

THE MASTER CALENDAR

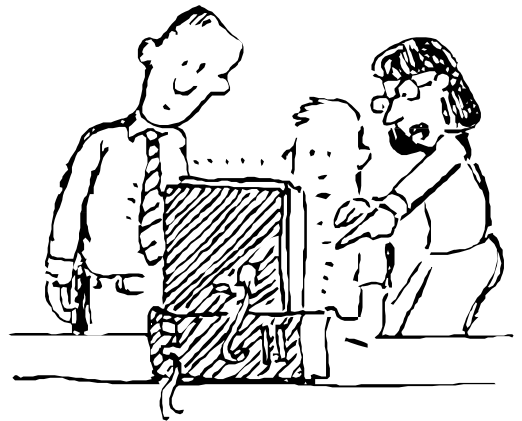
The Master Calendar is the year-long schedule of activities and the assigned use of specific school facilities. The beginning of the school year is the best time to set goals for the year and choose projects that can be accomplished.

This is a good time for students to get involved.

The purpose of the Master Calendar is to avoid overlapping use of school facilities or excessive clusters of activities that conflict. It also gives a logistical timeline for project planning in an organized manner. An administrator or advisor is usually in charge of the Master Calendar. Requests for activities from Council should be submitted to the appropriate person on a "Master Activity Request" form at least one month prior to the activity. These forms (which must include many details) will be processed and conflicts will be avoided.

It is necessary and important for everyone in the school to have calendar information:

- Monthly calendar information can be posted on a Council bulletin board or web page, in the faculty lounge, in the library, in the cafeteria, and anywhere else to reach people. Councils should make every effort to keep the school community aware of activities.
- All Council representatives should keep up-to-date calendars in their notebooks. Included in the calendar should be dates, locations, times, activities and people responsible.



Why Plan a Full Year Calendar Ahead of Time:

- It permits involvement of others
- Open dates . . . no conflicts
- Use of facilities . . . effectively/efficiently
- Chance to discuss openly the program/project/year
- Go through proper channels of authority
- Ample time to translate goals into projects
- Allows time to communicate and involve other students in planning and participation
- Preparation is necessary for a complete project
- Committees have time to organize details, assign specific duties/jobs, delegate work evenly and appropriately, prepare reports, etc.
- Principal is informed of projects
- Goals established for the Council.
- To help staff see what's happening for the year

Some basic questions to determine what constitutes a quality full year program:

- What is the best way for Council to determine what the student body wants to do in a full year program?
- How much advance preparation should be done in planning a Council program during the summer months?
- How can Council be financially ready to meet early expenses at the beginning of the year?
- Because Council is the overall student organization and the standard, which clubs are to follow, should it be the financial leader as well?
- In what ways can Council develop a full year program that has a meaningful effect on the left-out student? How can the left-out student be included?
- Are open committees a good idea? Why or why not? How can you do what's best?
- Because understanding between the student body and the faculty is important, how can the faculty be encouraged to get involved in a full year program?
- How can Council assure itself that it is keeping up with the timelines of achieving the goals of its yearly program?
- When should the planning of the upcoming year begin . . . spring, summer, or fall? Why?
- How often should Council meet during the summer? During the school year?
- Who sets the timelines?
- How can the interests of the radical or "different" student be channeled into useful projects?
- How often should Council evaluate its program?
- What is a Council's responsibility to keep students aware of local, national, and international issues?
- How can Council involve the faculty and administration in its program?

We need a full year Council program:

- To create an atmosphere where students can learn the practices of a democratic society.
- To provide students a means of identification with the school, community, nation and world around them.
- To make school life relevant and worth while to every segment of the student body.
- To act as an educational tool, open channel, and constructive leader for students to work through.
- To provide the student body with a program which they have created and are willing to carry out.
- To offer a program for the development of:
 - Leadership
 - Citizenship
 - Sportsmanship
 - Scholarship
 - Understanding of human relationships



Some ideas to consider:

- People will be enthusiastic toward a program if they feel the purpose is worthwhile. It is important to consider the student body's wishes in choosing objectives.
- Goals for Council should be the basis for establishing a year-round program that will be effective. These goals should be determined by the student body, and can be obtained by using suggestion boxes, student forums, opinion polls, questionnaires, and canvassing students one-on-one. These methods give students an opportunity to voice their opinions. In order to

continue interest and communication as the program progresses, committees should be open to provide for student participation in Council. If Council were to set a goal, universally it would be to get 100 percent of the student body involved. By using these methods, your Council could begin to achieve that goal.

- Planning must begin as soon as possible for the upcoming year. As soon as elections are completed, Council should start planning. It's best if elections are held in the spring. This gives Council the entire summer to get to know each other. If Council can't get 100 percent involved, then there isn't much chance for the student body to do it. Council members should be completely aware of what is happening when school opens. Meetings during the summer are a necessity for all members to gain the perspective of what is going to happen.
- The presentation of a program is successful only if the purpose, preparation, and promotion are also successful. Evaluation by the student body, Council, faculty and administration result in improved activities. Council must search out and encourage meaning in school for the left out student. Students realize Council's worth not only by what it does but what they see it doing for other people.

CHECK LIST - Remember to:

1. Study the constitution, the organization, and the student council goals
2. Decide on the purposes/theme of the council for the current year
3. Make year-long plans with enthusiasm, purpose, and permission of the principal
4. Have selected goals and objectives for each project which parallel the overall council purpose and theme for the year
5. Poll the students, faculty, and administration for improvements each year
6. Take the long look—consider values, attitudes to be taught, objectives to be met
7. Make and publish daily and weekly agendas with officers
8. Develop good attitudes by your example
9. Think of others; be honest; be firm; be understanding and objective
10. Use suggestions, ideas; new procedures and objectives
11. Develop idea lists and project suggestions
12. Develop insight into other viewpoints
13. Provide opportunities for the deserving student. Teach earned responsibility. The immature, though popular student, must grow into responsibility; he/she can't wait to be understood
14. Teach and use group dynamics techniques; demonstrate basic concepts and skills
15. Bring in experts on Student council and student activities to inspire and inform
16. Involve many as followers and continually develop new leadership
17. Recognize success as a cooperative endeavor that needs the genius of everyone

