

Let's Get ORGANIZED

At the beginning of the school year:

I. Read the constitution

- A. How is the student council organized?
 - 1. How are the members chosen for student?
 - 2. Are there representatives from each classroom? How do you work with them?
- B. What are the duties of student council?
 - 1. How much power does the student council have on school policy and student activities?
 - 2. What is the working relationship between faculty, principal, and student council?
 - 3. In what areas should student council work? Not work?

II. Check the activities of last year's council.

- A. Did last year's projects seem right?
- B. How were projects received by the student body?
- C. Are teachers aware of the student council and its function?
- D. Has the student council reached out to involved all students?

III. Study the budget of the previous council.

- A. On what did the council spend money?
- B. How was the money raised?

IV. Review officer/member rules and responsibilities.

- A. Who are the officers and what are their duties?
 - 1. Is there a citizenship report that must be maintained?
 - 2. Is there a procedure for filling an office vacated for disciplinary reasons?
 - 3. Who forms the executive council? Officers? Others?
- B. Who are the representatives and what is their function?
 - 1. Do the representatives represent classes?
 - 2. Can they make decisions without checking?

V. Talk with the principal about professional/personal views of the student council.

- A. How does the principal define that professional role?
 - 1. Will a veto be used?
 - 2. Will the principal attend student council meetings?
- B. How does the principal view the role of the adviser?
- C. What is the definition of a student council?
- D. What are the limitations placed on the council?
- E. Does the principal have any specific goals for the coming year?

VI. Become acquainted with elected student officers and representatives.

- A. What are the goals that students have?
 - 1. Which projects do they want to keep?
 - 2. How do they view their role in the council? In the school? In our class?
 - 3. What special events would they like to plan for the year?
- B. Why did they run for office?
 - 1. Popularity and honor?
 - 2. Desire to work for a better school?
 - 3. Pressures from friends?
- C. Try to see if personality struggles are going on among members which could cause problems.
- D. Try to measure the strengths and weaknesses of student leaders.

VII. Write out the steps used for major events.

VIII. Find out what equipment and supplies exist.

- A. Do we have permission to use the copying machine and computer lab?
- B. Do we need some paper?
- C. How can we get the equipment and supplies we need?

IX. Measure the school climate with comments of faculty members, students, and your own common sense.