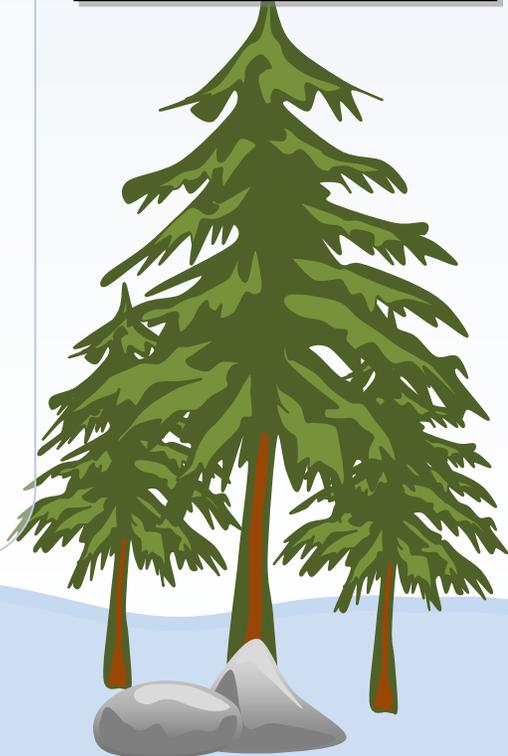


12 W's of Project Planning

Planning any activity requires careful thought and preparation. Before stepping into action, be sure that you can answer the following questions:

1. **WHAT** are you planning to do?
2. **WHY** do you want to do this project?
3. **WHEN and WHERE** will the activity take place?
4. **WHO** will benefit from the project?
5. **WHAT** staff members(s) will need to approve the project?
6. **WHAT** funds are needed?
7. **WHEN** will the basic planning be done?
8. **WHAT** committees are necessary?
9. **WHAT** kind of publicity is needed?
10. **WHO** deserves a special thank you?
11. **WAS** the project worthwhile?
12. **WHAT'S next? WHERE** do we go from here?

As Thanksgiving is fast approaching, I would like to take this time to thank each and everyone one of the advisers of SDSCA for all your hard work, energy, and time that you give to your students and to your schools!! THANKS. I know we are all thankful for so much from family, friends, co-workers and our home town communities. We live in a great state!! Enjoy your Thanksgiving Break!





The Stanley County Student Council was asked by the Fort Pierre Development Corporation if they were willing to take on the challenge of decorating Triangle Park in Fort Pierre for Christmas. Pictured above are student council members and their parents building the decorations.

The Stanley County Student Council sponsored a change war during homecoming. The middle school collected almost 300.00, which they decided to donate to the PAWS Animal Shelter in Pierre. Pictured with PAWS representatives and dog Rusty is 6th grade student council member Hayden Roggow.



Fundraising for the School

Starting Point: The Principal

When planning a fundraising activity, start by speaking with your principal. It is important to verify that school policies (at school, from the school board, or from the state) permit your council to engage in fundraising.

- Identify any state restrictions on the types of projects that can be implemented.
- Review school board policies governing fundraising in the district. Many of these policies are quite detailed setting forth definitions of fundraising, as well as outlining prohibited practices (e.g., door-to-door canvassing, required participation, etc.) that your council might have been considering.
- Determine if any policies specifically name acceptable purposes for school-related fundraisers or stipulate a requirement for the principal's approval or other prior approval procedures.
- Have the principal review and approve any contract that may be associated with a fundraising activity.

Goals and Purposes

- With input from the council members, establish realistic and achievable financial goals for fundraising.
- Use clear, concise writing to state the purpose of the fundraising and identify specifically how the money will be used.

Member Engagement and Expectations

- Ensure that all members are aware of their obligations for council fundraising activities.
 - Define special obligations (time commitment, etc.) in the council constitution or bylaws.
 - Give members ample notice and time to plan for fundraising commitments and make any adjustments on their personal calendars.
- Share information about fundraising commitments with potential council members.
- If your council will have a rule about member obligations to fundraise minimum amounts, the rule should be reasonable and feature rewards for success rather than punishment for failure.
 - Incentive-based fundraising practices eliminate messy situations that arise from imposing consequences to a student who has lower fundraising successes.

Handling Money: The School Bookkeeper

- Meet with the bookkeeper prior to the start of the fundraising activity.
 - The bookkeeper should review money-handling procedures.
 - Establish a schedule for when the bookkeeper expects to receive funds.
 - Ask the bookkeeper for guidance to avoid theft, miscounting, or mishandling of funds.

Scheduling a Fundraiser

- Review the master activities calendar before scheduling a fundraising activity.
- Avoid dates on or adjacent to other fundraising projects already scheduled.
- Check members' academic schedules to avoid dates that conflict with trips, exams, or major class project deadlines.

Timetables and Deadlines

- Fundraising projects should have definitive start and end dates.
- Establish a daily/weekly timeline for turning in money (and unsold product if applicable).
 - Identify who receives money.
 - Create a deposit form to track who turned in how much and when.
 - Define what form of deposit is accepted. (Some councils ask members to have parents write checks for deposit rather than accepting cash.)

Evaluation

- After the fundraiser has concluded, schedule a council session to evaluate the activity.
 - Evaluate if the goals were met and identify what strategies or actions contributed to or prevented meeting the goals.
 - Were the policies and procedures about the fundraiser clear?
 - Did the officers or project chairs have all the information, help, and resources they needed?
 - What was the level of membership participation?
 - Was this the best time of year for the fundraiser?
 - What can members suggest to improve next year's fundraising activities and what mistakes should be avoided in the future?

Winter Spirit Week 2017

Project Category	School Spirit/Student Engagement
School Level	High School
Date	December 18, 2017–December 18, 2017
Location	Houston, Texas, United States

In order to increase the school spirit in the winter season and relax during the finals week, Student Council hosted the Winter Spirit Week. Throughout the week, the students were encouraged to wear clothes in according to the theme for the day. On Monday, the theme was “Slip into Finals” and students were encouraged to wear slippers. On Tuesday, the theme was “Don’t Be a Grinch, Random Act of Kindness” and students were encouraged to wear Grinch green. On Wednesday, the theme was “Sock it to Finals” and students were encouraged to wear fuzzy and crazy socks to school. On Thursday, the theme was “Hats Off to Kids!” (Child’s Play charity event) and students were encouraged to wear hats of their choice. On Friday, the theme was Ugly Sweater to End the Semester and students wore ugly sweater and participated in the Winter Celebration. Winter Celebration, also hosted by Student Council, is an event where students were given the opportunity to participate in fun games and competitions and express their creative side by creating their own videos ranging from music videos to public service announcements for which students compete for a prize. Also, throughout the week, the students were appreciated by being provided breakfast in advisory. The week provided students the opportunity to relax and release some stress during the grueling finals week. It also provided students the opportunity to enjoy the festive season by dressing up in Christmas theme.

Board members from SDSA recently attended our Region IV Leadership Summit in Minneapolis October 26-28th. States attending were South Dakota, North Dakota, Wyoming, Minnesota, Wisconsin, Michigan. Board members attending were Alley, Ben, Jeffery, Grace, and Sydney. Some great networking and leadership activities were part of the summit.

