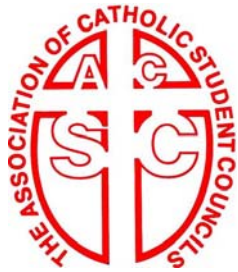


Learning to Lead

TACSC's Monthly Menagerie of Ideas



Growing Leaders Since 1982

February 2005



A monthly collection of LEADERSHIP activities...

THANK YOU for visiting TACSC's MONTHLY MENAGERIE OF IDEAS. Every month you will find more ways to boost leadership, morale and involvement at your school!

If you would like to submit an article for www.tacsc.org or for TACSC's Leadership Times, please email us at tacsc@tacsc.org. We want to hear what is happening at YOUR school!

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Learning to Lead: TACSC's Monthly Menagerie of Ideas

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The Association of Catholic Student Councils

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Officer In-Service- Secretary Part I -

Submitted by Sara Stricker - TACSC Staff Member

Everyone's heard of **Build-A-Bear Workshop**. But do you know how to build a good **Student Council Secretary**? Some people think all Secretaries do is write notes, notes, and more notes. Well, there is so much more than that! A good Student Council Secretary has to have some pretty special characteristics. Why? To help them do a good job, of course!

On October 17th, 2004, Andrea Alesso and I held a workshop to teach kids how to be a good Student Council Secretary. Here is a summary of the workshop we gave, along with some helpful hints. This month we will cover the qualities of a good Secretary. Next month we will look at some famous bears and see what great qualities they share with successful Secretaries. You will be surprised at the results...**Don't Miss It!**

In our presentation at the Holy Family College, we made a huge panda bear out of cardboard, and then proceeded to "build-a-bear" out of its parts. His name was **Panda Pal** and his head represented **Good Memory**. Secretaries need to have a good memory because everyone will be talking faster than you can write. In order to take good notes, secretaries need to remember everything that was said.

Panda Pal's ears stood for **Good Listening Skills**. Good listening skills are needed so you don't miss anything that was said. You need to hear everything and remember it, so Good Memory and Good Listening Skills are linked together.

Panda Pal's mouth represented **Good Speaking Skills**. If you are conveying an idea (and it's a really good one), but you're talking to the floor and not projecting your voice, no one will hear you. They will never know what a great idea you have, so learn to speak up!

The eyes represented something other than seeing. Do **Good Communication Skills** mean anything to you? It means looking at people when they are talking. It means looking at people when you are talking. If you don't make eye contact with the other members of Student Council when they're talking, you might mistake one word for another, and you'll write down something else instead! Good Communication Skills and Good Speaking Skills go together because you need to make eye contact and speak clearly to be understood.

Panda Pal's forehead represents **Open-Mindedness**. Secretaries need to be open-minded because if they aren't, they might only write down the ideas that they like, and not everyone else's. Secretaries don't say, "Your idea is stupid so I'm not writing it down." That one idea could evolve into the best idea, and if you don't write it down, you can't make it happen.

Panda Pal's Paw #1 stood for **Good Typing Skills**. Secretaries need good typing skills to be able to type up the agenda, the phone tree, the Minutes, and almost everything else. If you aren't a sufficient typist, you'll end up sitting there pecking at the keyboard all day. And trust me, that's not fun.

Paw #2 stood for **Quick and Neat Handwriting**. In order to be able to accurately record everything that is said at the meeting, and so you can read it later, you need quick and neat handwriting. If you took great notes, but wrote too fast so they aren't legible, then you can't type accurate Minutes. Also, if you mistake "two" for "too", or "form" for "from", no one will understand. Spell check can't help you with your grammar.

The **Ability to Lead and Serve** belonged to Leg #1. Once you are on Student Council, you're already serving your school. You are also leading. You plan the activities, you hold them, clean up afterwards and thank people for their help. Leading and serving are important in Student Council.

The final characteristic, the **Ability to Work Hard**, was represented by Panda Pal's Leg #2. If you are typing the notes and your favorite T.V. show comes on, good secretaries don't stop working. They use that as motivation. It spurs them on to work faster and harder. Getting the work done is a good feeling, don't you agree?

NEXT MONTH:

**Officer In-Service: Secretary Part II:
Famous Bears and their "Successful Secretary Qualities" - DON'T MISS IT!**

Recognition Project - Get Acquainted with New Friends

February is national Friendship Month! This is a great month to appreciate the friends you already have, but strive to make some new ones, too.

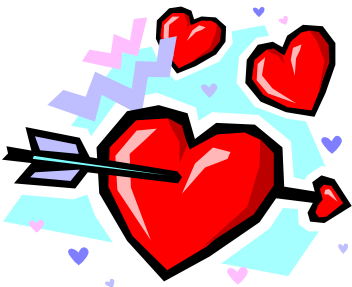
Do you know everyone in your class, grade level or school? If you are like most of us, there are a few people you don't know. Plus, there are new students who join your school every year. Why not make an effort this month to get to know more people. You aren't trying to replace your best friends, of course, but it's always good to enlarge your circle.



Why don't you hold a **Get Acquainted Lunch** every Friday in February? Each Friday everyone is supposed to eat with someone new. If you can set up tables, you can have new groups sit together. One week you can get one person from each grade to sit together. You can do all boys and all girl groups. The next week you can mix up the grades and have half boys and half girls.

You can give prizes to the person who meets the most new people. This contest can be done by passing out sign up sheets to each student. When the student eats lunch with a new person, their paper is signed by their new friend. You can give weekly prizes and then a month-end prize to the person who meets the most people in different grades. Don't forget to include the faculty and administration. They are extremely fun and intelligent people, too!

Holiday Activity - Valentines for Everyone!



Valentine's Day is a celebration of Friendship and Love! It's important to remember that EVERYONE needs friendship and love. Sometimes it's hard to identify with people that are different than us - even if they are in different grades. But as student council members, it's your job to bridge the gap between the school community, faculty, administration and the rest of the staff.

A great way to make everyone feel loved is to make and distribute Valentine's Day cards. You can schedule a night or weekend day in early February and invite the whole student council over to make the cards.

You can use construction paper, stickers, doilies, glitter and other supplies. You can buy inexpensive supplies at Walmart, Kmart, Target, Costco, Big Lots, or any 99-cent store. Be sure to make enough for your Pastor, Facilities and Maintenance Staff, Food Staff, Room Parents, etc.

On Valentine's Day (or close to it), have each student council member deliver the valentines to each person. Be sure to write your names on the cards so everyone knows that the student council cares about their school!



Service Project - Help Serve in the Cafeteria

Do you ever wonder how hard the cafeteria and hot lunch staff works? They have one of the most thankless jobs! Do you ever get upset if your food is a little cold or if the chips you wanted ran out before you got there? This small staff has to make A LOT of people happy. And that is a hard job.



Ask your principal if you can take turns helping out in the cafeteria for a day or a lunch period. You will see the work it takes to get a whole school organized and fed. I'm sure you will be more empathetic after your shift. Be sure you smile and give your fellow students good service!

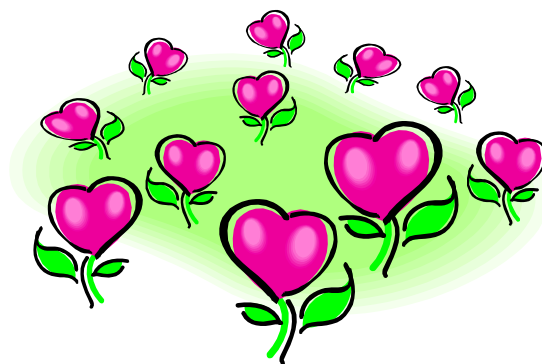
Prayer Service - A Daily February Blessing

Dear Lord,

We learn that is in giving which we receive. Let that remain a constant theme in all of our daily actions, especially with the beginning of this year. We pray for those struggling with life's difficulties, the survivors and victims of the tsunami, and any special intentions we hold in our hearts.

Today I thank you once again for allowing us to go to school and gather safely together to create a better community where we can all make a difference.

Let us keep this day as a reminder of the service we can provide to each other and ourselves to grow in our knowledge of you, of kindness, of leadership and our ability to serve with love. **Amen.**



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See you next month!