

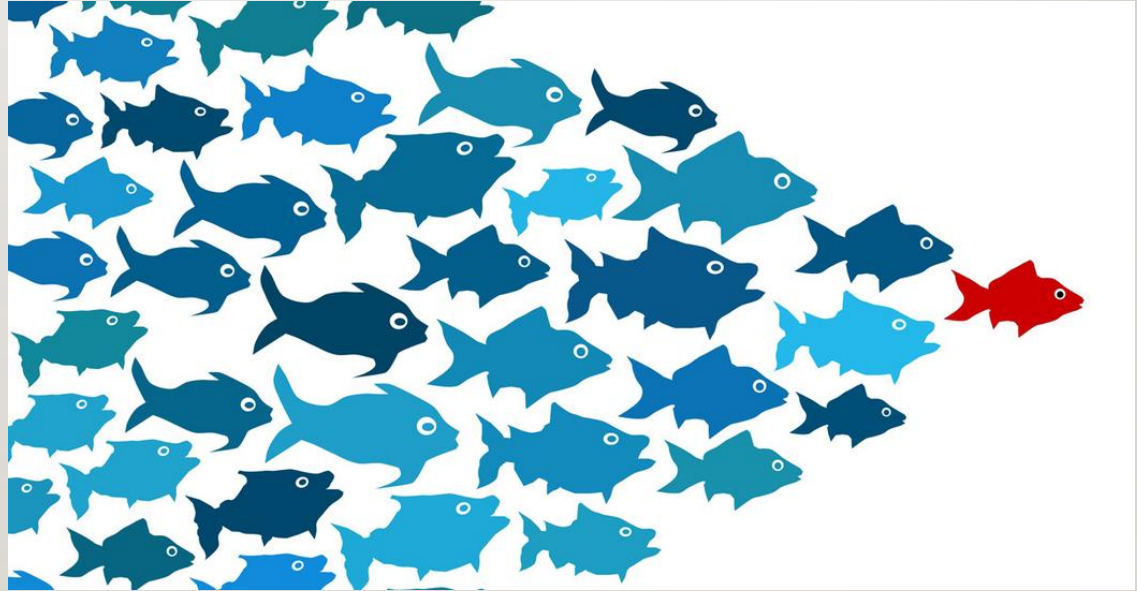
CUDA LEADERSHIP MEETING

2020-2021



AGENDA

- Introduction – mission statement and vision
- Leadership
- Communication
- Be Organized
- Club Paperwork
- Monthly Reports
- Consitution
- Internal Accounting
- Goal Setting
- Know people
- Advertising
- Community Service
- Activities
- Club Pictures
- Homecoming
- United Way
- Social Media
- Mandated Programs
- Work Together

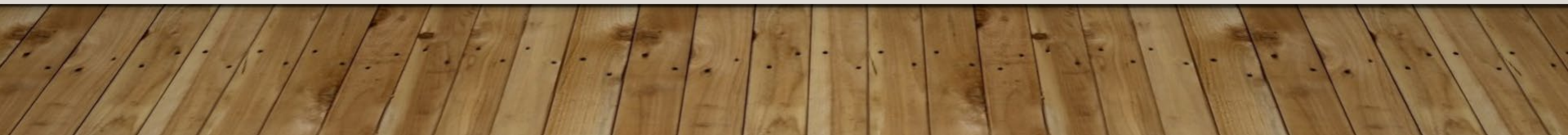


MISSION STATEMENT:

“The mission of Coral Reef High School, in partnership with all of its stakeholders, is to create a community of learners who embrace their diversity; yet work together, united by a common purpose, to acquire the knowledge and skills required for success as citizens of a global society”

Our Vision:

Coral Reef is a creative place where students feel safe and are enthusiastic about learning and participating in school activities. A variety of curricular offerings, theme-based academies, extracurricular activities, and athletic programs provides students with meaningful, well-rounded educational experiences.



STAY CONNECTED:

School Website:

crhs.dadeschools.net

Activities Social Media:

Instagram: [@coralreefhs](https://www.instagram.com/coralreefhs)

Twitter: [@sr_reef](https://twitter.com/sr_reef)

LEADERSHIP

- Leadership is the ability of an individual to influence, motivate, and enable others to contribute toward the effectiveness and success of the organization or group which they are members of
- Leadership is the ability of an individual to set rules for others and lead from the front. It is an attitude that influences the environment around us.



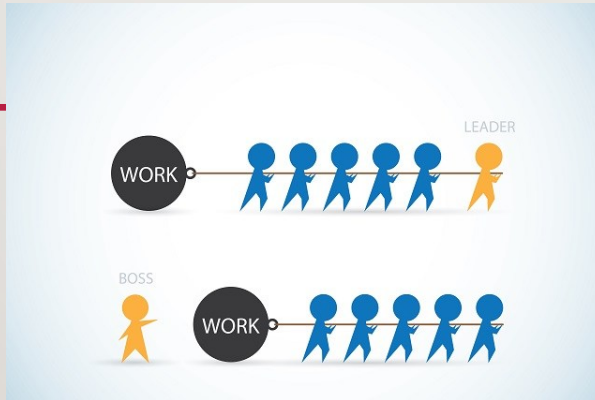
HOW CAN YOU BE THE BEST LEADER POSSIBLE

- You influence people- Create a positive change
- Classmates will follow you because of what you have done for them.
- A leader is great not because of his or her power, but because of his/her ability to empower others
- Integrity – not what we do so much as how we do it Builds trust and it results in a solid reputation.
- Accept responsibility
- Do your job with consistent excellence – be a model for others to follow
- Do more than expected
- Offer creative ideas for change and improvement instead of complaining of what is wrong or not working.

LEADERSHIP: A REAL LEADER KNOWS THE DIFFERENCE BETWEEN BEING THE BOSS AND BEING A LEADER

BOSS

- Drives his workers
- Criticizes
- Inspires fear
- Says “I” or “you”
- Rely on control
- Tell people what to do
- Focuses on themselves



LEADER

- Coaches his workers
- Encourages
- Inspires enthusiasm
- Says “we”
- Inspires Trust
- Teach you why and how to do it
- Focuses on the Team

COMMUNICATION: INFORMATION BEING EXCHANGED

- Never talk over others
- Be a good listener first!
- Clarity – be clear on what you expect and want from your group
 - Be Positive. Good energy is contagious
 - Get to the point
 - Maintain eye contact
 - Take Notes
- Check your email and know what is going on
- Make sure your club members are informed
 - Be fair with all your members
 - Ask...DO NOT ASSUME!

BE ORGANIZED:



- Calendar & Planner
- Take Notes/sections
- Reminders
- Make lists
- Prioritize
- Deadlines
- Research ways to do things
- Goals
- Delegate
- Always put things back in the same place
- Return what you borrow
- Plan your daily/weekly schedule
- Get plenty of rest

PAPERWORK DUE TO ACTIVITIES FOR YOUR CLUB TO BE RECOGNIZED

- Club Paperwork Due
 - Club Application
 - Club purpose
 - Constitution – Can be updated and changed with member voting
 - Member Roster from Club Day sign up
 - School Improvement Project
 - 1st meeting information



MONTHLY REPORTS DUE IN ACTIVITIES OFFICE – CLUB BINDER

- Meeting Agenda
- Minutes from meeting
- Sign in Sheet (can be a copy)
- Signed by Sponsor
- Paperwork must be Typed
- Due one week after your meeting
- MANDATORY! Or your club will be closed down.
- Club binder check will be done at the end of each month. Clubs who do not have paperwork updated will be shut down and not allowed to open up next year.

MONTHLY REPORTS CONT'D

- Monthly Reports additional paperwork due....
 - With **September** Monthly report: Goal Setting form and Demographic Report
 - With **October** Monthly report: Membership roster (In alphabetical order by last name – Include students name, grade, ID number) and School Improvement Project
 - With **February** Monthly Report: Mid-Year Evaluation, Updated membership roster and new Demographic Report.
 - With **May** Monthly Report: End of Year Evaluation, updated member list, service projects and community service hours club participated in

CONSTITUTIONS



- Must be up to date!
- New Club, Need a constitution, see Ms Santalo for assistance
- Only way to amend a constitution that already exist is through club vote.
- All Constitutional changes must be reflected in minutes of meeting where vote was held.
- Making large changes to constitution or adopting a completely new one requires all members are given information on the changes. Need all club members to vote and agree at the following club meeting.

INTERNAL ACCOUNTS

Club Dues - collected on OSP

- Fundraisers:
 - Fundraising Form (FORM 1018) Approval – 1 week
 - Presale (receipt book from school treasurer or OSP request form)
 - Request Quote for Approval (If over \$1000 you must have 3 bids and go with the lowest bid. Make sure the vendor is on the minority list, see treasurer)
 - Purchase Order for items – attach the quote/quotes to PO
 - Request Invoice (must be originals)
 - Fill out Check Req
 - Operating Report no more than 5 days after sale (FM-0996)





S

Specific

- State what you'll do
- Use action words

M

Measurable

- Provide a way to evaluate
- Use metrics or data targets

A

Achievable

- Within your scope
- Possible to accomplish, attainable

R

Relevant

- Makes sense within your job function
- Improves the business in some way

T

Time-bound

- State when you'll get it done
- Be specific on date or timeframe

GOAL SETTING LONG TERM VS SHORT TERM



- Short Term Goal is achieved quickly. They help you to achieve your long term goal.
- Long Term Goals can take all year long. Focus for your group or club
- Measuring Goals – Attainable? Realistic?
- Make a plan for your goal – Development, incentives, support, opportunity
- Each Club must turn in a Goal Setting Form due with your September Monthly Report

KNOW IMPORTANT PEOPLE: HELPS WITH COMMUNICATION AND INFORMATION

- *School Administration*
- *School Board Members*
- *PTSA President*
- *Lead Teachers*
- *Counselors*
- *Activities and Athletic Director*
- *Student Government and Class Officers*

ADVERTISING THROUGHOUT THE YEAR

- Flyers/ Banners MUST have activities approval in order to be hung up or posted on social media
- Only use cork strips to hang flyers and posters
- Take down flyers after you event
- Flyers/ Banners are not allowed on hallway walls.
 - Flyers in classrooms must be approved and hung by that classroom teacher .
- DO NOT place flyers on Windows or covering other flyers or announcements

ADVERTISING, CONTINUED

- Need us to help you advertise? DM us on Instagram post or tweet and we'll share!
- Send us an email to add your event to Cuda Connect santalo.rebecca@coralreefhigh.org
- Use CRTV Live to advertise crtv@coralreefhigh.org
 - Need 48 hours notice
- No morning or afternoon announcements. DO NOT send announcements to office for the PA.
- Email PTSA to be added to their Bulletin and Social Media ptsa@coralreefhigh.org

COMMUNITY SERVICE: KEEP LOG OF ALL THE COMMUNITY SERVICE HOURS GIVEN BY YOUR CLUB

- Collections must be coordinated with your club sponsor
- United Way: Month of October
- Thanksgiving Baskets: All clubs expected to donate for the Food drive. Due 2nd week of November
- Toy Drive: All clubs expected to participate and collect toys. Age breakdown will be given closer to November. All donations Due 2nd week of December
- Planning a drive on campus: All drives must be scheduled and approved by Activities office and sponsored by your club. No community service hours for donations, only for packing, delivering and physically moving donated items.
- Beautification Day: Sponsored by PTSA.



ACTIVITIES



- CHECK SCHOOL CALENDAR FOR DAILY EVENTS
- PROMOTE SCHOOL ACTIVITIES AND ATHLETIC EVENTS
- FOR CLUB ACTIVITY – USE A CLUB ACTIVITY REQUEST FORM. SUBMIT 2 WEEKS AHEAD OF TIME
- CHECK SCHOOL CALENDAR FOR DATES AVAILABLE BEFORE SUBMITTING A REQUEST FORM
- ADMINISTRATION APPROVAL NEEDED TO ADD TO THE CALENDAR
- YOU ARE RESPONSIBLE TO SET UP AND CLEAN UP AFTER YOUR EVENT

CLUB PICTURES:

- Club Day pictures are scheduled in October
- Schedule will be posted for the time your club is scheduled
- Please wear the same color or club shirt for club pictures
- Inform all your members of day and time
- No retakes, all clubs must be photographed that day



HOMEcoming THEME:



HOMECOMING 2020 EVENTS:

ENCOURAGE YOUR CLUB MEMBERS TO PARTICIPATE

- Spirit Week – Encourage your club members to participate. Seniors winners each day – Graduation Ticket
- Hallway Decorations – Homecoming Theme. Prize for winning Club
- Mr Barracuda – Fun and Brief Talent... Can be funny or a hidden talent
- Lip Sync Battle – Singles for Day show. Groups of 2-10 for evening showcase
- Powder Puff – Cheer vs Cudettes
- Movie Night – Ferris Bullers Day Off
- Reef Trivia Game – Bag of Spirit Items for 1st 40 classrooms to participate and submit answers
- Pep Rally – Club Officers for the Games
- Tailgate Party – Free. We want as many of you to participate and have fun.
- Halloween Costume Contest – Lunchtime Competition on the bench around fountain
- Homecoming Game – Student Section



LIP SYNC BATTLE

- Pick a GREAT song/theme - Remember to include CUDA Spirit in your performance.
- Application will be available in Activities Office. Due October 10th
- Day Performance – Single Performers only. (United Way show)
- Evening Performance- Group Performances only
- Group performance – 2 -10 participants
- Pay attention to rules sheet.
- Most Spirited class in attendance will get popcorn and cotton candy during lunch Friday, November 8th in the small courtyard

MR BARRACUDA – ENCOURAGE YOUR CLUB LEADER GUYS TO PARTICIPATE

- Auditions September
- Performance October

10am Talent Show/choose Top 10

7pm Mr B Pageant



HOMECOMING SPIRIT WEEK DRESS UP

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

HOMECOMING EVENTS

- October 21 – College Fair at Reef opens at 5:30pm. Need Reef ID to enter.
- October 22 - Mr Barracuda 7pm Tickets \$5.00. Ticket will be on sale October 18, October 21 and October 22 in Activities Office.
- October 23 – Hallway Contest Decorations put up
- October 24 – Hallway Contest Judging
- October 28 – Lip Synch Battle 7pm. Tickets \$5 . Ticket Sales October 23, October 24 and October 28 in Activities Office
- October 29 – Movie Night in the gym. Tickets \$5. Ticket Sales October 28 & 29 in Activities Office
- October 30 – Pep Rally, Tailgate, Homecoming Game
- October 31 – Halloween at Reef – Lunch time performance and costume contest
- November 1 – Homecoming Dance. Tickets \$80. Ticket Sales on OSP 9/23-10/4 and cash sales 10/1-10/4 in Activities Office

HOMECOMING SPIRIT WEEK DON'TS

- No violence or gang reference
 - No drugs or alcohol reference
 - Dress code compliance
 - No see through clothing
 - If not in Spiritwear, then must be in uniform
 - Must wear ID at all times
 - Keep it clean... this is school!
-
- **Be creative and have fun!**

HALLWAY DECORATIONS

- Applications for Club Participation
- Each Club will be given a section to decorate
- Must be Homecoming and Club Theme Combined
- Your Club must provide your hallway decoration supplies
- You will be allowed to start decorating October 22nd after 2:30 pm
- Judging will be October 23rd after school.
- Decorations must be taken down November 1st throughout the day

HOMECOMING REMINDERS...

- Applications for Hallway due by September 27th to Activities (16 hallways)
- Tickets for the dance on sale through OSP

September 23- October 4: \$80

October 1st – 4th cash in Activities Office

- Tickets for HOCO week activities
 - Mr Barracuda \$5 (\$10 for both day and night)
 - Lip Sync Battle \$5 (\$10 for both day and night)
 - Movie Night \$5
 - Tailgate “FREE”

Spread the word!!!!

UNITED WAY ACTIVITIES

- Class Collection – Month of October during 1st Period. Top 10 classes get prizes. Top 5 classes get prizes. Top class gets bigger prize.
- Academy Coin Wars – Week of October 14th & Week of October 21st
- Tri-M Benefit Concert – October 1st
- Powder Puff Game – October 15th
- Drama One Act – October 17th
- Mr Barracuda – October 22nd
- Hispanic Heritage Show – October 24th
- Lip Synch Battle – October 28th

SOCIAL MEDIA



- Sponsor must have access to Social Media Account
- Your paperwork must have all your social media handles
- Tag Coral Reef on Instagram for reposts on story and posts.
- Support each other on Social Media
- Social Responsibility
 - You are representing Coral Reef
 - Do not Reply to bullying or negative comments. Delete them.
 - Do not follow inappropriate accounts



TOP TEN TIPS:

HOW TO PROTECT YOUR ONLINE REPUTATION ON

SOCIAL MEDIA



DIGITAL FOOTPRINT

Your online interactions leave a permanent trail. Anything you post online cannot be erased, even if you delete it. Colleges and recruiters, prospective employers, and parents check your social media presence.



INTELLIGENT DIALOGUE

Display your leadership skills and enhance your online credibility by engaging in meaningful conversations. If an issue or concern demands attention, it is okay to speak up in a socially responsible manner.



RELEVANT CONTENT

Be authentic and engaging. Post unique and interesting content that will add value to your social media presence.



POSITIVE NETWORKING

Use social media to stay connected with friends, family, alumni and others who share your same interests.



APPROPRIATE CONTENT

Use your common sense. If the content you are posting is defamatory, sexually explicit, illegal, vulgar, confidential or plagiarized, then it is not appropriate for social media.



HIGHLIGHT SKILLS

Showcase your unique skills and interests by sharing all the great things about yourself, such as clubs you are involved in or community service projects.



PROTECT YOUR IMAGE

Manage your digital identity. Your online activity should mirror your personality and how you want to be perceived. Do not post material that can reflect negatively on your reputation.



BE IMAGE CONSCIOUS

Do not post photos or videos that you would not want your grandma to see. Make sure you are aware of all the photos and videos you are tagged in and that they pass the same test.



THINK BEFORE YOU POST

Do not post anything online that you would not say to someone in person or in a public place.



WORDS CAN WOUND

Say NO to cyber bullying! If you or someone you know is being bullied, report this information to the Bullying/Harrassment Anonymous Hotline at 305-995-CARE.

PRODUCED BY THE OFFICE OF COMMUNICATIONS

Use Social Media Wisely:

*Do not post without
sponsors approval*



USING SOCIAL MEDIA PLATFORM FOR YOUR CLUB OR TEAM. CONNECT AND TAG CORAL REEF FOR MORE EXPOSURE



News and Updates



News and Visuals



Inspiration



Visual Shares



Visual Shares

GET MORE FOLLOWERS ON YOUR SOCIAL MEDIA.....

- ▶ Post great content
- ▶ Tag Coral Reef and anyone connected with your post information
- ▶ Write a professional bio
- ▶ Use hashtags
- ▶ Use great pictures and show the variety of members on your posts
- ▶ Engage with other accounts, tag and comment on other posts
- ▶ Make sure your content is shareable
- ▶ Share other people's content
- ▶ Be creative
- ▶ Stay active
- ▶ Follow other users

MANDATED PROGRAMS THAT CLUBS NEED TO PARTICIPATE IN

- Suicide Prevention Month – September. Friday, Nov 20th Wear Yellow
- Cancer Awareness
- Starts with Hello – every club should be involved. (No Place for Hate)
- African American History Month/African American History Advocate—February (Black Student Union)
- Character Education of Nine Core Values (Values Matter)—Ongoing (SGA and various service clubs)
- Hispanic Heritage Month—September 15-October 15 (Caribbean, Salsa, Spanish Honor Society)
- Holocaust Remembrance Day—January 27 (Equal Access, No Place For Hate)
- Jewish Heritage Month—May (Equal Access, No Place For Hate)
- Women's History Month—March (Women of Tomorrow)

WORK TOGETHER...

GOOD
ENERGY
IS
contagious

- We are all Cudas
- Find clubs with similar interests and work together on projects or events
- Support each others events and support our athletic teams
- Find ways to let the student body get involved in your project
- Club needs a purpose all year long!
- Stay connected with SGA and Activities to keep student body motivated

QUESTIONS??

EMAIL OR SEE MS SANTALO IN ACTIVITIES OFFICE

Looking forward to a great year with you!!!

Make sure to communicate and let us know what your club or group is up to throughout the year.



Stay
Positive
WORKHARD
Make it Happen