

## SCHOOL COUNSELORS

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## About Me



- I have been the Anti-Bullying Club (ABC) Advisor at my high school since 2009.
- I was awarded the Riverside County Counselor of the Year, 2020.
- I was awarded the Counselor of the Year by the National Society of High School Scholars, 2021.
- ABC was currently granted the Golden Bell Award by the California School Board Association and is undergoing the verification process.



## Session Overview:

Learn how to create your own student-driven club to positively affect your school culture

## Session Outcome:

After this session, attendees will be able to:
-Understand the benefits of implementing a student-driven club on your campus
-Conduct collaborative, powerful, and effective outreach to students, staff, and the community to create a more positive climate in your school and community

- Identify resources on and off campus to sustain your club's success


## Cause to Address This Issue

## According to the National Center for Educational Statistics:

- One out of every five (20.2\%) students reports being bullied
- $41 \%$ of students who reported being bullied at school indicated that they think bullying will happen again
- Bullying occurs in the following places:
a. Hallway at school (43\%)
b. Inside classrooms (42\%)
c. Outside on school grounds (22\%)
d. Online or text (15\%)




## Cause to Address This Issue

Addressing this issue can positively affect your school counseling program, school climate, discipline, and attendance issues.

- Great collaboration with school counselors to supplement the school counseling program
- Working with the club is a great Tier 2 service
- The club produces Tier 1 activities through student ambassadors promoting school-wide activities
- The club's outreach can generate students who need Tier 3 services


## Cause to Address This Issue

## Partnering With Students Can Impart A Positive School

## Climate

- Youth can better relate to peer issues, fads, and trends
- Students are great at recruiting other students
- Students develop more meaningful relationships



## The Origin of the Anti-Bullying Club

Students were recruited from the Health Careers

Academy to attend a free mental health conference

Be sure to indicate that students will commit to spreading the message upon returning to school

Think about a teacher or program that you can work closely with

Each student was sent a personalized
invite with a permission slip and an
explanation of the conference and benefits of

SCHOOL COUNSELOR

## The Birth of ABC

Students returned to campus and wanted to take a proactive approach to this issue Investigated data (California Healthy Kids Survey) and discovered that this was a larger issue than I originally realized:

- School and district data
- Discipline, attendance reports
- District purchased programs
- Shmoop, Heartbeat, panorama, others

- Counseling referrals and data, assessments, staff reports, advisory groups,

APAC, DLAC, Leadership team, PTA, the safety and budget committees.

- County and State Data


1. Student interest

## Starting Your Club

- 20 or more students are needed to start a club, but it can operate with less
- Any (school appropriate student interest) is acceptable
- The club must be approved by the Associated Student Body (ASB) and meet the established ASB requirements

2. Consider on-campus connections


- Get familiar with the administrator in charge of facilities, the custodians, and the bookkeeper

3. Attend the annual ASB Club Advisor training

- Talk with the Associated Student Body Director and other advisors for tips

4. Refer to students for suggestions

- Many students are already in clubs and are familiar with the process
- Utilize student connections in order to collaborate with other clubs, teachers, staff, and students

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## Requirements

1. A certificated employee within the school district must be the advis
2. Students must pay a major role in decision making

- The advisor guides the club and acts as the trustee
 of student funds

3. All clubs must have elected officers and formal monthly meetings
4. Copies of meeting minutes must be submitted to ASB


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## 1. Club Application

## Documentation Required to ASB

- Get familiar with the administrator in charge of facilities, the custodians, and the bookkeeper

2. Club Charter

- Establish a club mission. This is best to do with your officers, but you can also do this alone, if you must
- Talk with Associated Student Body Director and other advisors for tips


## 3. Minutes

- Reflecting approved constitution
- Best to use google drive to communicate with each lunch


## 4. Constitution

5. Proposed Budget

- This is an estimate only

ALL INTERESTED STUDENTS OF
CANYON SPRINGS HIGH SCHOOL WHO ARE WILLING TO BE POSITIVE ROLE MODELS FOR THEIR PEERS IN
AFFECTING POSITIVE CHANGE IN
SCHOOL CLIMATE AND CULTURE: MEMBERS MUST REPRESENT THEMSELVES AND ABC WITH

INTEGRITY
ABC Mission
ABC Mission: Educate staff, students, and the community about the
importance of bullying prevention and the impact that kindness can have on a school culture.

## Funds

Funds are needed for most school activities and campaigns

## 1. Partnerships

- Look within your school and district for partnerships
- Investigate County resources
- Chain stores in your area

2. Seek Donations


- Consider all business around you that donate to nonprofit organizations
- Stater Bros, Costco, Jose's, Chipotle, Chick Fil A

3. Know the guidelines

- In order to fundraise or hold ANY event, the first step is to ALWAYS complete an activities request
- Be sure to submit this well in advance



## The Method Matters

## 1. Letters

- Send a detailed letter on letterhead; only half will respond
- Ask students to deliver the letters
- Allow students to deliver the letters (more impactful)
- Give students a script to follow

- Enhances parent and community involvement


## 2. Tax ID

- The school Tax ID is required for donations and fundraisers
- Many schools have this information available on their websites. If the information is not readily available on the website, ask the bookkeeper or call the school and ask someone in the accounting office for the ID number
- Include the Tax ID number and your business card in your letter


## ABC FUNDRAISER

Say NO to bullying and


Join us for our annual Flapjack Breakfast Fundraiser to support CSHS Anti-Bulluing Club !


## Fundraising and the Purchase Process

1. Know the guidelines

- If you need to purchase anything, complete a purchase order request (PO) first and attach signed club minutes reflecting the club's approval to the PO request
- Be careful with personal reimbursements


## 2. More paperwork

- Before your fundraiser, you will also need to submit a revenue potential
- After the fundraiser you will need to complete a sales analysis (turned into the bookkeeper)

- You must also deposit any money by completing a deposit slip, signed by you and a club representative and submitted to the bookkeeper


## SHORT STACK FOR A TALL CAUSE

You're invited to an Applebee's Flapjack Fundraiser Breakfast to support
 CSHS Anti-Bullying Club

## APPLEBEE'S LOCATION <br> 12600 Day St, Moreno Valley, CA 92553

## Outside of the School Day

- Businesses will give you a portion of the amount sold and usually specify a day and identified hours for the fundraiser
- The fundraiser amount can range from 10\% to 30\%
- Each will send a check straight to your ASB account after the event
- This can also present leadership opportunities for your students
- Your student must also use critical thinking skills and collaboration with others during fundraisers


## During the School Day

## Follow the rules or you get people upset!

- Strict guidelines due to healthy option eating
- Strict Guidelines due to packaging
- Strict guidelines before, during, and after school hours
- This can also present leadership opportunities for your students
- Your student must also use critical thinking skills and collaboration with others during fundraisers


## Quick Note on Cash

1. ALWAYS have a certificated staff member present during any type of sales
2. Never keep money overnight, always turn in deposit to bookkeeper or administration
3. Never leave money alone with a student, two people must be present while counting money
4. An adult and treasurer (or club representative) must account for all money and submit the deposit
5. Sales Procedures

- Anything that involves the exchange of money needs to be documented (individual receipts, group receipts, or inventory form)

6. Bookkeeper will not accept money from students
-Advisers should be the party depositing money
-Allow the club treasurer to complete the deposit under your supervision - that's part of their job!
A reminder: embezzlement is cause for the loss of a teaching credential SCHOOL COUNSELOR

## Club Meetings

1. Determine a meeting day, time, and location

- ABC meetings occur 1 time per week; Meetings need to be held monthly
- Determine a good day to meet-check with students/ASB/other clubs for conflicts
- If your meeting is during lunch, students will likely need a lunch pass

2. Try and find a room that is close to your office, but not too big

- Find a teacher who is willing to host meetings during lunch or afterscho
- Students can inquire with their own or favorite teachers

3. Guidelines and Minutes

-Certificated adviser needs to be present. I usually start the first 2 meetings, then the officers lead thereafter

- During meetings, members are training, working, and planning even
- Keep detailed minutes to record and submit to ASB monthly
- Who is present, discussion of topics, financial decisions
- Must be written in complete sentences




## CLUB ADVISOR

- Collaborates exte organizations, the bool Body.
- Creates and presides over ABC acti
- Must handle all paperwork between the
- Must be present during all money exchange
- Must oversee officer position requirements/duties are carried out correctly
- Presides over meetings, when officers cannot be present.
- Must communicate with all members at least weekly and officers at least 2 times per week.
- Must communicate with all members at least weekly. Must reinforce that the club is community service based; reinforce the benefit of community service and establish a very carefully planned point system for participation and activities to work towards earning trips, a patch, or a senior stole.
- Must be willing to work extensively with students, administration, community organizations, the bookkeeper, other clubs, and ASB
- Must handle all paperwork between the club and school, including funds
- Must oversee officer position requirements/duties are carried out correctly
- Must reinforce that the club is community service based; reinforce the benefit of community service and establish a very carefully planned point system for participation and activities to work towards earning trips, a patch, or a senior stole

- Officers must
- Officers must be a positive role model.
- Officers must attend weekly ABC meetings and participate in at least $\mathbf{8 0 \%}$ of activities. If absent for any meeting, officers must notify the President, Vice President, and Mrs. Gomez as soon as possible.
- Officers will be dismissed from their positions if unable to abide by the requirements.
- Officers must have $95 \%$ positive attendance.
- Officers must sulbmit 2 letters of recommendation; one letter must be from a teacher and one from the person of choice.
- Officers must submit a brief campaign video explaining their quallifications and goals for the clulb.
- Have a good understanding of the club constitution, club rules and regulations and responsibilities of all office bearers.
- Must meet reg and plans with the club advisor
 the organization. Attends all functions or designates an officer in his/her absence. Ex-officio member of all committees. Represents the organization before the Associated Student Body and Inter-Club Councils.
- Leads and presides over all club meetings
- Formulates agendas
- Is aware of money matters
- Recognizes club members for achievements
- Helps coordinate club programming with the officers
- Regularly meets and plans with the club advisor


The President presides over all organizations meetings. Spokesperson for the organization. Attends all functions or designates an officer in his/her absence. Ex-officio member of all committees. Represents the organization before the Associated Student Body and Inter-Club Councils.

- Presides at organization meetings on behalf of the president
- Performs other duties as directed by the president
- Plans events and completes necessary paperwork for facilities
- Coordinates all club programming with help from the advisor, president and the rest of the officers
- Tracks club member points, with the assistance of the sergeant at arms.


SERGEANT AT ARM (CONT)

- Keeps track of member pointis. Advertises points to mentivers weekly
- During meetings, keeps order. If other club members or meeting attendees are disruptive, the sergeant may warn them and, in extreme cases, eject them from the meeting - The SAA oversees the cleanup process after meetings, either
alone or with the help of other club members. The SAA packs up - The SAA oversees the cleanup process after meetings, either
alone or with the help of other club members. The SAA packs up equipment and materials, and restores the venue to its original state after the activity
- The role may involve some administrative tasks such as collecting ballots, tallying votes and recording attendance
- The SAA is responsible for the safe storage of equipment, supplies, or property owned by $A B C$, inventorying them after each meeting

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Candidates must be willing to present a speech and PowerPoint to address ABC members regarding how they can help the club and why they want to be an officer

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- Works with all officers to publicize and promote club activities to external audiences
- Builds a list of local media and community contacts
- Produces articles to promote and publicize the club
- Ensures that the club's sponsors receive maximum exposure in all spheres
- Creates a positive general public awareness of the club and its activities
- Works with the advisor to update the website and Instagram

 club activity. Maintains a visual history, as well as the written history of the club. Compiles a year-end scrapbook with significant information surrounding the club, such as advertisements, newsletters, articles, event programs, ticket stubs, and photos. Manages information content (words or pictures) and organization of a website in collaboration with the advisor and public information officer.
- Takes photos at each event
- Records all club events
- Keeps picture books/video scrapbook and notes of events
- Collects keepsakes that club members can look back on
- Reminds club members of milestones or other important dates, such as anniversaries
- Builds a list of local media and community contacts
- Works with all other officers to promote club activities to external audiences

PUBLIC NFORMATION OFFICER (CONT)


## CLUB

Helps develop and market and promote the cub. Write and issue regularmodia feleases concerning upcoming events, interesting personalities and club activities, and achievements

- Arranges the preparation and publication of ABC Hub
- Constantly promotes the positive aspects of the club's activities, highlighting at all times the club's support of the Superintendent's goals and expectations, the MVUSD Mission Statement, and the CSHS Mission Statement
- Keeps the advisor and officers informed of any media activities
- Publicizes and promote all events, programs, and competitions within the club's area
- Assists the club advisor and club historian with the creation and
management of the information content(words or pictures)
- and organization of the website. Plans changes in website material/content 8


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CLUB MEMBERS

Article II, Section 2: Eligibility:
All interested students of Canyon Springs High School who are willing to be positive role models for their peers in affecting positive change in school climate and culture; Members must represent themselves and $A B C$ with integrity.

Article IX: Club Objective:
The club expects to promote a more positive school climate by educating students on the effects of bullying and bullying prevention. This club's goal is to create a respectful, kind, positive, and compassionate environment at school and in the community.
-Take advantage of Club Rush, freshmen orientation, announcements, and signage (ask ASB for butcher paper and supplies)
-Recruit through signage, announcements, activities, etc
-Urge students to bring a friend
-If having a difficult time finding students, reach out to individuals that you know personally
-Make them feel special, invited, honore


## Club Structure



Use incentives and full disclosure to heighten student involvemen Effectively communicate to members during first few meetings the the club is community serviced based and is like no other club -Everyone has a huge role in $A B C$, no matter the title -Looks great on resume, scholarships, college applications -Networking with important stakeholders in the community -Gain leadership skills
-Provide fun and engaging activities that are meaningful and offer incentives
-Remind students that this is their club-gives them a sense of ownership

## Staff Investment

-Use emails, holiday or appreciation messages from $A B C$
-Student outreach to teachers for various activities, needed rooms space
-They also refer students to the club
-Heart attack is a great and easy activity to positively affect staff



## Community Service

- The club is community service based, which is unique
- Reinforce the benefit of community service
- Very carefully planned point system for participation and activities
- Students must earn points to be eligible for trips, a stole (seniors only) or patch
- Attendance is VERY important and it's imperative to track member points
- Target students in programs that


4. Members must have at least a 2.0 grade point average.
5. Students must be a positive role model, with no recorded incidents of bullying.


6. Members must be active ASB members.
7. Members must reach a minimum of 160 points of $A B C$ Community service hours to be eligible for the senior stole.
8. Members must attend at least $80 \%$ of weekly ABC meetings.
9. Members must have at least a 2.0 grade point average
10. Additionally, each student must continue to meet club expectations
11. Student must be a positive role model, with no recorded incidents of bullying.
12. Student must have a $95 \%$ attendance rate.

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Data That Drives ABC
School Communit

- School Population: 2,147
- Gradest 9-12
- 8\% English learners
- $12.2 \%$ students with disabilities
- $20 \%$ homeless or foster youth
- 69.7\% Socioeconomically disadventaged
- $69.7 \%$ Socioeconomically disadvantased - State Data
- Panorama Student Survey





## Publicizing/Outreach

- Creates awareness
- Sustainability
- Consider your audience
- Report your data


## Empathy Activity, District Leadership Summit

- Report your partnerships-give you merit
- Student outreach is the best way
- Provides even more opportunities for student leadership and exposure



## Recognition

HERO Awards Presentation Wednesday, August 19th
6:30 PM PDT
Tune In
Apply for scholarships and awards

- National Society of High School Scholar:
- Banks and Credit Unions
- College Board


2020 award recipients


Your dedication and outstanding leadership in bullying prevention programs are truly appreciated by the Foundation.

- Large Chain Stores
- Education Partners

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& \text { HERO Courage } \\
& \text { Award Sponsors }
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COMPANIES
Altura

- Other places-research

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## Planning

- Organize your calendar for the year, with goals in mind for campaigns
- Decide your goals based on school climate needs and data
- Document all events with the officers present for planning purposes (helps to be more realistic)
- Utilize partnerships and websites for curriculum and resources
- Refer to our website for more information
- ABC students review data, then develop the Bullying Prevention Presentations and activities
- Students themselves organized the data and presentation
- Each year, ABC repeats this process
- Event and campaigns are successful and target students, staff, and the community
- Advisor met with and provided data/resources to several other MVUSD school
 counselors, principals, and ASB teachers to advise them on how to replicate the club


## Club Sustainability

- Advertise. You cannot do this enough, even if you think people are sick
- Campaigns on campus can benefit you two-fold
- Giveaways-students love them
- We were giving hand sanitizer and lip balm away like crazy even before the pandemic started
- Provide fun and engaging activities with a meaning and offer incentives
- Reach out to individuals that you know personally, if you are having difficult
 attracting students
- Remind students that this is their club-it gives them a sense of ownership
- Provide certificates, letters, stoles, or other earned materials that students can work towards
- Staff, student, community and former student testimonials



## Questions?

## Email me: mgomez1@mvusd.net

Check out the ABC google site for more!

