

# Student Leadership and Moderator Planning Form for PROSPECTIVE Student Activities 2019-20

This questionnaire is an opportunity for both the Student Activities Moderator and their student leadership to set clear goals and expectations for how their club/organization will be run.

Section 1: General Club Information	
Club/Organization Name	
Moderator(s) Name	
Club President/Leader Name (* Required – this person will serve as student contact for your club)	President/Leader HR
Club Twitter/Instagram Handle (if applicable)	Club Website Address (if applicable)

Section 2: Meetings and Events	
Our organization will meet: <input type="checkbox"/> Weekly on: _____ (day of the week) <input type="checkbox"/> Every other week on: _____ (day of the week) <input type="checkbox"/> Other; please specify: _____	
Our meeting location (Room #):	Please select one: <input type="checkbox"/> I have reserved this space with the Scheduler. <input type="checkbox"/> I still need to reserve this space and will do so ASAP.
Please list any competitions, conferences, or special events your club is involved in this year (include dates):	

Section 3: Club Meeting Procedure
Describe how your clubs will be run. Approximate time frame, who will be leading, what topics will be covered, and what will students be doing?

#### **Section 4: Mission Statement**

Your mission statement should communicate your shared understanding of the organization's intended focus and direction, and describes what the club is (Who are you?).

#### **Section 5: Grad at Grad and the Student Experience**

How do you see this organization adding to the Student Experience here at the High? What do you hope your members will gain from this experience?

Which Grad at Grad do you both feel this club is most closely associated with? Explain.

## Section 6: Goals

Please outline your goals for the upcoming year (What do you hope to accomplish?). Try to come up with SMART goals— Specific, Measurable, Attainable, Realistic, and Time-managed.

## Section 7: Communication/Updates

Discuss how you would like the members/moderator to communicate about this club (MUDJ, HR mail, email, Remind, Twitter, etc.). Who is going to be responsible for these communications?

## Section 8: Possible Events

Besides meetings, what events will your club/organization host for the greater school population? Describe them and include possible dates.

Please sign this document as evidence that the expectations described above were a result of collaboration between the club/organization moderator and their student leader.

\_\_\_\_\_  
Moderator

\_\_\_\_\_  
Student Leadership