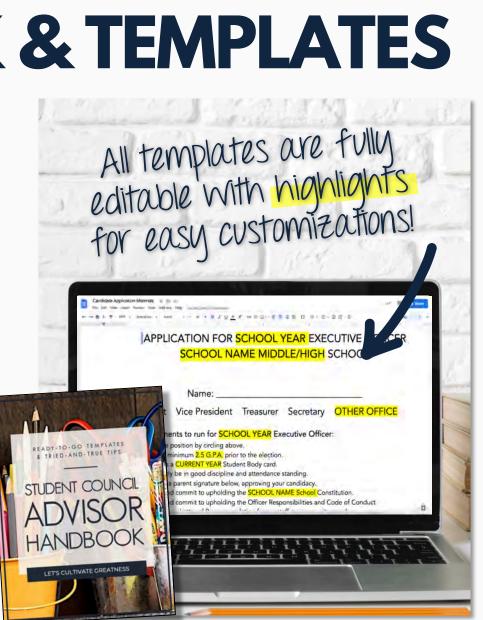
Student Council HOW-TO WORKBOOK & TEMPLATES

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



HANDBOOKneludes

READY-TO-GO TEMPLATES & TRIED-AND-TRUE TIPS

STUDENT COUNCIL

LET'S CULTIVATE G

Rinse and repeat.

s one thing you want a solid system for. ely have to hold three a year—Executive metime mid-spring, class officers at the end To sourcemme moreovering, was university of the end he year, and incoming grade class officers at the vinning of the ordered unay and the last things

rear, and the school year. And the last things you want to happen are lost ballots or candidates a want to nappen are tost values of calculate nning who didn't end up meeting the eligibility

Once you have that system in place, election season becomes easy-peasy. Everything will leady be backward planned on your calendar, and aneauy be backward praimed on your calendar, and you'll just need to swap out the dates before hitting

Election Timeline

Host a Stress-Free Electir

45-page advisor handbook, including invaluable advice for setting up or revitalizing your StuCo program My Notes: Election Must-Dos when, where, and how we should hold our elections

- ✓ **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.

© Let's Cultivate Greatness

Sanconstitution

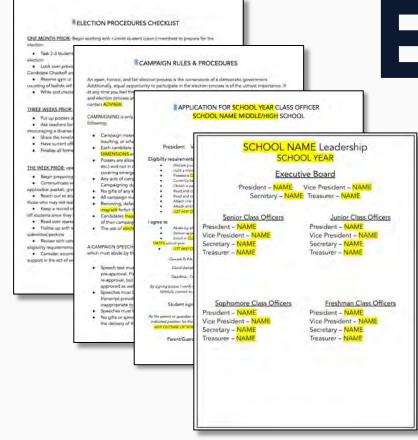
9-page sample text including all aspects commonly found in a middle or high school study body constitution

- 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.**

and purcha	ses	
 Designation meeting 		
 Assist c 		
ection E. Duties		and the second
 LIST D 		all hold more than ONE/TWO intermediate positions, and no student shall
ection F. Duties a	simultaneously hold mot	than THREE positions total.
 Uphold 		
 Attend 	Ai	rticle 4. Eligibility of Student Council Members
 Assist c 	Section A. All Stude	
ection G. Duties	 be in good 	
 Attend, Faithful 	 be current 	
 Report 	office (fin	CONSTITUTION OF THE STUDENT COUNCIL OF SCHOOL NAME
 Assist t 	 INSERT 	CONSTITUTION OF THE STUDENT COUNCIL OF SCHOOL NAME
Fulfill (Section B. All Execu	
ection H. All act nd the Principal.	 Fulfill all 	Preamble
an me rrineipat.	 Maintain Enroll in I 	We, the students of SCHOOL NAME, for the purpose to INSERT MISSION STATEMENT/GOALS (ex., create
100 C	 INSERT / 	a positive, inclusive, and safe learning environment, promote strong communication among all members of the school community, and represent student voices in the decision-making process), establish this Constitution of
ection A. Regular	Section C. The Exec	the Student Council of SCHOOL NAME.
 Held at 	 Fulfill all 	
 Regular 	 Be a curre 	Article 1. Name of Elected Body
 Annour 	 INSERT 4 	Section A. The organization of elected representatives that shall serve the student body of INSERT SCHOOL
 Open ar Attende 	And the second s	NAME shall be named the Student Council OF NAME OF SCHOOL. ("Student Council")
INSER	Decide and clearly di have other fundamen	
ection B. Special	this document basic a	
xecutive Board, o	form, especially if ex	Article 2. Statement of Purpose and Powers
ection C. Any stu		Section A. The principal purpose of this Student Council shall be to:
ection D. Busines	Artic	 Organize all school-approved student groups and events under one organization Promote the best possible learning environment for all students
 Annual 	Section A. Duties an	 Promote the oest possible learning environment for all students Encourage student involvement in school activities during and outside the school day
 Expend and spo 	Prepare St	 Serve as a trusted and consistent liaison between students and the administration
and spe	 Preside ov 	 Responsibly manage monies held under the jurisdiction of this organization Provide opportunities for students to participate in the democratic process
	 Represent 	 Provide opportunities for sudents to participate in the democratic process
	 Submit re Issue an a 	Section B. The Student Council shall have powers to:
	 Call speci 	 Organize school-sponsored events, like assemblies, Homecorning & other spirit weeks, dances, and
	 Approve a 	 other social activities Formally recognize and grant charters to school-sponsored clubs and organizations
		 Collect, maintain, and spend all student body monies
		 Gather and report information to and from the student body and administration
		Section C. The powers of the Student Council are granted to it by the NAME OF SCHOOL principal
		("Principal"), who shall at any time have the ability to veto any decision adopted by the council if they feel the decision impedes the educational process or is in violation of school policies or the law.
		Article 3. Membership

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.



ELECTIONaterials

Fully editable Google file templates for:

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

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.

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



- ✓ Meeting Agenda form
- ✓ Meeting Minutes
- ✓ Attendance Record
- ✓ Robert's Rules of Order handout
- ✓ Officer scripts for giving reports
- \checkmark 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**

SCHOOL NAME Student Council Meeting Agenda DATE I. Call Meeting to Order & Roll Call I. Minutes from Last Meeting II. Budget Report IV. Officer Reports President's Name IV. Officer Reports President's Name IV. Officer Reports IN anne II. Budget Agenda IV. Officer Reports IV. Officer	Student Council Meeting Agenda DATE I. Call Meeting to Order & Roll Call I. Minutes from Last Meeting II. Budget Report IV. Officer Reports SCHOOL NAME Student Council Meeting Attendance Record DATE Student Council Meeting Attendance Record DATE	•	1. Call to Order by 2. Roll Call taken by		linutes
II. Minutes from Last Meeting Secretary's Name III. Budget Report Treasurer's Name IV. Officer Reports President's Name SCHOOL NAME Student Council Meeting Attendance Record DATE	II. Minutes from Last Meeting Secretary's Name III. Budget Report Treasurer's Name IV. Officer Reports President's Name SCHOOL NAME Student Council Meeting Attendance Record DATE		Student Council M	eeting Agenda	
SCHOOL NAME Student Council Meeting Attendance Record DATE	SCHOOL NAME Student Council Meeting Attendance Record DATE	II. Minutes from L III. Budget Report	ast Meeting t	Secretary's Name Treasurer's Name	sly introduced)
			DATE		
					_

© Let's Cultivate Greatness

		cebreaker Ideas
	s / Supplies: ball	
	, with one person holdi s the name of someon	e else and tosses the ball to them, while still holding onto the end of the
ring		
		while also hanging onto their spot on the string holding a spot along the string
Reverse the web	beople in the circle are	norong a spor along the sining
erson who sta		
		Calendar of Seasonal Events
ame Streto Stand in a circ		spread spirit and kindness throughout the year? How can you make these
One person sta	traditional	events memorable this year? What new traditions do you want to start?
veryone else	Fall	
he person to		chool Welcome Week
me and motio	Home Gar	ne Tailgate
	 Patriot, C Fall Sport 	
ab Bag / S	 Clubs and 	Calendar of Appreciation Days
ave each per	Apple Cic	How can you celebrate and show appreciation for others on these days? Many of these chan their exact day each year, so be sure to check their date for this year.
ach person tř	 First Qua Fall Spirit 	their exact day each year, so be sure to theth their date for this year.
ernate: ave each per	 Homecon 	August
ave each per ave each per	Fall Activi	New students and staff / first day of school
he owner of t	Alumni Lu	Just Because Day / late August
	 Veterans' Week of (
nowball Fi	 Food Driv 	September
iive each pers /hen all are fi	School Se	Grandparents' Day / first Sunday after Labor Day Good Neighbor Day / late September
he group toss	Winter	
ave people p	Winter Do	October
swers to the	Hot Coco	School Principal Month / all month
epeat "snowt	 Mitten Dr 	School Custodian Day / early October
	 Winter W Winter St 	Coaches Day / early October
	 Second C 	New Friend Day / mid-October
	Random	the second se
	 Talent Sh Winter St 	November
	Winter Sp Winter Fo	Veterans Day / November 11 th
	Winter Ac	World Kindness Day / mid-November Thanksgiving (US) / fourth Thursday in November
	Charity B	Education Support Professional Day / mid-November
	Martin Lu Commun	Substitute Teacher Day / mid-November
		January
		School Board Month / all month
		School Resource Officer Day / early January
4		Thank Your Mentor Day / late January
		Fohmunn
		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

OFFICER aterials

Fully editable Google file templates for:

- \checkmark Binder & sections covers to stay organized
- ✓ Icebreaker games & random acts of leadership ideas
- \checkmark Dress up day theme & spirit week ideas
- \checkmark Year-long calendar of appreciation days
- $\checkmark\,$ Fall, winter, and spring activity idea lists
- \checkmark 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