

How To Run A Successful Inservice

▪ **STEP 1: SET GOALS**

- What do you want to accomplish at the inservice?
- Example:
 - Become more comfortable with each other
 - Make a schedule for the year & explain events
 - Make committees
 - Explore new ideas

▪ **STEP 2: WHEN?, WHERE?, HOW?**

- Set a meeting with the executive board and advisors to work out this step.
- Based on your goals decide how much time you will need to accomplish everything
- Choose a location
 - Example: library, classroom
 - Suggestion: avoid auditoriums. You want the inservice to feel personal.
- Work with advisors and staff to figure out supervision, and how much school, if any, your stuco can miss.

▪ **STEP 3: HOW CAN WE REACH THESE GOALS?**

- Schedule, schedule, schedule!

- In order to get all of your goals accomplished you need to plan out each step with times.
- Split up the work!!
 - Example:
 - President: schedule
 - Vice President: calendar
 - Secretary: state charity presentation
 - Treasurer: Games and food

▪ IDEAS FOR YOUR STUCO

- FOOD...
 - Nothing works a crowd like doughnuts, bagels, and orange juice
 - Have the exec board do introductions to student council while everyone is eating
 - Go over Rules, Guidelines, Attendance Policy, (all of the boring stuff), while Stuco is eating (not talking)
- Games...
 - Name Game
 - Headband Game
 - GET EVERYONE TO KNOW EACH OTHER!
- Giant White Board!
 - Write the Calendar
- HAVE FUN!!