

# **ADVISOR DUTY HANDBOOK**

## **2016 - 2017**

(Updated September 12, 2016)

The purpose of this handbook is to assist each class advisor in the planning and organization of class activities. The main responsibility of a class advisor is to “advise” class officers in their responsibilities. All recommendations regarding Class activities (fund raising, T-shirts, activity account actions, posters, field trips, etc...) must be approved by the advisors prior to final decisions. Communication and planning are essential functions required for successful student involvement. This handbook is a guide and is not all inclusive. Communication with previous advisors will greatly assist with your successful advisor role.

## **FRESHMAN ADVISORY DUTIES**

### **MISCELLANEOUS:**

- attend freshman orientation and assist with schedules and lockers
- meet with class officers to discuss activities for the year
- collect class dues and/or approve and supervise fund raising activities. Dues and/or fund raising are a class choice and not a requirement. Collection or lack of collection must be a well-planned out activity, including purpose of money collection and involvement by all members of the class.
- conduct and supervise all class meetings
- organize meetings with class officers to plan school year activities
- attend and supervise all class functions (Homecoming, class meetings, dances, class trips, etc)
- assist class officers in balancing the class activity account
- hold class elections for the following year
- end of year – monitor locker clean-out
- keep consistent contact between class president and advisors

### **HOMECOMING:**

- meet with committee to approve plan
- order class t-shirts – if desired
- supervise hall decorating for appropriateness
- supervise float building
- secure facility for float building

- get supplies (prepare purchase orders)
- arrange for adult to pull float with appropriate vehicle
- approve all posters
- provide food or snacks at float building
- reimburse Student Council for decorating supplies purchased (no more than \$200.00 per year)
- advisors supervise all Homecoming activities
- supervise clean-up

## **SOPHOMORE ADVISOR DUTIES**

### **MISCELLANEOUS:**

- collect class dues and/or approve and supervise fund raising activities. Dues and/or fund raising are a class choice and not a requirement. Collection or lack of collection must be a well-planned out activity, including purpose of money collection and involvement by all members of the class
- conduct and supervise all class meetings
- organize meetings with class officers to plan school year activities

### **HOMECOMING:**

- meet with committee to approve plans
- order T-shirts if desired
- supervise hall decorating for appropriateness
- supervise float building
- secure facility for float building
- get supplies (prepare purchase orders)
- arrange for adult to pull float with appropriate vehicle
- approve all posters
- supervise clean-up
- provide food or snacks at float building
- reimburse Student Council for decorating supplies purchased (no more than \$200.00 per year)

## **JUNIOR ADVISOR DUTIES**

### **GENERAL:**

- meet with class officers by the second week of school to review what has to be done for the year

- collect class dues and/or approve and supervise fund raising activities. Dues and/or fund raising are a class choice and not a requirement. Collection or lack of collection must be a well-planned out activity, including purpose of money collection and involvement by all members of the class

### **HOMECOMING:**

Activities include hall decorating, float building and dance

- provide food or snacks at float building
- reimburse Student Council for decorating supplies purchased (no more than \$200.00 per year)
- plan floats
- set up trailers and royalty cars
- purchase needed supplies for float building (need P.O. numbers)
- each class begin t-shirt orders (two weeks before Homecoming)

### **PROM (General):**

- first week of school, work with athletic director and administration to select a date for Prom
- building usage form to reserve high school gym, middle school cafeteria (let phy. ed. teachers know)
- reserve chairs (approximately 160-200) w/Mike DeBels
- reserve lift for decorating w/Mike DeBels
- Have class meeting to vote on Prom theme, song, colors, etc.
- by Sept./Oct. ask for volunteers for prom committee.
- form subcommittee to help make decisions...this group met once per month through November then every other week thereafter...discussed music, pictures, announcer, public relations, decorations, royalty, designed tickets and programs
- prepare purchase orders as soon as possible for supplies (get open-ended purchase orders for local businesses so you can purchase supplies as needed.
- order crown for King and Queen
- reserve DJ before Thanksgiving
- make song list for Grand March
- reserve announcer (possibly from WJJQ)
- pictures begin contacting photographers in the fall (book by Oct./Nov.) Pictures began at 6:00. They also did court picture and live shots during grand march and first dance.
- make backdrop for pictures
- prepare picture sign-up sheet (post outside of guidance office)
- prepare Prom sign-up sheet (post outside of guidance office)
- order flowers to be handed out at walk-through
- decorating starts Wednesday after school
- students can only decorate with advisor present (otherwise, lock gym doors)
- Dance begins at 7:30 pm and ends at 11:00pm

- Doors open for parents/community at 9:00 pm
- Grand March no earlier than 9:30 pm
- announce King and Queen and allow for parents to take photos
- follow with optional second walk-through followed by first dance

#### **PROM PUBLIC RELATIONS:**

- work on signs for school
- radio and newspaper announcements
- raffle was done for students who purchased tickets w/prizes awarded throughout the night that were donated by local businesses
- design programs and tickets
- printed approximately 400 programs using office copier
- printed approximately 130 Prom tickets
- free snack bar Prom night with snacks and drink provided by Junior class parents
- parent letter mailed to Junior parents around spring break asking what they could donate for food/drink – letter also included needed decorations that could be borrowed or donated
- asked for parent volunteers to watch cafeteria (food/beverage stand) night of Prom

#### **PROM ROYALTY:**

- choose mini royalty (for Grand March – no other duties for mini royalty)
- choose election process
- how many couples on court? (did self-couple nomination for court and then narrowed down to top five couples)
- have students vote for king/queen (keep confidential until night of Prom)

#### **PROM DECORATIONS:**

- walk gym and decide how to cover what needs to be covered
- check with student council if there are supplies you could borrow
- create decoration schedule to stay on task
- get purchase order requests ready...early...particularly for local businesses
- used gossamer to cover ceiling, blue vinyl bleachers, brown paper from mill to cover floor
- used mini spot lights from student council instead of drama spotlight to illuminate couples during Grand March
- finish majority of decorating by Thursday night so it would be usable for practice walk-through on Friday
- Friday night decorate cafeteria, set up tables for snacks
- Friday - make picture back drop

**PROM FAVORS:**

- gave photo frames to each Prom participant (handed out the week after Prom)...optional

**PROM PRACTICE:**

- walk-through Friday during resource hour
- relay when students need to be there and what you want them to do that night
- put a list of couples...in order...by each door so they stay in order that night

**TICKET SALES:****Students:**

- committee sold tickets
- sold tickets during lunch hours
- get cash box from office (remind office in advance)
- pick up cash box everyday from office and return
- number tickets and have numbered sign-up sheet that students sign and write their ticket number on as they purchased them
- use official sign-up sheet from ticket sales to type up the program (give deadline date)
- sold tickets for \$20 each...no couple discounts

**TICKET SALES:****Public:**

- arrange for cash box from office (in advance)
- have administration bring cash box down the night of Prom
- arrange for staff to sell tickets at door and sit at table at all times (one person to check off paid couples as they arrive...another to take money from the spectators.
- \$5/adult and \$3/students...6 and under free
- sent letter of free admission to the parents (only 2) of the Prom Court and last year's King and Queen
- Previous King and Queen need to attend to crown new King and Queen
- Reserved seats in from row for those parents

**PROM MISCELLANEOUS:**

- check with Mike DeBels for location of fuses boxes
- which custodian is on duty that night
- borrow fuse box key to take care of issues quickly
- secure extension cords to run to different outlets
- DJ ran extension cords down the sixth grade hall and into the cafeteria and up to the choir room hallway.
- had extension cords laid out prior to DJ's arrival

- FBLA volunteers helped with Prom as ticket takers, escorted people to their seats, and helped with food
- Prom Court signed a contract with a sign-up for minimum work shifts for decorating. They were required to come to all planning meetings and stay after Prom for clean-up. If they could not commit to these responsibilities they were removed from court and the next nominee was selected
- Voting for Prom court and King/Queen was done on Haiku.
- Class officers set up a Facebook page and included all juniors so they could get updates and information leading up to Prom
- Mrs. Dallman's work experience class helped with the food preparation as part of their class

### **PROM CLEANUP:**

- entire Prom committee involved with clean-up along with any other volunteers
- committee began clean-up around 10:30-11:00 while others continued to dance
- DJ played during clean-up through the end of the evening
- Several weeks before prom, ask students who need community service hours to volunteer for clean up.

### **OTHER:**

#### **Fundraising:**

Ideas for fundraising

- cookie dough has been done in the past.

#### **Graduation:**

- order flowers for graduation (senior class flower)
- class officers should be at graduation to hand out flowers
- Junior class president needs to be at awards ceremony to accept the "Key to the Vault of Knowledge."
- Jostens will contact the class in May to talk about voting on graduation announcements, invites, etc. for senior year

#### **Locker Clean-Out:**

- Supervise locker clean-out

## **SENIOR ADVISOR DUTIES**

- collect class dues and/or approve and supervise fund raising activities. Dues and/or fund raising are a class choice and not a requirement. Collection or lack of collection must be a well-planned out activity, including purpose of money collection and involvement by all members of the class

## **HOMEcoming:**

- secure date for Homecoming dance/activities
- book DJ right away for the dance
- prepare building usage forms
- plan for set up with Mike DeBels and custodians
- prepare for float building and hall decorating
- dance on Friday night after football game or 8:30 pm (whichever is first). Ends at 11:30 pm.
- all advisors chaperone activities and dance and help with clean-up
- inform office of cashbox needs several days in advance
- tickets sold for \$5 per person
- order T-shirts if desired
- provide food or snacks at float building
- reimburse Student Council for decorating supplies purchased (no more than \$200.00 per year)

## **MISCELLANEOUS – following Homecoming Week**

- prepare suggestion box for class trip and class motto, color, flower and song (used Haiku, officers choose options to be voted on)
- after voting for motto, flower, song and color are done give results to Mrs. Zernach who gives information to Jostens for graduation announcements

## **SENIOR CLASS TRIP:**

- pick date early spring...as soon as possible - check for any conflicts and check with administration - put on calendar
- prepare suggestion box for class trip - class officers tally results from suggestion box
- check out location for price, transportation, etc.
- have class vote on top three choices
- prepare permission slips – include medical information (mail to parents), tape to lockers
- payment for trip due with permission slip – give deadline date
- student list to office for those attending
- all advisors chaperone
- if not enough students sign-up then trip is canceled

THS policy/procedures regarding the opportunity for a trip/picnic.

1. Student choice to go on a trip.
2. 90% of students (paid-locked in) must sign-up to go on the trip for it to be finalized.

3. The 10%, 5%, whatever % who isn't going on the trip must be in school for the entire day of the trip. Only a medical will excuse, parent notes will not.
4. If less than 90% sign-up, we do a picnic. All 100% of the students must go on the picnic, staying at school is not an option. Parent excuses do not work for that day either.

### **SENIOR PICNIC – in Lieu of Senior Class Trip**

- pick location – keep secret
- arrange transportation
- class officers helped set menu
- order food and drink
- mail permission slips home for trip (give deadline for return)
- all advisors were chaperones plus a couple extra staff

### **GRADUATION:**

- after voting for motto, flower, song and color are done give results to Mrs. Zernach who gives information to Jostens for graduation announcements
- have class advisors proof the graduation announcements (class motto, flower, date time, etc.)
- ask class officers if:
  - they would like to have a professional photographer?
  - they would like to coordinate background music? – not sure about this???
  - they would like to do a slide show/video in the commons area before graduation begins?
- inform junior class advisors which flower was chosen so they can place the order at appropriate time, juniors are not required to order flowers or if they do they don't have to order the class flower
- music department arrange for try-outs for auditions for seniors wishing to perform at graduation
- all advisors attend auditions and help with decision
- purchase ribbon in the class color to put on the key for awards night
- meet with class officers to see if they want to leave money or gift to the school to remember the class by
- before graduation decorate bulletin board by field house to wish graduates well.
- final days for seniors will involve locker cleanout and graduation practice
- advisors attend graduation day to help students line-up, check for proper attire, etc.



## **General Responsibilities**

- **Planning**

Responsibilities and action items listed within the advisor handbook are used as a guide for planning and organization. It is the responsibility of class advisors to meet all communication, approval and document requirements for student class activities as required by building and district policy.

- **Media**

All local media resources must be notified, in advance, of school activities. Publication of student activities, especially dances such as homecoming and prom, must be communicated as far in advance as possible.

- **Activity Accounts**

Student officers have the responsibility of organizing and planning all class activities. Advisors direct and advise these activities. All functions associated with the activity accounts must be approved by the class advisors and administration prior to planning of the activity.

Maintaining the class activity account balance is the responsibility of the class treasurer and the class advisors. A class is allowed to transfer a balance of \$150 into a local financial institution following graduation. The purpose of this balance is to assist with the organization and planning of class reunions. If a balance exceeds this amount at the time of graduation the class officers, under the guidance of the class officers will determine a donation item for THS. This donation must be approved by the Principal prior to final approval.