

Student Activities Coordinator's Planning Guide

May

Clubs

Ensure clubs send in end-of-year paperwork

Officer Training

Have officers meet with incoming officers to go through job description, give advice, etc.

Budget

Have new officers meet to analyze previous year's budget and create upcoming school year's budget

Chairpersons

Have new officers meet to discuss and choose chairpersons for upcoming school year's activities

Themes

Have new officers meet to discuss and choose a school year theme for upcoming school year (with the approval of principal/school)

Suggested Events:

Teachers' Appreciation Week
End-of-Year events/celebrations
Commencement activities
National _____ Day
Sports Rallies

[OSCARs](#)

June-July

SLC

Ensure you have registered **BY THE DEADLINE**
Ensure you have registered students for breakout sessions
Ensure you have paid fees

Create school year calendar

Choose dates for any annual activities
Choose dates for council meetings
Come up with ideas for any new activities that could be implemented

Class Advisors/Officers

Meet with class advisors and officers to discuss upcoming school year and what is expected of each class

Suggested Events:

Plan Freshman Activities

What activities are going to be conducted?

What will the schedule be like?

Plan Welcome Back Assembly

Who will speak?

What activities are going to be conducted?

What will the schedule be like?

Plan Leadership Camps/Workshops

Who will be invited to leadership camp?

Who will run leadership camp?

Will there be any guest speakers/guests?

When will it be held?

OSCARs

August

Advisorship

Send memo asking for advisors for school year for various activities – school by school basis

Chaperones

Send memo asking for chaperones for major events (dances, etc.) – school by school basis

Clubs

Send out [club](#) charter paperwork – bylaws/constitution, members list, finances, etc. – school by school basis

Student Representatives

Ensure there are representatives for council meetings – school by school basis

Suggested Events:

Freshman Activities

Welcome Back Assembly

Leadership Camps/Workshops

National _____ Day

Sports Rallies

OSCARs

September

Homecoming (football season)

Suggested Homecoming activities

- Opening Rally
- Class competitions
- Lunch activities
- Dress up days
- Closing Rally
- Homecoming dance

Suggested Events:

- September 11th Remembrance Ceremony
- National _____ Day
- Sports Rallies

OSCARs

October

Suggested Events:

- Halloween activity
- National _____ Day
- Sports Rallies

OSCARs

November

Suggested Events:

- Thanksgiving activity
- National _____ Day
- Sports Rallies

OSCARs

December

Suggested Events:

- Winter spirit week
- National _____ Day
- Winter Ball
- Sports Rallies

OSCARs

January

Suggest Events:

- National _____ Day
- Sports Rallies

OSCARs

February

NASC

Apply for [NASC](#) Council of Excellence Award

Homecoming (basketball season)

Suggested Homecoming activities

- Opening Rally
- Class competitions
- Lunch activities
- Dress up days
- Closing Rally
- Homecoming dance

Suggested Events:

- Valentines' Day activity
- National _____ Day
- Sports Rallies

OSCARs

March

Elections

- Election packets available for pickup
- Requirements to run – GPA, obligations, etc.
- Speeches to be turned in to check?
- Meet with candidates?
- When will election rally be held/how will speeches be conducted?
- When will voting be held/how will voting be conducted (ballot/online)?
- When/how will winners be announced?
- Meet with officers?

HSSC Selection

- Pick a representative for the upcoming school year to serve as an HSSC representative
- SUBMIT form

SLC Selection

- Pick SLC attendees BEFORE deadline to register for event
- REGISTER

Suggested Events:

- Spring Spirit Week
- St. Patrick's Day activity
- National _____ Day
- Sports Rallies

OSCARs

April

Officer Binders

- Have each officer prepare a binder of year's work for incoming officer
- Letter (advice to incoming)
- What job entails
- Samples of various paperwork, activities, etc.

Suggested Events:

- Administrative Professionals' Day
- National _____ Day
- Sports Rallies

OSCARs

Notes

- Planning for each activity begins a month/months in advance, depending on the activity
- Based on your school, different forms/paperwork have to be filled out in order to hold activities
- Based on your school, [fundraising](#) protocol should be followed for EVERY fundraiser
- Based on your school, record keeping should be done for every fundraiser/dance (tickets, shirts, etc.)
- For events, specifically dances, field trips, etc., students should be maintaining a 2.0 GPA. They should also have paid their dues, be up to date with any monetary obligations, or other obligations (library books, textbooks, etc.).