing Activity



SAMPLE – Student government Application

(Your School Name Here)

Student Government Representative Application

Please return completed applications to _____Room___by _____

The role of the Student Government is to, through events and activities, and with appropriate support from additional members of the school community:

- Assist in fulfilling the School’s mission and design
- Improve the culture and climate of the School
- Make sure student voices are heard and incorporated in school based decision making opportunities

Membership Requirements – Student Government Representatives will:

1. Meet twice a week on XXX and XXX
2. Need to be available on Sept XX for interviews and selection from ___ to ____ .
3. Need to be available on Sept XX for the new member orientation from ___ to ____ .
4. Actively participate and complete tasks between scheduled meetings
5. Identify and work on important, real school issues, and develop campaigns and proposals to address the issues
6. **Lead and organize activities/projects aimed at improving school climate, teacher-student relationships, student voice and student governance**
7. **Share their ideas and help develop school rules and polices, plan student activities, identify school issues and truly represent student voice at the school.**
8. Represent the ideas and needs of students in the school
9. Develop a base of student leadership couched in a discussion of student rights and responsibilities.
10. Keep the whole school informed of youth voice activities and issues through advisory, assemblies, school forums, etc.
11. Meet with the headmaster regularly
12. Facilitate general student government meetings and small group work at those meetings
13. Prepare for meetings by making copies, setting up the space, setting the agenda, etc
14. Develop leadership skills through work on projects that the Student government develops during the year
15. Represent the school at outside meetings
16. Represent student body at teachers meetings, etc

Part I. Student Applicant Information:

Name: _____ School: _____
 Home Phone: _____ Cell Phone: _____
 Address: _____
 _____ # Street _____ City/Town _____ Zip Code _____
 E-Mail Address: _____
 Gender: _____ Race/Ethnicity: _____ Year of Graduation: _____
 Homeroom Room Number: _____ Homeroom Teacher: _____

Part II. Attach a Statement (word-processed or typewritten - preferred) describing your:

- A. Reasons to serve and commit to all Student Government Representative Membership Requirements
- B. Skills or interests that would contribute to Student Government success
- C. Issues or concerns (2 or 3) at Hyde Park High School
- D. Extra-curricular activities ex. Clubs, Community Service, Sports, etc.

Part III. Attach a note of Support from a faculty member (maximum one page)

Part IV. Signatures/Important Dates

A. I understand that _____, as a member of The Student Government, will attend meetings during advisory time at _____ School and other occasional meetings inside and outside of school.

B. I understand the Student Government Membership Requirements; and, if selected, will attend the **New Member Orientation, Sept XX from 1:45 – 3:30 pm** to make the commitment to serve _____ to _____.

Student Applicant Signature: _____

**Application deadline is Sept XX in _____ Rm. _____
 On Sept XX there will be interviews from _____ to _____**



SAMPLE – Student Government Contract

(Your School Name Here)

Student Government Commitment Agreement

The role of the Student Government is to, through events and activities, and with appropriate support from additional members of the school community:

- Assist in the fulfilling of The school's mission and design
- Develop leadership skills for students on and overall
- Improve the culture and climate of The school

Membership Requirements:

Members must meet twice a week on XXX and XXXX

Be available for interviews and selection as scheduled on XXX

Be available for the new member orientation as scheduled on XXX

Actively participate and complete tasks between scheduled meeting

Identify and work on important, real school issues, and develop campaigns and proposals to address the issues

Lead and organize activities/projects aimed at improving school climate, teacher-student relationships, student voice and student governance

Share their ideas and help develop school rules and polices, plan student activities, identify school issues and truly represent student voice at the school.

Represent the ideas and needs of students in the school

Develop a base of student leadership couched in a discussion of student rights and responsibilities.

Keep the whole school informed of youth voice activities and issues through advisory, assemblies, school forums, etc.

Meet with the headmaster regularly

Facilitate general student government meetings and small group work at those meetings

Prepare for meetings by making copies, setting up the space, setting the agenda, etc

Develop leadership skills through work on projects that the Student government develops during the year

Represent the school at outside meetings

Represent student body at teachers meetings, etc

Initials:

Signing the below indicates full understanding of the requirements of membership on the school Student Government. Any changes in your commitment may result in consequences, which may include peer-counseling, meetings with the Headmaster and others, and discussions with your parent/guardian.

I agree to the above requirements to be a member of the Student Government for the _____ school year.

Name: _____

Grade: _____

Home Address: _____

Email Address: _____

Telephone (hm/cell): _____ / _____

Parent/Guardian: I understand that my son/daughter will be a member of Student Government and will support their commitment to it to the best of my ability.

Name: _____ Contact information: _____

Member Signature: _____ Date: _____



SAMPLE – Student Government Job Description

(Your School Name Here)

Student Government Representative Officer Description

President

The President shall have the power to call meetings, preside over meetings, and appoint s. The President shall:

- Work closely with Faculty Advisor, the Student Voice coordinators and others to plan and facilitate general meetings
- Represent the Student Government and its views to all other groups and agencies as needed
- Report back to the Student Government on any outside meetings
- Serve as a key liaison to the Headmaster and faculty of The school

Vice-President

The Vice-President shall assist the President in carrying out his/her duties and shall assume the powers of the President in case of his/her absence. The Vice-President shall assist the President in calling meetings, presiding over meetings, and appointing s. The Vice President shall also:

- Assist with planning and facilitating general meetings
- Assist with representing the Student Government and its views to all other groups and agencies as needed
- Assist with reporting back to Student Government on any outside meetings
- Assist with serving as a key liaison to the Headmaster and faculty of The school

BSAC Representative

The BSAC Representative in addition to Student Government meetings will attend all BSAC meetings and represent his/her school at the city-wide meetings.

- Represent their schools at BSAC meetings twice monthly, Mondays 3:30-5:30 PM, at Madison Park
- To advise the School as part of its decision making process
- Keep his/her school informed about relevant citywide issues
- Work on policies and issues that BSAC develops during the year
- Perform scheduled assignments, ex: surveys, meetings with headmaster and faculty advisor, peer interviews

Recording Secretary

The Recording Secretary shall:

- Draw up and type the agenda for general meetings
- Take and keep record of attendance
- Type the minutes of general meetings
- Work with the Faculty Advisor, Student Voice Coordinators and others to obtain necessary supplies and information for meetings
- Work collaboratively with the Corresponding Secretary

Corresponding Secretary

The Corresponding Secretary shall:

- Notify all Student Government members of the time, date, place, and agenda of all meetings
- Carry out all necessary correspondence
- Work with leaders to ensure they communicate all necessary information to their groups via e-mail and phone calls
- Work collaboratively with the Recording Secretary

Public Relations Manager

The Public Relations Manager shall:

- Work with school and community members to establish support for Student Government events/activities/projects
- Coordinate Student Government representation at school events
- Review all proposals and work with student government president and vice-president to make sure proposed event/activity/project fits with student government stated role



SAMPLE – Planning Process **(Your School Name Here)**

Sample Planning Process

It is the Headmasters and the Advisors responsibility to ensure that students in leadership have a clear understanding of how to get changes approved at the school level, so the process does not discourage them.

1. Brainstorm ideas for Activities/Events/Projects
2. Review brainstorm with Headmaster or designee to make sure that the idea is in line with the design and mission of the school and that leadership skills are being developed
 - a. Get approval for basic proposal concept from Headmaster or his designee.
 - b. The designee from the administrative staff should review proposals with the administrative team as part of the standing agenda
 - c. The Headmaster or designee will carefully examine all proposals, and give feedback and comments after the logistics have been fleshed out. He is responsible for final approval on dates and space needs, and for notifying faculty and staff of their roles and how the activities/events will affect them (ie: needing chaperones, students being out of class, events during school time)
3. Brainstorm logistics around each activity, raising all possible questions and concerns
4. Create an action plan/timeline
5. Choose a coordinator of each event
6. Get teacher investment on the idea, and check whether there are viable dates. Consider:
 - Teacher's dates
 - Administrative dates (Get approval from CEO if space is needed)
 - District wide dates
7. Write a formal proposal for each event (to be approved by Headmaster or designee)
8. Student government members continue to complete tasks on action plan/timeline
9. Advisors track and support students as they follow through on tasks
10. Brainstorm everything that can go wrong with the event and strategize solutions
11. Evaluate and document the event in terms of the goals that were set



SAMPLE Action Plan Outline

Task	Responsibility	Deadline
Time		
Place		
Food		
Chaperones		
Details, etc...		



Boston Student Advisory Council
SAMPLE RETREAT AGENDA
Overnight
(beginning of school year)

Day 1

Dinner

Welcome/Hanging out

Introduction

- Review Agenda and Handouts
- Wind Blows
- Go Round
 - Highlight of Summer
 - Review *Group Accomplishments* – what are you most proud of?
 - Something you're looking forward to about the year
- Pairing Exercise: Question to answer with their partner that will focus the group.

Review all jobs for the overnight

Job sheet for set-up and clean-up

Develop Group Norms/Ground Rules

Mini-talk on

- Listening skills
- Appreciations
- Facilitation skills

Tips for Appreciations

Any Announcements/Housekeeping rules etc.

Group Picture

Movies/Games/Etc

Bed. Be disciplined, big day tomorrow!

Day 2

Breakfast

Meeting Resumes

Icebreaker: Wind Blows/Lap Sit

Logistics

- Discussion about Communications – how to make this easy
 - Email/Phones policy
 - *Check correct #'s*
 - Program phone numbers into each other's phones



Boston Student Advisory Council

- Running Meetings
 - How it will work
 - Prep
 - Review *Sample Agenda*
- Review Job Descriptions and/or positions

Review School Calendar

Q&A

History of Projects

- *Review projects that may carry over from previous year*
- *Share Successes*
- *Any Next Steps for these projects*

Go through Current *Projects List (Use Sample Planning Process)*

- Brainstorm if need be and/or discuss what are our signature issues?
- Come up with a list
- Prioritize the list based on:
 - Are people passionate about it?
 - Is it Winnable
 - Is it attainable in a school year and have a realistic time table for completion
- Project Timeline
- Next Steps

Highlights and closing

- Share something you enjoyed and/or something you are looking forward to

LUNCH

Pack up stuff and clean