**Middle School Student Council Advisor’s Guidelines**

1. September- Elect officers (8th Graders-they cannot be student council officers if they’re the class officers)
* President
* Vice President
* Secretary
* Treasurer
1. Have at least 3 meeting per school year.
2. One Fundraiser
3. One Community Event (Could be Halloween Dance& Valentine Dance)
4. Plan homecoming
* Get with High School Student Council Advisor and get dates and information about homecoming events.
* Plan theme for students dressing up for 5 days.
* Decide if you are going to do same topic as high school.
* Notify 6th, 7th and 8th grade advisors on homecoming clothing theme, homecoming topic, rules and date of decorating. Class advisors must be with their class while decorating.
* On Friday of homecoming week have judges judge the wall decorations.
* Announce the winners.
1. Plan middle school fieldtrip to Michigan Adventure
* Get with principal to see who is eligible to go and an open date to go.
* Set up bus driver’s through High School Secretary
* Register online: group sales give approximate # of individuals going. Do this month ahead of time.
* Morning of trip Superintendent needs to call (231-766-9959) after 8:00 am with final count, mastercard payment, and name of who will be picking up tickets.
* Michigan Adventure will fax receipt that Paul will sign and fax back.
* Count students heads before you leave school parking lot and before leaving Michigan Adventure’s parking lot.