

POSITIVELY AFFECT YOUR SCHOOL CLIMATE THROUGH STUDENT COLLABORATION.





SCHOOL COUNSELORS RESILIENT AND RELENTLESSLY LEADING CHANGE







About Me

- I have been a School Counselor since 2004 and have worked at the secondary level
- 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.

ASCA

 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

counselors, staff, and administration







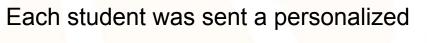




Students were recruited from the Health Careers

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



invite with a permission slip and an

explanation of the conference and benefits of



ABG began with 12 students and gained as many as 250 students!









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













Starting Your Club

1. Student interest

- 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











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

CSHS ASB Procedures Starting or Renewing a Club













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

ABC CHARTER

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

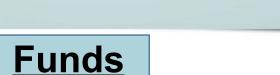
ABC Mission: Educate staff, students, and the community about the importance of bullying prevention and

the impact that kindness can have on a

school culture.







Funds 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











Fundraising and the Purchase Process

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

3. And MORE PAPERWORK

- Once a PO has been issued and you have made your purchase(s),
 it's time to pay for those items. Submit a Check Request Form
- Attach the original, itemized, and signed receipt or invoice reflecting the actual amount being paid and give 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 12600 Day St, Moreno Valley, CA 92553

October 15, 2017 8:00am-10:00am \$10 per ticket

See Mrs. Gomez or an ABC member to purchase a ticke

Meal Includes: Pancake, sausage, scrambled eggs and a beverage (coffee, juice, soda or tea)









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







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 event

- 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 RUCTURE

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CLUB ADVISOR

- Collaborates extensively with students, administration, community organizations, the bookkeeper, other clubs, and Associated Student Body.
- Creates and presides over ABC activities.
- Must handle all paperwork between the club and school, including funds.
- Must be present during all money exchanges
- 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









CLUB STRUCTURE OFFICER REQUIREMENTS

- Officers must maintain at least a 2.5 GPA
- Officers must be a positive role model.
- Officers must attend weekly ABC meetings and participate in at least 80% 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 submit 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 qualifications and goals for the club.
- 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



Position requirements
and duties must be
fully explained to each
candidate











CLUB STRUCTURE PRESIDENT

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.

- 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



CLUB STRUCTURE VICE PRESIDENT

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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.





CLUB STRUCTURE SERGEANT AT ARM (CON'T)

- Keeps track of member points. Advertises points to members 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 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 ABC, inventorying them after each meeting



Invested officers are vital for keeping ownership/participation of members









CLUB

STRUCTURE

TREASURER

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The club treasurer handles all fideblary activity for the organization.

Deposits all monies with the bookkeeper into the ASB account in a timely fashion. Ensures due diligence for the organization in all financial matters. Provides to the organization at all general meetings a current Financial Status Report.

- · Handles and collect club monies/funds in presence of the club advisor
- Collaborates with the Bookkeeper to deposit club monies/funds in presence of the club advisor
- Develops programs for the recruitment and retention of financial supporters of the club
- Prepares the club budget as stipulated by school policy
- Prepares purchase orders, requisition forms, check requests, deposits, or supply requests
- Maintains a current record of businesses that accept purchase orders
- · Maintains a financial history of the club
- · Reports to club officers/members on the status of funds





CLUB

STRUCTURE SECRETARY

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Maintains the minutes of the meetings in a neat and organized manner.

Provides a copy of the minutes of the last meeting to the presiding officer and club advisor prior to the organization's scheduled meetings.

Generates all correspondence.

- Keeps the club informed about all activities and meetings
- · Maintains a calendar of events
- · Maintains a phone and email directory of all members
- · Performs other duties as directed by the president
- · Arranges for a replacement if unable to attend a meeting
- Takes minutes for each meeting, maintains records, and reads minutes
- Works with the vice president to notify members of upcoming activities





CLUB STRUCTURE SERGEANT AT ARMS

The sergeant at arms (SAA) is primarily responsible for organizing meetings, following protocols, and keeping club members in order. The SAA sets up the venue before the activity starts and checks that everything is in order before other members arrive. The SAA organizes equipment and sets up refreshments. If new members attend a meeting, the SAA greets and briefs them on protocol and procedures; SAA also welcomes any guests. The SAA administers sign-in documentation, ensures that the meeting starts on time and checks that only authorized members are present.

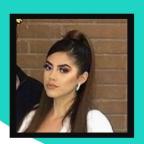
- Ensures that all members sign in and out and results are documented.
- Tracks attendance and submits sign-in sheets to the PIO for recording
- Ensures that all students exit the room at the time that the meeting is adjourned

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









CLUB STRUCTURE PUBLIC INFORMATION OFFICER

The public information officer maintains club history. Takes pictures/notes at each 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.

- 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 STRUCTURE HISTORIAN

The historian maintains the club's history. Takes pictures/notes at each 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.

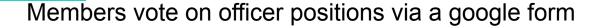
- · Takes photos at each event
- · Records all club events
- · Keeps picture books/video scrapbook and notes of events
- · Collects keepsakes that club members can look back on
- Reminds club members of milestones or other important dates, such as anniversaries
- · Builds a list of local media and community contacts
- Works with all other officers to promote club activities to external audiences



STRUCTURE

PUBLIC INFORMATION
OFFICER (CON'T)

- Helps develop and implement a public relations plan that will better
 market and promote the club. Write and issue regular media releases
 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











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 ABC 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 that

the club is community serviced based and is like no other club

- •Everyone has a huge role in ABC, 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 ABC
- •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











PASS the BALL

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











CLUB STRUCTURE COMMUNITY SERVICE POINT SYSTEM

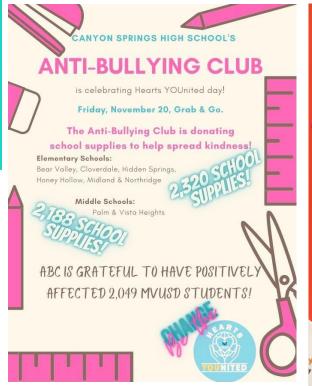
Article XI Lettering

To receive a letter, members must:

- 1. Members must be active ASB members.
- 2. Members must reach a minimum of 100 points of ABC Community service hours, from at least 4 areas: lunchtime activities, activities outside of school, meetings, presentations, booths/rallies, fundraising.
- 3. Members must attend at least 80% of weekly ABC meetings.
- 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.



ABC Encouragement Video













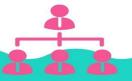
CLUB STRUCTURE

COMMUNITY SERVICE
SENIOR STOLE POINT SYSTEM

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SECTION 2 To receive a graduation stoles, members must:

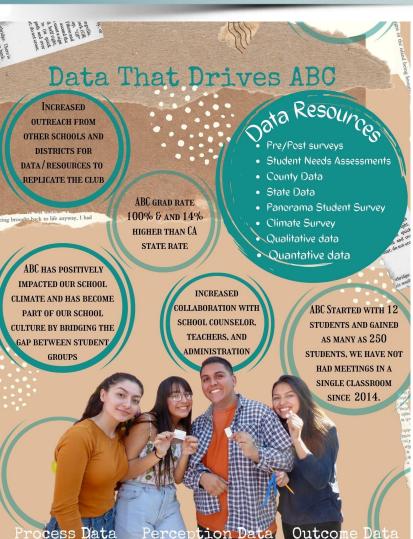
- 1. Members must be active ASB members.
- 2. Members must reach a minimum of 160 points of ABC Community service hours to be eligible for the senior stole.
- 3. Members must attend at least 80% of weekly ABC meetings.
- 4. Members must have at least a 2.0 grade point average
- 5. Additionally, each student must continue to meet club expectations
- 6. Student must be a positive role model, with no recorded incidents of bullying.
- 7. Student must have a 95% attendance rate.





















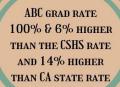
Data That Drives ABC

25% INCREASE OF STUDENTS WHO FEEL CONFIDENT REPORTING BULLYING AND UNHEALTHY

ABC IS THE LARGEST CLUB ON CAMPUS AND HAS BEEN THE LARGEST FOR PAST



- Pre/Post surveys
- Student Needs Assessments
- County Data
- State Data
- Panorama Student Survey
- Climate Survey
- Qualitative data
- Quantative data



31% INCREASE OF STUDENTS KNOW KNOW THAT BULLYING IS AGAINST THE LAW

Outcome Data

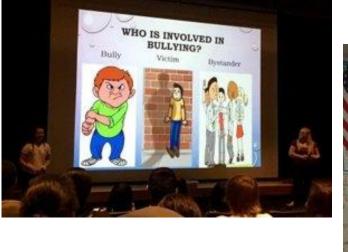








rocess Data













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

Apply for scholarships and awards

- National Society of High School Scholars
- Banks and Credit Unions
- College Board
- Large Chain Stores
- Education Partners
- Other places-research









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







Register for our week of FUNdraising activities now at www.RMCcharity.org





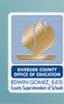




<u>Planning</u>

- 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 of
 - 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!