

Student Council

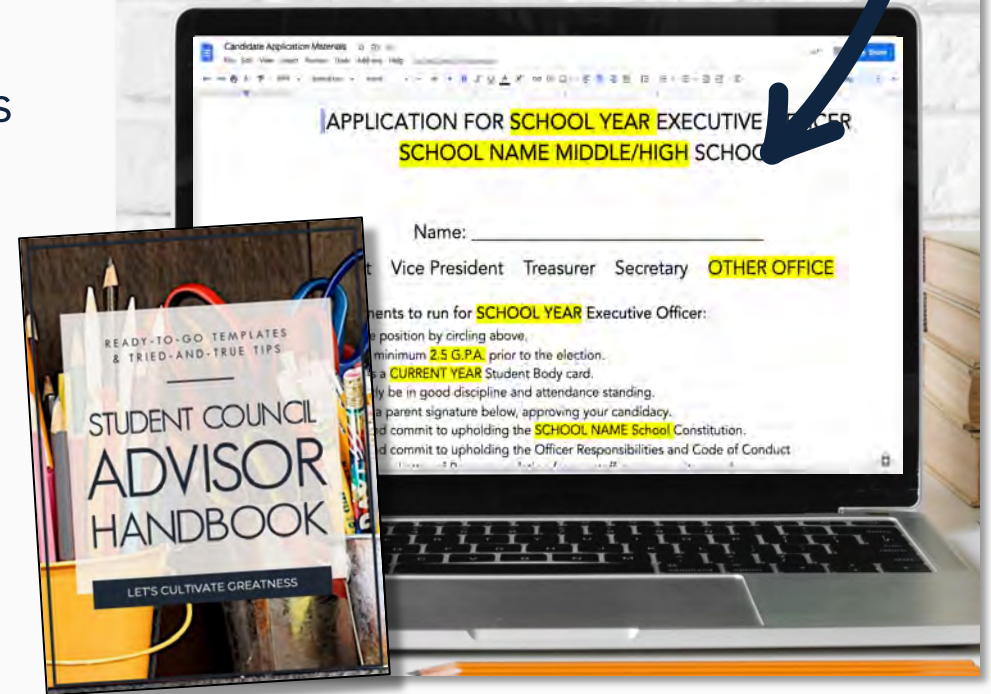
HOW-TO WORKBOOK & TEMPLATES

Creating a StuCo program **from scratch**? Or maybe you're taking over a **disorganized mess**? Either way, included here are **all the essentials to get set up** with zero stress and just a bit of editing.

WHAT'S INCLUDED

- ✓ **45 pages of tips and advice** for setting up your program and kicking off each year with the included forms
- ✓ **Student body constitution** template, complete with notes and marked spots to customize
- ✓ **Election materials**, from officer job duties to campaign packets and ballot materials
- ✓ **Meeting forms**, including agenda & minutes templates
- ✓ **Event & project ideas sheets** – icebreakers, seasonal and schoolwide events, dress-up themes, and more!
- ✓ **Binder covers** and dividers to get and stay organized

All templates are fully editable with **highlights** for easy customizations!

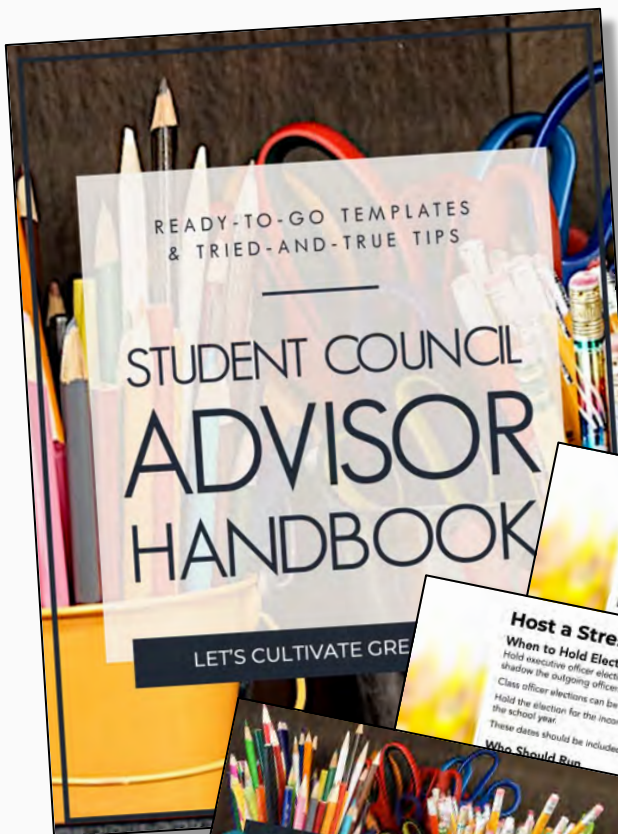


HANDBOOK *includes*

45-page advisor handbook, including invaluable advice for setting up or revitalizing your StuCo program

- ✓ **Overview of** common student council program set-ups and advisor duties
- ✓ **Tips for** drafting a Constitution, running elections, holding meetings
- ✓ **Ideas for** organizing, using, and tailoring files for you officers, your class, and you!

“The **forms are super useful** when you have no clue where to start for a leadership group. It was **helpful wrapping my mind around everything** and setting up our meetings. – Devyn S.”

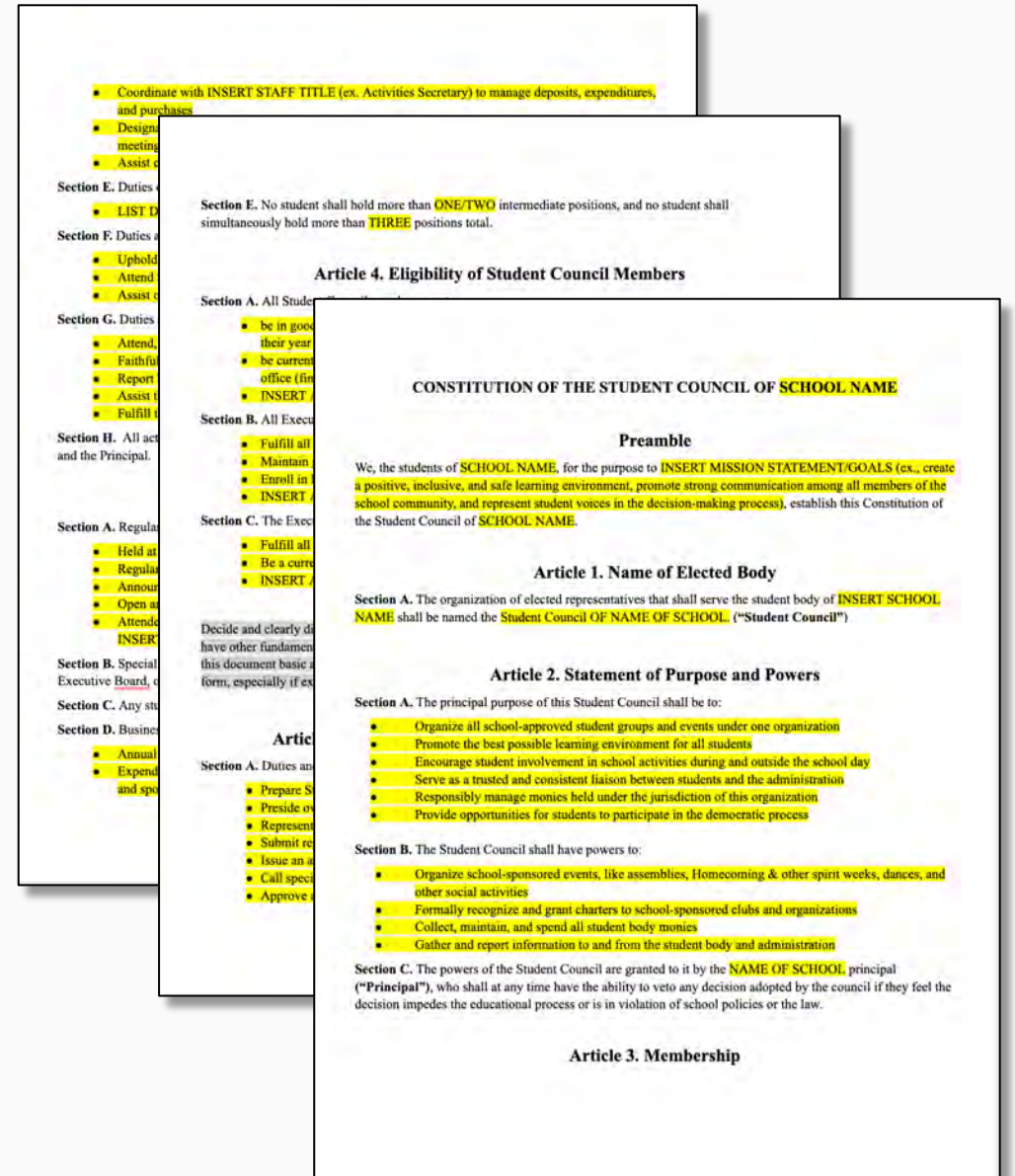


Sample CONSTITUTION

9-page sample text including all aspects commonly found in a middle or high school study body constitution

- ✓ Purpose, membership, & scope of organization
- ✓ Eligibility, duties, & powers of officers
- ✓ Meeting, voting, & election procedures
- ✓ Removal & vacancy procedures

This was SO useful in helping to start a Student Council binder for our team. I was given the task to run the student council with zero information. This was just what I needed. – Gail L.



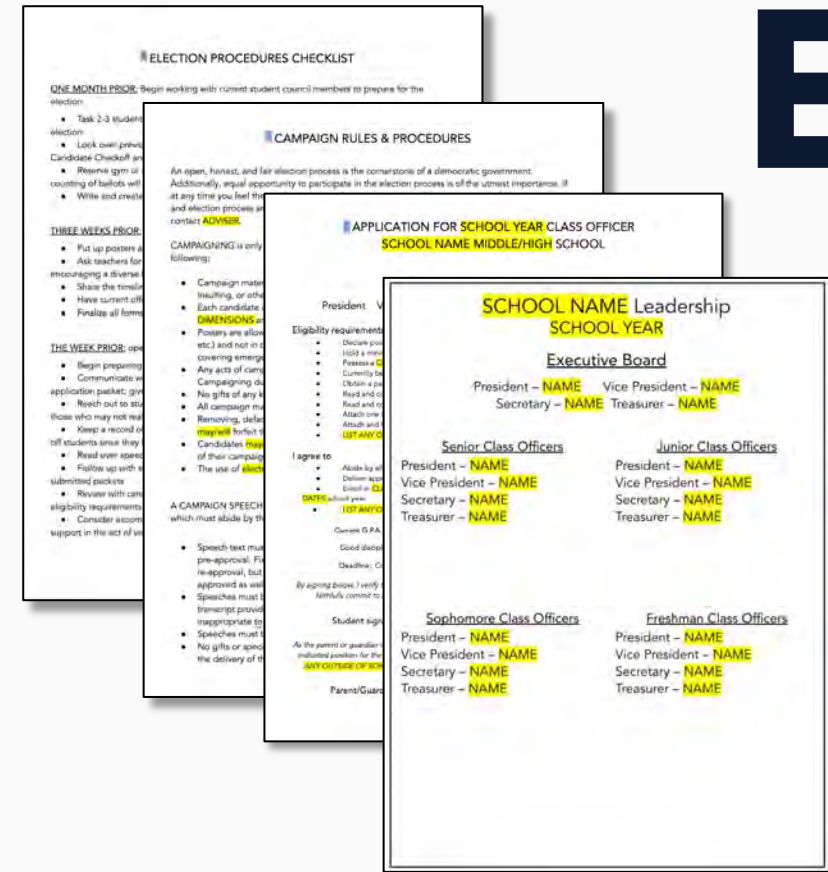
Consult with your state's student council association and district when drafting yours as it may be considered a legally binding document. This template is for informational purposes only.

ELECTION materials

Fully editable Google file templates for:

- ✓ Election Procedures to-do checklist—from one month prior through day of election
- ✓ Candidate Application checklist, Campaign Rules, Officer Code of Conduct
- ✓ Officer Job Responsibilities checklists—President, Vice President, Secretary, Treasurer, & Freshman-Senior Class Officers

- ✓ Executive & Class Officer ballots, Candidate & Officer tracking list,
- ✓ Meet Your Officers sheets for bulletin board display



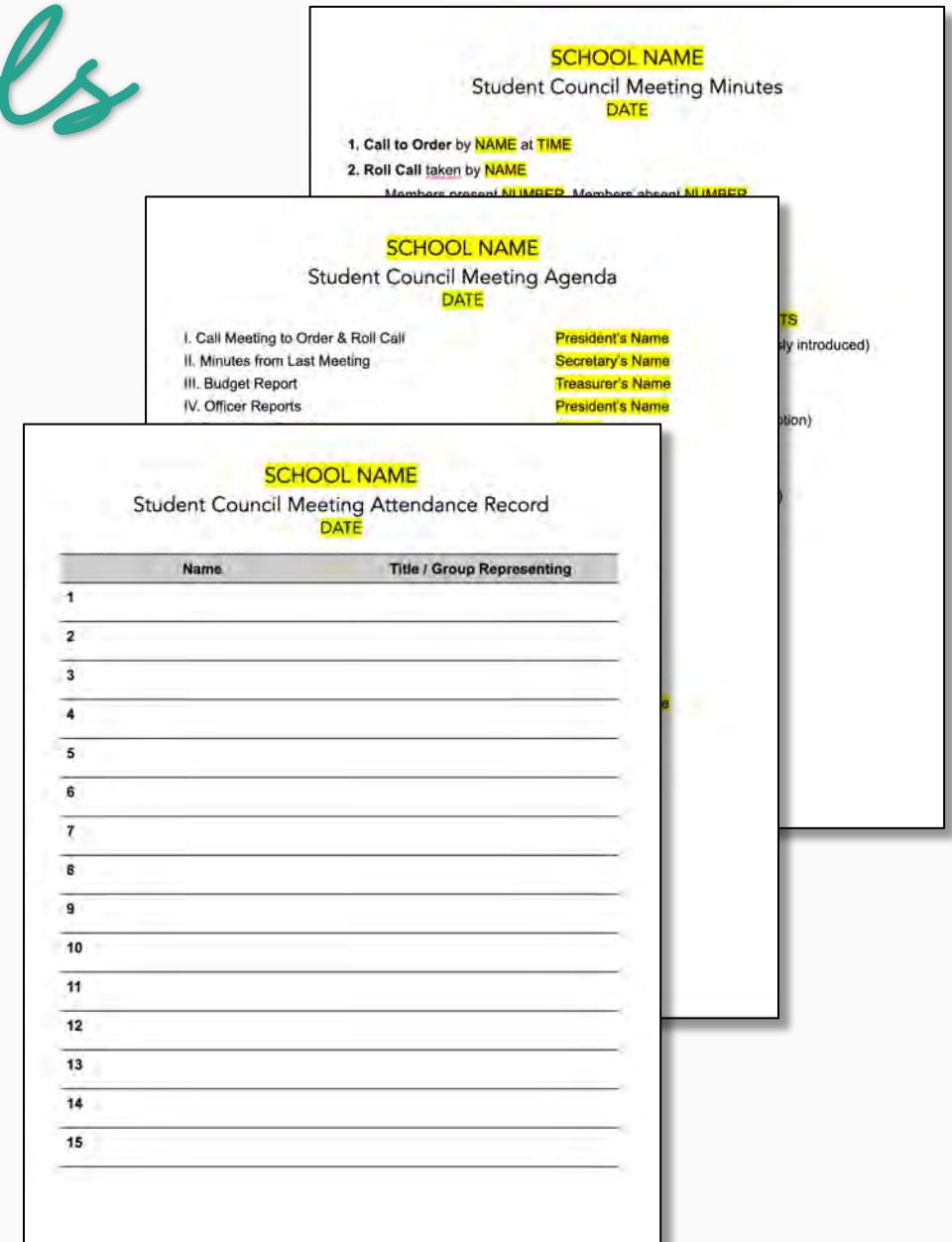
Finding Erin's resources on TpT has been a **LIFESAVER**. I look forward to using her entire Leadership curriculum from start to finish in the fall, but this **Student Council Starter Kit** has already saved me **HOURS** of time getting elections organized. – **Katie A.**

MEETING *materials*

Fully editable Google file templates for:

- ✓ Meeting Agenda form
- ✓ Meeting Minutes
- ✓ Attendance Record
- ✓ Robert's Rules of Order handout
- ✓ Officer scripts for giving reports
- ✓ Hall passes to be excused from class

“ This is fantastic! I was asked to be the student council advisor at my middle school but needed to start from scratch. This had **everything I needed & more** to get started from the constitution to meeting agenda templates to candidate applications. – fellow TPT teacher-author ”



OFFICER *materials*

Fully editable Google file templates for:

- ✓ Binder & sections covers to stay organized
- ✓ Icebreaker games & random acts of leadership ideas
- ✓ Dress up day theme & spirit week ideas
- ✓ Year-long calendar of appreciation days
- ✓ Fall, winter, and spring activity idea lists
- ✓ Recommended leadership books list
- ✓ Plus, one-time and permanent hall passes and weekly timesheets

“ **This was so helpful!** Last year, I did NHS blindly and it was AWFUL! This year, they are asking me to do StuCo... **I will not be awful two years in a row!** LOL! Thanks! – TPT teacher-author ”

Icebreaker Ideas

Web of Names / Supplies: ball of string

- Stand in a circle, with one person holding a ball of string
- That person says the name of someone else and tosses the ball to them, while still holding onto the end of the string
- The next person says another's name while also hanging onto their spot on the string
- Repeat until all people in the circle are holding a spot along the string
- Reverse the whole process so that the ball of string is back to the original person who started

Name Stretch

- Stand in a circle
- One person starts
- Everyone else
- The person to name and motivate
- Continue until

Grab Bag / S

- Have each person
- Each person takes
- Alternate:
- Have each person
- Have each person
- The owner of the

Snowball Fight

- Give each person
- When all are finished
- The group tosses
- Have people pass answers to the
- Repeat "snowball"

Calendar of Seasonal Events

How can you spread spirit and kindness throughout the year? How can you make these traditional events memorable this year? What new traditions do you want to start?

Fall

- Back-to-School Welcome Week
- Home Game Tailgate
- Patriot, C
- Fall Sports
- Clubs and
- Apple Cid
- First Qua
- Fall Spirit
- Homecom
- Fall Activi
- Alumni L
- Veterans
- Week of
- Food Dri
- School S

Winter

- Winter D
- Hot Coco
- Mitten Dr
- Winter W
- Winter Sp
- Second C
- Random
- Talent Sh
- Winter Sp
- Winter Fd
- Winter Ad
- Charity B
- Martin Lu
- Commun

Calendar of Appreciation Days

How can you celebrate and show appreciation for others on these days? Many of these change their exact day each year, so be sure to check their date for this year.

August

New students and staff / first day of school
Just Because Day / late August

September

Grandparents' Day / first Sunday after Labor Day
Good Neighbor Day / late September

October

School Principal Month / all month
School Custodian Day / early October
Coaches Day / early October
New Friend Day / mid-October

November

Veterans Day / November 11th
World Kindness Day / mid-November
Thanksgiving (US) / fourth Thursday in November
Education Support Professional Day / mid-November
Substitute Teacher Day / mid-November

January

School Board Month / all month
School Resource Officer Day / early January
Thank Your Mentor Day / late January

February

School Counselor Week / first full week of February
Send a Card to a Friend Day / early February
Random Acts of Kindness Week / mid-February