



New Berlin Elementary Activities Handbook

The purpose of this is to provide a basic overview of Student Activities that plays a role in the successful functioning of our school. Stipend positions are listed per the Collective Bargaining Agreement. If individuals want to split the stipend that can be done.

Career Day

Description: Coordinating an elementary school career day(s) that have value for both students and presenters.

Career Day Coordinator Responsibilities:

- Work with administration to determine date(s) and time(s) on an annual basis.
- Work with administration to seek career speakers through our online student registration process as well as the NB community.
- Secure career speakers and send them informational communications to confirm date, time, and location as well as the purpose, its goals, and what is expected from presenters. In addition, ask them for any additional space and/or equipment that they need for the day.
- Create a schedule with the necessary spaces for the teachers to follow.
- Communicate to teachers about preparing students for the event by discussing the importance of exploring different careers and encouraging them to think about questions they might want to ask presenters.
- Provide guidance on appropriate behavior and etiquette during presentations.
- Communicate to staff any special parking arrangements necessary for the day(s).
- Secure water and refreshments for the speakers.
- Coordinate a welcome table for speakers to sign-in and guide them to the assigned classrooms.
- Document the event(s) with photos, videos, or written summaries to share with stakeholders and for future reference.
- Gather and use feedback from presenters, teachers, and students after the event to assess its effectiveness in order to make future improvements.
- Follow up thank you to all speakers and gather any additional resources or information they may have promised to provide.

Coordinator is paid a stipend per the CUSD #16 CBA.

Spelling Bee

Description: All responsibilities listed below are for 4th and 5th grade students who may wish to participate in the school spelling bee, advance to the county spelling bee and beyond. The county spelling bee takes place in February each year.

Spelling Bee Sponsor Responsibilities:

- Registers the school for participation in the Bee
- Handles all correspondence with the County Bee coordinator
- Communicates relevant information to teachers and students
- Prepares materials for the teachers and students who are participating in the school and county spelling bee
- Hosts school Bee in January
- Chaperone students for County Bee
- Hold an informational meeting for 4th & 5th grade student
- Hold a morning (before contract time) and an afternoon practice (after contract time) two practices total or two after school practices (two practices total)
- Create and send information to parents via email, school website and/or Facebook page
- Work with 4th & 5th grade teachers and administration to set classroom and school spelling bee dates
- Work with custodians to communicate dates and set up information for the school spelling bee
- Send the classroom winners and school winners pictures and names to the New Berlin Bee and send a post to administration to post on the website
- Send County spelling bee information to parents and get permissions slips for those traveling
- Submit field trip request for the county spelling bee
- Drive the school vehicle to the spelling bee

Activities Include:

- 2 Practice Minimum
- School Spelling Bee
- County Spelling Bee
- Regional Spelling Bee
- Scripps National Spelling Bee

Sponsor is paid a stipend per the CUSD #16 CBA

Student Council

Description: A Student Council is a government body of students elected by their peers working together with an adult advisor. The student council members develop many important life skills during their term including teamwork, organizational skills, and leadership skills.

Student Council Sponsor Responsibilities:

- Promote school spirit and community service.
- Coordinate and facilitate regular student council meetings.
- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee elections and provide names of the officers to the administration.
- Oversee fundraisers and maintain Student Council Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.
- School Spirit
 - Fun Spirit Day Activities - Quarterly
 - Red Ribbon Week Activities
 - Pretzel with a Purpose Activities
 - Assist administration on quarterly PBIS celebrations and the creation of the Pretzel Pride school store.
- Community Service:
 - Canned Food Drive - stock the micro-pantry in town and the Loami Food Pantry
 - Angel Tree
 - Other

Sponsor is paid a stipend per the CUSD #16 CBA

Yearbook

Description: All responsibilities listed below are to successfully create and distribute the yearbook on an annual basis. The sponsor will possess strong organizational skills, attention to detail, creativity, and a genuine enthusiasm for capturing and preserving memories for students and their families.

Yearbook Sponsor Responsibilities:

- Curate the school's yearbook
- Coordinate with school administration, teachers, and students Lifetouch photo dates for School Photos, retakes, and any other dates necessary.
- Organize or oversee photo sessions for different school events, class pictures, and candid shots throughout the school year.
- Train with LifeTouch on how to work with the software in creating layouts and set submission dates.
- Work with the software to create layouts for the yearbook pages. This involves arranging photos, text, and graphics in an aesthetically pleasing and organized manner.
- Promote the sale of yearbooks to students and parents through various channels such as flyers, newsletters, and social media.
- Coordinate yearbook ordering and ensure distribution.

Sponsor is paid a stipend per the CUSD #16 CBA

Young Author Sponsors

Description: All responsibilities listed below are to promote students in engaging in reading and writing activities so they are inspired and motivated to explore and create their own stories.

Young Author Sponsor Responsibilities:

This individual coordinates the annual Young Authors & Illustrators contest

- Work with administration to determine a budget for the event. (Title funds can be used)
- Set dates for kick off and date for entries to be submitted
- Create detailed instructions explaining the contest and the process for awards
- Communicate Young Author and Illustrator contest entry information to teacher, students and parents
- Set date and time for the awards ceremony
- Notify Kitchen staff and custodians of dates and set ups
- Order awards for winners and create certificates for all participants
- Scores entries
- Prepares and presents awards at school-wide assembly or awards banquet
- Cooperates with District Librarian to plan and host Author/Illustrator visits
- Works with librarian to plan Read Across America Activities for students and staff

Sponsor is paid a stipend per the CUSD #16 CBA