

TACSC's *Monthly Menagerie of Ideas*



Growing Leaders Since 1982



November 2004

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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TACSC's Monthly Menagerie of Ideas

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The Association of Catholic Student Councils

WE GROW LEADERS™

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NEXT MONTH:

**Officer In-Service: Treasurer Part II:
Secrets for Successful Fundraisers - DON'T MISS IT!**

Officer In-Service- Treasurer

Becoming the Treasurer for your student council, or planning to run is a BIG decision, but it is one that you can handle. The fact that you are interested, or are currently holding the position shows that you already have LEADERSHIP qualities, and you're not far from developing more! Here are tips to become a world-class Treasurer. Not only will they help in being a better student council member, but they will also help you in life.

Budget Plan

At the summer planning meeting with your student council members, the moderator, the school bookkeeper and/or principal, you will create the **budget plan**. A budget plan is a written outline of what activities your student council plans to hold throughout the year and approximately how much each will cost. Based on how much money your student council plans to spend, you will calculate how much fundraising you need to do in order to meet your goals. Consider if you will be using money from the last student council or starting with a new account. All of this will be calculated in your **budget plan**.

Record Book

At the summer planning meeting, you will also learn how to keep the student council **record book**. The **record book** is used throughout the year and records what your student council makes and spends. This should be updated regularly. Some treasurers have their record books on computers and others have an actual book that they write in. It is recommended that you use both. But when you do, make sure that both the computer AND the record books are updated evenly so there is no confusion. Remember that your record book should always been neat, organized, and easy to access.

Meeting with Administration

As Treasurer, there are many times that you must meet with members of the administration. Before every student council meeting, you should meet with the moderator to pay bills, go over checks and balances, update the **record book**, make sure that the **budget plan** is being followed, and prepare a **verbal report** of the current finances. You should also have a monthly meeting with the school principal to discuss current finances and plans of fundraising and spending in the future. You may also have to attend approval meetings when your student council is planning an activity. Usually the student council president and the moderator have a meeting with the principal to approve an event, and as treasurer, you may also have to go.

Qualities of a Terrific Treasurer:

- ◆ Efficient
- ◆ Trustworthy
- ◆ Organized
- ◆ Honest
- ◆ Open-minded
- ◆ Able to delegate authority
- ◆ Timely
- ◆ Responsible

Remember to keep these qualities in mind when upholding the position of student council Treasurer. Don't worry if you aren't good at some of them either, there is always room for improvement!

Opening a Bank Account:

Get permission from pastor, principal, or both depending on local parish policies.

- ◆ Secure the approval of Student council.
- ◆ Be sure you student council had a minimum of 100 dollars to put into the account because it is required with most banks when opening an account.
- ◆ All accounts must be opened in person and not by telephone. The moderator should go with you and make sure to ask for the person in charge of new bank accounts.
- ◆ Have either the moderator or principal as principal signers. They are required to give their security number or the schools tax identification number.
- ◆ Have treasurer as a co-signer.
- ◆ Make sure that 2 signatures are required to sign checks.

Paying Bills:

When you are going to get supplies from the stores for your activity you have to make out a check to your bank account.

Before each student council meeting you should meet with the moderator and go over your checkbook and see how much you have spent on any supplies and how much money you have left in your account.

With the help of your moderator, you will pay the bills by sending out money to those who you owe. If your low on money its time for some fundraising.

Recognition Project - Honoring Veterans in the Community



In 1938, a United States Congressional Act made November 11th a federal holiday. The Act declared it "a day to be dedicated to the cause of world peace". The Act was amended in 1954 to rename the holiday to 'Veterans Day', so that all veterans could be honored.

The day has different names in different countries, but its purpose is the same everywhere it's observed. Whether called Armistice Day, Remembrance Day or Veterans Day, it remains a time to recognize those who fought and to renew our commitment to peace.

Hold a special assembly to honor veterans in your community. Ask students to find out if there are any veterans in their families. Invite them to the assembly and introduce them, their history of service, and have them speak about what it meant for them to serve their country. You can also contact local veteran organizations and invite them to the assembly, too.

After each person is introduced, award a special medal or certificate of appreciation. Play "America the Beautiful" and "The Star Spangled Banner." Serve refreshments and have students and honorees mingle in the auditorium.

For more information on Veteran's Day:

http://www.knowledgehound.com/khhow2s/veterans_day_activities.htm



Holiday Activity - Thanksgiving Food Drive

This is a school-wide "Food Drive" for Catholic Charities (www.catholiccharitiesusa.org/) or your local food pantry. You can also donate to Catholic Community Services -- search for the local chapter on the Internet.

Before the Food Drive:

- ◆ Contact the pantry for a pickup date.
- ◆ Send a flyer home in your school envelope informing parents what to send - NO GLASS.
- ◆ Pass out cartons for each classroom.
- ◆ Post and hand out flyers for every homeroom, cafeteria, and bulletin board including office area.

Organize each grade level as follows:

- ◆ The "Primary Dept" sends in breakfast foods: cereal, powdered milk, pancake mix, syrup....
- ◆ The "Intermediate Dept" supplies lunch foods: peanut butter, jelly, soups, macaroni, tuna fish, juice...
- ◆ "Jr. High Dept" provides dinner foods: canned veggies, instant potatoes, canned tomatoes, and pasta....
- ◆ Teachers help by bringing in paper products: plates, napkins, cups, baggies, saran wrap...

On the designated pickup day, the cartons are picked up by the Student Council Committee and taken to the designated area for pick-up. If your school needs to drop off the goods, find out where they need to be taken and ask parents to volunteer to deliver. Put your school name and address on each carton.



Prayer Service - Give Thanks

This poem can be read at the beginning of the day during November over the intercom or in the classroom. Find music with the theme of giving thanks - "Thank You, Lord" from Godspell, "Thank You" by Alanis Morissette, "Be Thankful" by Natalie Cole, or "Thank the Lord for the Nighttime" by Neil Diamond. There are many others. Each class can submit their favorite thanksgiving-themed song and you can play it over the PA.

Thank you, Lord for the gift of life.
Thank you for my family, my friends, and for the people I meet each and every day.
Thank you for the ability to learn and accept new challenges each day.
Every thing I have is a gift from you.

Thank you, Lord for the gift of food.
I often take for granted the food I eat each day.
Please bless those who are hungry and are in need of food.
Thank you for your presence in the Eucharist, my spiritual strength.

Thank you, Lord for the Thanksgiving holiday.
Thank you for the blessing of my family and those with whom I share this day.
Please help me to remember to thank you each day,
And not just on Thanksgiving.

Help me Lord to allow everything I do glorify your name.
Help me to make an effort to take my faith seriously
And to try to get to Mass more often.

Thank you Lord for all you do for me.
Everything I have is a gift from you. Amen.



Service Project - Holiday Kits for the Needy

There are many ways to help the homeless or needy in your community during the holiday season. Your school can put together small bags of personal toiletries to donate to local shelters. Each class can be responsible for a different item. Items include: toothpaste; toothbrushes; washcloths; combs; mittens; gum/mints; soap; hand sanitizer; deodorant; plastic baggies and holiday ribbon to tie them together.

Plan to assemble the bags on a Friday afternoon and include a holiday note with your school name included. Call the local shelters to find out who would distribute the gifts. This is a great way to help people retain their dignity during tough times.

Thank you for visiting the **MENAGERIE OF IDEAS** at www.tacsc.org.

See you next month!