

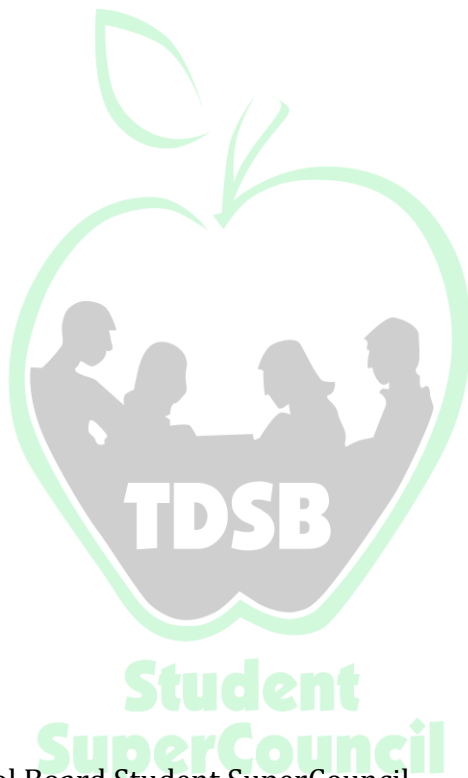


**SuperCouncil**  
www.supercouncil.ca



# **Student Activity Council Handbook**





SAC Handbook

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[www.supercouncil.ca](http://www.supercouncil.ca)

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... and countless student leaders across the TDSB

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## WELCOME

Student Councils are the foundation of school spirit in almost every school. You organise many exciting activities and fundraisers for the school and community. You also serve as the voice of students by representing each student in your school. You are the leaders of the future.

A leader is someone who effectively articulates ideas in order to inspire and motivate others to accomplish common goals. He or she is someone who has a vision, a strategy and tangible ideas to achieve success. Such a leader has the keen ability to actively listen to a broad range of perspectives and act in a manner that is inclusive of everyone. You encompass all of the above qualities and that is why you are currently a member of the most dynamic Council in your school.

A successful Student Council is represented through the myriad of events which encompass your responsibilities. In hopes of helping you plan thrilling events, SuperCouncil has provided you with the *Student Activity Council (SAC) Handbook*, the most innovative and detailed guide to student-run initiatives.

This resource is a compilation of years of experience from countless student leaders from around the city who were once in your position. It will assist you in developing your leadership qualities to their utmost potential. Use it well!

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## WHAT IS SUPERCOUNCIL?

The Toronto District School Board Student SuperCouncil is the student governing body of the TDSB, representing students in public secondary and middle schools in Toronto. We bring the *student voice* to the boardroom in the largest school board in Canada and one of the largest boards in North America. We also provide pillars of support and communication liaisons which further the needs, interests, and welfare of all Toronto District School Board students.

We have Student Trustees who sit at Board and Public Standing Committees. They bring issues affecting the students directly to the adult Trustees, as well as local representatives representing each TDSB quadrant, and each secondary and middle school.

The SuperCouncil also organises many city-wide conferences and events for Toronto's youth. We are able to achieve this effectively through the active participation of students in middle and secondary schools across the board. Our mandate is to provide consistent, responsible representation of all TDSB students at the appropriate levels. Finally, the concerns, issues, plans, ideas and initiatives will be passed on into the boardroom where it will be discussed among the TDSB Trustees.

Check out the SuperCouncil website for updates:

[www.superCouncil.ca](http://www.superCouncil.ca)

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## What are the roles of the students on SuperCouncil?

### Student Trustees

- Sit at Board and Public Standing Committees
- Uphold and promote the Board's mission and values in the performance of duties
- Inform executive of policies (affecting students) brought to the Board for consideration
- Are invited to all official Board functions representing students and the SuperCouncil
- Have a regular role on the SuperCouncil agenda to report and to gather input
- Present the students' voice at Board Public Sessions and Standing Committees

### President

- Acts as the primary spokesperson for the SuperCouncil
- Sets meeting dates, and agenda in consultation with the executive and staff advisors
- Chairs all SuperCouncil meetings
- Is responsible for ensuring the execution of initiatives set out by the SuperCouncil
- Is a member of all committees
- Helps facilitate communication among executive members and representatives from the four Quadrant Councils

### Vice-President

- Performs the duties of the President when the President is not available
- Performs specific duties as assigned by the President
- Organizes and chairs a committee to plan the annual SuperCouncil Leadership Camp held in the spring
- Coordinates the promotion of the camp to students across the TDSB

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## **Secretary/Treasurer**

- Is responsible for taking the minutes and attendance at all executive meetings and SuperCouncil meetings
- Produces the agenda in consultation with the President
- Produces and distributes the minutes in a timely fashion
- Keeps accounts of money spent as well as requests for meetings and conferences

## **Conference Chair**

- Organizes and chairs a committee to plan the annual Student SuperCouncil Conference held in the spring
- Coordinates the promotion of the conference to students across the TDSB

## **Communications Officer**

- Liaises with the Communications and Public Affairs Department of the TDSB to publicise activities of the TDSB SuperCouncil
- Initiates the creation of a web page linked to the Toronto District School Board website to promote TDSB SuperCouncil activities and initiatives
- Liaises with the Boards' Student Activity Councils

## **Alternative Representative**

- Acts as a Liaison between the SuperCouncil and the alternative schools
- Presents opinions, ideas, and concerns from the alternative schools in the TDSB



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## Quadrant Co-chair (two per quadrant) + Secretary

- Represents one of the four quadrants (Northeast, Northwest, Southeast, Southwest) and their respective secondary schools on the SuperCouncil
- Chairs meetings with all the middle and secondary schools in the Quadrant
- Responsible for students' concerns in the Quadrant and to ensure that needs are met at the Board level
- Maintains communication between students and the SuperCouncil
- Produces and distributes the minutes in a timely fashion

## What has the SuperCouncil accomplished?

Throughout the years, SuperCouncil has achieved many things which served the best interests of the TDSB student body:

- SuperCouncil created the **SAC Handbook** which you now see before you.
- SuperCouncil has worked with the Toronto Foundation for Student Success during **Feeding Toronto's Hungry Students Week** to raise funds towards nutritional programs across the city. SuperCouncil participated in activities such as the “**TTC Takeover**” to ask for donations and funding at local TTC Subway Stations.
- Every year the SuperCouncil hosts the most successful **Leadership Camp** in TDSB with the most diverse group of students from all around the school board.
- SuperCouncil successfully organized **Director's Day/Student Leadership Day**. This event allowed student representatives from all the secondary schools in TDSB to meet the Director of Education and also get in contact with SuperCouncil. Students expressed their viewpoints to each other and to the Director of Education.

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- SuperCouncil holds an **Elections Conference** every year in the spring to elect next year's executive and quadrant members on the Council. It is also an opportunity for students to communicate to TDSB Trustees in the board.
- SuperCouncil has spoken out against teacher cuts, obtained student consultation with the TDSB budget, and worked on ensuring that students get a greater voice in their schools and in the Boardroom.
- SuperCouncil wrote and passed in committee the revolutionary **Student Leadership Policy** which will ensure that all students have equitable and consistent access to leadership opportunities along with the creation of a student Council in every middle and secondary school.
- SuperCouncil created the **Homework Moratorium Policy** in the TDSB. This policy ensures that four days before exams begin, no excursions, assemblies or culminating activities will occur. It is also called the Pre-Examination Moratorium.

With constantly growing recognition and participation across the Board, together we can continue to make great strides in shaping our future!

### How can you get involved with the SuperCouncil?

Quadrant Council Meetings occur monthly in each of the four quadrants in the TDSB (NorthEast, NorthWest, SouthEast, and SouthWest). These meetings are open to all middle and secondary school students in the area and are held by elected Quadrant Co-chairs and Secretary on the SuperCouncil. Please see your Student Council staff advisor for more details on how to become your school's SuperCouncil representative. Quadrant

To figure out which Quadrant your school is in, check out:

[www.superCouncil.ca](http://www.superCouncil.ca)

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meeting dates are posted periodically on the SuperCouncil website.

For updates on events and initiatives from the SuperCouncil, visit our website:

[www.supercouncil.ca](http://www.supercouncil.ca)

The SuperCouncil also holds various initiatives throughout the year such as an annual Leadership Camp. Application forms for events hosted by the SuperCouncil are sent out to all secondary and middle school Student Councils and their staff advisors, are posted on Direct Line for staff to access, and are also posted on the SuperCouncil Website. Again, if you are interested, please speak with your Principal or Student Council staff advisor.

If you are interested in becoming an executive member on the TDSB Student SuperCouncil, elections are held around the end of April. Representatives from schools across the Board attend this elections conference to elect a SuperCouncil executive and Student Trustees for the following school year. Application forms are distributed to schools early in March and are also posted on the SuperCouncil website. Please see your Principal if you would like to run for a position or attend this conference.

The logo features a green apple shape with a silhouette of three people inside. The text 'TDSB' is written across the apple, and 'Student SuperCouncil' is written below it in a green, sans-serif font.

Student  
SuperCouncil

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These positions may not exist at every school, but from experience, this is the system that is in place at many schools.

## TYPICAL STUDENT COUNCIL POSITIONS

As elected members of the Student Council, it is the responsibility of these students to serve as liaisons between the administration and the student body in their respective schools. In performing this role, the elected Council will be asked to demonstrate certain leadership abilities in order to promote student participation in and around the school's community.

### Duties of the President

- Chair meetings
- Set meeting dates and agendas in consultation with executive and Staff Advisors
- Act as the primary spokesperson for the Student Council
- Liaise with school administrators
- Ensure the implementation of Council initiatives

### Vice-President

- Performs the duties of the President when he or she is unavailable
- Writes letters requesting services from companies

### Treasurer

- Keeps account of money spent and budgeting throughout the year
- Determines the distribution of funds to clubs in consultation with the Student Council
- Keeps track of club budget requests
- Ensures appropriate reimbursement for expenses

### Secretary

- Is responsible for taking the minutes and attendance at all Student Council meetings
- Takes minutes and attendance at weekly caucus meetings

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- Send reminders and notices to the Council.

## **Grade Representatives**

- Ensure that student voices from the representatives' respective grades are heard at executive meetings

## **Ads/Promotions Representatives and Spirit/Social Coordinators**

- Create posters promoting Student Council events
- Write and read announcements promoting the events

## **All Members should:**

- Participate in all Student Council activities
- Contribute ideas to the Student Council during the planning of events
- Attend all executive meetings
- Attend all weekly caucus meetings

Is your student Council doing enough? Maybe it is time to do a refresher on each member's individual responsibilities so that your entire Council can work as a team and get things done!



## LEADERSHIP

Besides all the allocated duties for each position, it is important for a member of the Student Council to be leader in its true sense. Aside from taking charge in new initiatives, running errands, and simply carrying out duties, each member should be a positive role model for all students. A true leader always demonstrates a positive attitude and shows respect for others in all interactions. The only way to really engage others to keep the channels of communication and dialogue open. It requires each person to actively listen and give due consideration to the perspectives that each person brings to the table.

***“It is our choices that show that we truly are far more than our abilities”***

**- J.K Rowling**

While you may be a leader yourself, you also need to realize that countless students in your school would love to have the same opportunities as you do but are never given the chance. Having a position on your Student Council means so much more than fulfilling your own duties - it's also about being the change you and your peers wish to see. Your role as a leader trickles down to each and every action you take. Do not get so caught up in the task at hand that you forget what being a leader truly means.

## THE STUDENT'S CORNER - LEADERSHIP

*"Leadership is not only making a difference in the school, but also about working together with others."*

*"Leaders are: empathetic, clear-headed, straightforward, thoughtful, determined, initiating, persevering and brave."*

*"I think a good leader is someone who is charismatic, who has an open-mind, and who isn't afraid to try new things."*

*"Leadership to me is the ability to step up for what you believe in, and inspire others to follow."*

*"There are many different qualities a leader can and/or should have. Nothing is concrete. However I believe being social, being able to be both independent and work in a group and feeling comfortable with voicing your opinion."*

*"A good leader takes the majority and minority into account. When the decision is reached, they don't just sit back and watch other do the work and sweat - they get in there and work hard too."*

*"Leadership is the ability to take charge and help direct a group while maintaining your own role as a general member of the group."*

*"Leadership: taking the initiative to guide others and having the objective to improve a way of doing something."*

*"A leader is someone who paves the way, somebody who isn't afraid to stand up for themselves or others. A leader is somebody who cares about other human beings and who isn't willing to just follow the herd."*

*"A leader has characteristics such as being: motivational, articulate, approachable, respectful, responsible, organized, and positive."*

*"Leadership is the ability to negotiate, compromise with, and direct peers in completing tasks, initiatives and events that benefit the school and its students."*

*"I think good leaders are ones who say what is on their mind instead of trying to please people all the time. A vital part of leadership is the*

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*will to do what is best for students, since that's who the SAC should work for. Of course, leaders need to be DEDICATED and put their heart and soul into what they do. And finally, a very important trait is preparation-knowing what needs to be done and how to do it."*

*"There are many qualities that define a good leader, however, to me the most important is respect, the ability to actively listen, and the ability to take the back seat and let others shine when time calls for them to."*

*"A quality a person possesses that guides people towards a common goal."*

*"A good leader needs to be able to work well with others, be open minded to the ideas that are presented to them, and need to be able to know when to step up or step back. A good leader doesn't need to be the best at everything, but they must be able to realize their weaknesses so that stronger members of the team can step up and take that position."*

*"Leadership is when you make a decision to get involved and share your opinion. When you take the extra mile and go beyond to help out someone else. When you support other people by helping them do something. Leadership is what you make of it. Everyone has potential to be a leader; it's choosing whether or not to express it that makes a difference."*

*"A good leader needs to be able to hear all sides of a story, and be a good negotiator. They must also be a good speaker and be able to take control of a situation."*

*"Leadership is the ability to take everyone's ideas and opinions and put them together into one big idea. That is how you truly succeed, both as a person, and as a team."*

*"A successful team has the ability to listen to each other and create a vision. The leader is the one who delegates, inspires, and makes the vision a reality."*



## THE IMPORTANCE OF EQUITY

Canada promotes and supports equitable values and initiatives. We give equal rights and opportunities to members of all backgrounds, making Canada one of the most multicultural and diverse countries in the world.

Having a variety of backgrounds on your Student Council will not only make your events more successful, but will help in making students in that particular group more comfortable in the school.

Your goal is to encourage tolerance and acceptance of others in your events. Avoid token gestures or stereotypical showings that may be offensive. Equity doesn't happen in a day; it is an ongoing process.

Diversity applies to gender, sexual orientation, ability or disability, ethnicity...etc. Many aspects of diversity may be beyond visible ethnicity.

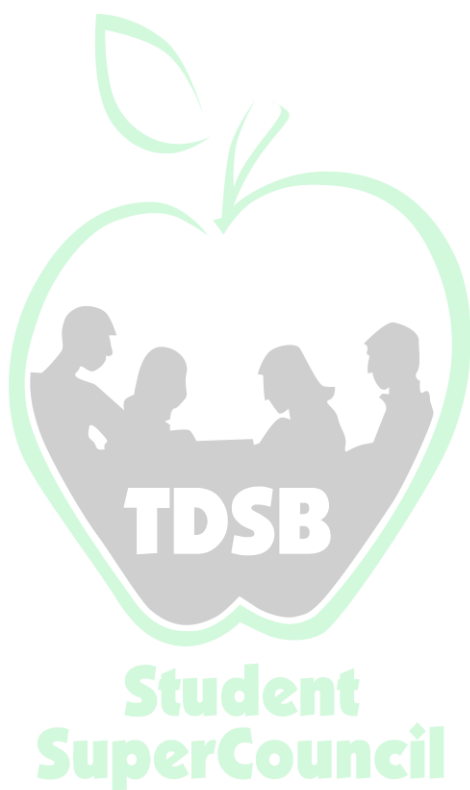
In a matter of conducting a business, organization or Council, having a wide variety of communities represented within your Student Council will show many diverse and creative sides to your operation and will give everyone their deserved voice. Having a diverse Council can bring more ideas, culture and appeal to the average student population with activities such as multicultural days and spirit weeks. Incorporating diverse elements to events can widen the overall experience of the events your Student Council is running. An example of this is including different categories in a school talent show. By doing this, you add variety to the event, thus encouraging more participation and culturally-driven spirit.

When conducting operations or electing a new Student Council, it is of utmost importance to pay attention to equity. Are there certain groups within the school which are not represented well enough? Encourage all students to take part in activities within the school, without bias based on grade, gender, ethnic/cultural background, abilities, orientation, or beliefs. A great way to have students feel they are part of the decision making process of the Student Council is to have an additional "Weekly/Monthly School-Wide Student Council Meeting". These meetings can give students a chance to be updated on the Student Council's initiatives, and an opportunity to share ideas and give input.

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This way every student gets the opportunity to have their voice heard. Alternately have a suggestion box to allow students to leave you feedback. As a Student Council, you are representatives of the entire student population. To ensure that you are indeed representing all the students, make it a priority to have equal representation on the Student Council.



## HOW TO EFFECTIVELY RUN MEETINGS

As a Council, the one thing that you will be doing the most as a group is have meetings. Try out these tips at your next meeting and watch how smoothly everything goes!

### Planning the meeting:

1. Set goals for the meeting. What needs to be discussed? What decisions need to be made? **Prioritize!** Not everything needs to be discussed, and not all the members may be interested in everything either. Make sure that everything on the agenda concerns everyone present. Perhaps certain topics should wait until a smaller committee meeting or a one on one discussion.
2. Inform all members about the mutually convenient date, time and location of the meeting well in advance, as some might have conflicts. **Have potentially absent or tardy members contact you beforehand** so that everyone is accounted for. Be sure that everyone knows exactly when, where (provide a map or directions if you wish), and how long the meeting will be. You may also want to pick a specific location, day and time for your meetings; this allows members to plan ahead and provides consistency.
3. Prepare an agenda listing the key information and topics of discussion.
  - Set a time frame for the meeting and certain topics to ensure that everything is discussed.
  - Consult with members of the executive to finalize the agenda to make sure that everything that needs to be discussed is on there.
  - Send out the agenda to all the members (especially those who will be absent) so that everyone knows what to expect.

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4. Discuss any food restrictions if you are planning to have refreshments at the meeting. Take into consideration allergies, religious restrictions, and dietary concerns.

**Here is a sample agenda:**

**SuperCouncil Executive Meeting**

**Date:** Wednesday, September 16, 2009  
**Time:** 5:00 PM - 7:00 PM  
**Place:** TDSB - 5050 Yonge Street

**Opening Remarks**

**Information Topics**

- 1. Introduction, Policies and Procedure**  
*Maryna Batova*
- 2. New Eat Smart Cafeteria Policy**  
*Maryna Batova*

**Discussion Topics**

- 3. Initiatives**
  - 3.1 TFSS- Feeding Hungry Students Week**  
*Mugaya Bagambiire*
  - 3.2 Executive Retreat**  
*George Wong*
  - 3.3 Leadership Retreat**  
*George Wong*
  - 3.4 SAC Presidents Retreat**  
*Maryna Batova*
  - 3.5 Super Council Handbook**  
*Gorick Ng, Jenny Williams*
  - 3.6 Environmental Centers**  
*Gorick Ng*
  - 3.6 Clean Train Coalition**  
*Maryna Batova, Gorick Ng*

**Before the meeting:**

- 1. Arrive at least 15 minutes early to set up.**

Your meeting place may not be in the same shape as you last left it. Are there enough chairs to accommodate everyone?

Does furniture need to be rearranged?

## 2. Make sure the attendees know where the meeting is taking place

Put up bright signs that are easily identifiable from a distance. You may have colours that have a special meaning to the group, or big and simple font that can be read easily.

Remember: try and keep the snacks simple and easy to eat (no cutlery necessary)

## 3. Food anyone?

If the group will be discussing and planning for a long time, it is best to order food. You must do so before the meeting starts because if you do this during the meeting it will surely cause distraction.

Also, refreshments should also be provided if meetings are around meal hours. As well, notices should be sent out before hand saying whether or not refreshments will be provided.

Some quick and convenient suggestions:

- Juice and cookies
- Fruit
- Pizza
- Assortment of sandwiches (veggie or cold cuts)
- Baked goods

When the food arrives make sure you openly offer to all the guests, as they will be hesitant to helping themselves.

### During the meeting:

1. **Start on time.** Everyone is busy and their time is valuable.
2. **Welcome everyone to the meeting.** Also introduce yourself and have the attendees say their names (if necessary). This will help break the ice and guests will begin to feel more comfortable.

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3. **Circulate an attendance sheet** with blanks for contact information of the members if needed (name, email and/or phone number should be some categories).
4. **Assign a note taker - if the Secretary is unavailable.** Make sure that the minutes are taken in a way so that members can review them if needed and that absent members can still understand what went on at the meeting.

Here is an example of minutes taken at a meeting:

Agenda Item	Discussion	Action
<b>1.1 Outdoor Education Report</b> <i>Jenny Williams</i>	-Very well put together -Went to the Boardroom on October 8 <sup>th</sup> -Being reviewed by staff -Current status unknown	- Staff advisors to help keep us updated
<b>1.2 TFSS Coin Drive</b> <i>Mugaya Bagambiire</i>	-A lot of helpful Harbord C.I. students -SuperCouncil + Harbord raised just under \$2,000 -Altogether just under \$12,000 was raised at TTC platforms	
<b>1.3 Urban Diversity Strategy</b> <i>George Wong</i>	- Purpose of the meeting was to decide if it was necessary to keep the group going or to discontinue further meetings -Very confusing meeting.	- Next meeting in two months - George and Betty will keep us updated

5. **Create a speakers' list if needed.** When someone wants to speak, record their name on a list and work your way down. This helps the meeting run much more smoothly and helps avoid one-on-one discussions and off-topic tangents.

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6. **Keep the discussions on topic.** Gently remind the group when the conversations are getting out of hand and steer the group back on track.
  
7. **Guide the Conversation.** If the conversation is not very productive you must become the discussion director and possibly give the guest more information on the topic or ask questions like:
  - What do you think of the \_\_\_\_\_?
  - How can we improve the \_\_\_\_\_?
  - Is this the best possible answer?
  
8. Conclude the meeting by recapping all the main point of the meeting (the note taker should do this) and discuss the next meeting date and location. Also you may want to remind everyone to sign the contact list if they haven't already. Lastly make sure you thank everyone for their time and input.

### After the meeting:

1. Make sure that everyone understands what is expected of them in between the meetings; set a few realistic goals.
2. Minutes should be sent out ASAP so people who could not attend can also know what went on.
3. Clean up the mess, if there is one.
4. Prepare and send out the minutes of the meeting to all the Members. Make sure that each member is aware of what they need to do before the next meeting.

## MEETINGS CHECKLIST

- Set Goals for the meeting**
- Inform all members about the mutually convenient date, time and location of the meeting well in advance**
  - Have absentees contact you beforehand
  - Circulate a map and directions if needed
  - Let members know how long the meeting will be
- Prepare an agenda listing the key information and topics of discussion**
  - Finalize the agenda with members
  - Ensure that important topics are discussed and hold onto smaller ideas for committee meetings
  - Send out agenda before the meeting to everyone
- Arrive early to set up**
  - Ensure doors are open and environment is ready
  - Put up posters with directions if necessary
  - If the site is not yours, let the administrators know of your presence
  - Order the food
- Hold the meeting**
  - Start on time
  - Circulate an attendance list
  - Assign a note taker / keep a speakers list
  - Ensure discussion is on topic
  - Set Next Meeting Date
- Set goals and ensure that all members are aware of their responsibilities in between meetings**
  - Keep a list of everyone's job for next meeting
- Prepare and send out meetings in a timely manner**
  - Within a week is best so that people do not forget
  - Remind everyone of their responsibilities



## **BENEFICIAL BUDGETING**

Not only is budgeting essential for your Student Council's success, it impacts the other Councils within your school as well. The key to budgeting is to aim to spend less than what you have. Typical to any business or person budgeting for a project, most likely you will spend more than your planned budget.

### **1. How to get all the money we need and deserve**

Before your SAC can decide how to distribute your budget throughout your different school Councils, you must first receive the money from your administration. Usually, it is your school Principal and administration who decides how much to allocate to you. If you are unsure of what your budget is, ask your Principal. Since the overall budget is derived from the student activity fee that each student pays each year, each school's budget will vary depending on how large the fee was. If you believe that the funding is not sufficient, a good idea is to set up an appointment with your Principal through your Student Council advisor to discuss the issue. Principals are extremely busy, so it is essential that you prepare all the documents, numbers, and other important materials before the meeting. Discuss the issue in a professional and friendly manner so that your proposal can be taken seriously.

### **2. How to fairly distribute funds among school groups**

As a Student Council, you have to be able to effectively distribute the money throughout your school. As the leadership Council of your school, you cannot plan the overall distribution around the amount of money your Council needs. A good way to get an accurate estimation of what each Council needs is to

The student activity fee varies from school to school. Some schools charge more than others, which is why the amount your student Council receives may not be the same amount as the next school. Items that are included in the fee also vary from school to school.

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Some semestered schools choose to complete a budget every semester as opposed to doing it annually. If your Council is having trouble distributing all the funds in one shot, perhaps you should consider doing it twice per school year. Remember to allocate the funds evenly!

have a summary of the events each Council had last year, how much money was given to them, and how much they had left over or how much they went over budget. Aside from doing this, you should also conduct budget meetings with individual club/Council and their representatives. The distribution of the budget should be finished by the end of October to ensure club activities are not endangered by getting their funds too late.

Prior to the actual meetings, you need to have announcements made to tell club presidents to sign up for an interview. Before the interview, club heads should prepare a chart explaining the activities planned, reason for funding, and how much they expect to earn from fundraising. During the interview, it is imperative that you remain unbiased as you might be interviewing your friends. It is advised that at least two people are present for each interview.

Always remember to have someone taking notes about the interview, so you can go back and assess what was talked about during the meeting. This way, you can bring your interview back to the whole Council so everyone can make an informed decision. All Student Council executives should vote on the decisions, and if they are a member of the club being discussed, their vote should not count.

### **3. How to manage your budget within your Council**

To successfully plan your budget so that you don't exceed the amount that you have, always aim to spend less than what you have. It is extremely helpful to have previous years' lists of the budget, how much was spent and also lists of the events that were run, and how much was raised through fundraising. From

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this point, decide on the amount of money you will need for each activity, and list the specific things that you will need to spend money on. It is helpful to break up your Council and maybe assign two people for every two activities so this step will be completed faster. Try to cut back on unnecessary costs on items that can be acquired second hand, or even borrowed from another Council. Always remember to factor in amounts that will be raised through fundraising, but be realistic about the amounts that you might make.

### **4. How to account for all the money spent**

The Student Council Treasurer should keep notes on all of the money earned and money spent. Have him or her update the Council every month on the amount of money in the account. It is also a good idea to keep photocopies of receipts in case they get lost. It will be of great help if the Treasurer talks to the office secretary who is in charge of funding and budgets in your school.

### **5. Raise your own funds through fundraising**

If you feel as though you need more money than what was allocated to you by your school's administration another alternative is to raise the funds yourself. Plan fundraising events such as a school wide spirit week that will not only raise money but school spirit as well!

### ADMINISTRATORS ARE YOUR FRIENDS!

When planning events and conceiving new concepts for school activities, it is important to be aware that your school's administration should be involved throughout the process in order to ensure a successful outcome. Miscommunication between parties or individuals can lead to confusion, so make sure you clearly convey your ideas, leaving minimal ambiguity. Since the administration will not always view issues on the same plane as the Student Council, it is essential to be prepared for compromise. The following is a general sequence of steps to take when working with the administration:

When the new Student Council is elected, set up a meeting with the administration so that both parties can be introduced to one another. Be sure to leave a good first impression because these are the people you will be working with for the rest of the year.

**1. Get to know them.** Building a good relationship with the administration will greatly aid negotiation processes later on in the year. Contrary to popular belief, it will not make proposals any more successful for you or for the administration if you speak to them in serious and tense tones. Rather, establish a friendly and respectful method of conversing to pave the way for easier stamps of approval for events (but remember you are talking to adults!).

**2. Proposals.** When presenting your outline for the events of the upcoming year, it is ideal to plan as many events as possible. This is so that when the administration reviews the events and their descriptions, should they decide to not be in favour of a few, there will still remain a sufficient number to work with.

**3. Budgeting.** Many administrations embrace the philosophy of holding events or activities that will prove to be worthwhile and fun for the students instead of focusing on yielding excessive revenue. Therefore to increase the chances of getting your event

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approved, show them that by holding the event, the students will be the ones who will get the most out of it.

**REMEMBER:** Remind your administration of important dates, times and events. They are human too and can forget from time to time. Make sure that it does not conflict with your plans.

**4. Keep them informed.** It is important to report any changes or updates that may be of interest to the administration, as failure to keep them informed may give them the right to cancel the event. Although it's not necessary to turn to them for every minor change, keep them informed: remind them of important dates as your event could get mixed up among all their paperwork.

**5. Pick a regular contact.** If you keep jumping from one administrator to another, it will be less effective in the long-run. Therefore, it would be advisable to not only identify one member of the administration whom you are most comfortable with and but also who is most familiar with your Council and initiatives.

Arrive at least fifteen minutes before your meeting so that they know of your presence. If you walk in the door right on time or late, they may have been waiting for you and as a result decided to see someone else!

**6. Set up the appointment.** Administrators are busy people. It is always good to plan ahead. Be sure to set up an appointment days or weeks in advance and make sure that the time and location for your meeting is convenient for them. Administrators are busy people and therefore you may come across situations where the administrator has to cancel their meeting with you. Be sure to have a backup plan in mind. Do not get frustrated, but ask kindly to set up another meeting date.

### THE STUDENT'S CORNER - ADMINISTRATORS

*"Staff advisors play a vital role in SAC as they are the adults with the major decision making power, therefore the backbone of any SAC. They also help organize a lot of things and are an absolutely critical component to the SAC."*

*"Staff advisers play very important roles, they are there to support and to guide the student Councils. They give very helpful advice and constructive criticisms and prepare the student Council in case they face any opposition from the rest of the school."*

*"I can't say enough about our two staff advisors this year. They have just been so fantastic in supporting our Council. It's great if you have advisors that dedicate themselves to the Council as much as you do. Our advisors are there to liaise with our administration which takes a lot of pressure off of us. They give us a staff perspective of the actions we take and how those actions affect the school staff. They have helped tremendously in helping us draft Victoria Park's first Constitution this year and of course, they are always there to nudge us if we get off track."*

*"I think staff advisors are important, especially if the president or executives aren't able to make themselves heard, the teachers are able to step in and put us back on track. And because most of the teachers have had more than a year of experience, they lend us ideas about what works and what does not."*

*"Of course they do, they make everything happen. They do all the boring paper work ;) and they guide and correct our mistakes at the sideline."*

*"Involved staff advisors are so important on a student Council. As students, we only know so much about our school and how things work. Staff advisors are there to guide you in the right direction and keep you from dreaming too far. Certain events are not possible at certain schools or at certain times in the year, and without a staff advisor to step in and bring you back to reality, you might find yourself biting off more than you can chew."*

## MAKING EVENTS MEMORABLE

It is not rocket science to understand that the heart and soul of every Student Council lies in the many events that are hosted. While success is projected for every event, measures need to be taken to ensure that the outcome coincides with what was planned. It is therefore imperative that proper preparation, attention and organisation be imposed.

Some Councils plan forever for an event but are discouraged when they find that only a handful of students are actually interested! Careful planning will help avoid that problem.

Talk to your administration before and during the planning of your event to ensure that it coincides with your school's rules. Otherwise, all your hard work could go to waste when you find out that you are not allowed to do your event!

As different events may require diverse approaches to guarantee success, there are some simple rules that should be followed in order to ensure not only an awesome event but a memorable one too!

To plan an AWESOME event:

- 1. Be innovative.** Try to stir up new event ideas because repeating what your predecessors have done in a previous year may come across as unoriginal. It is, however, suggested that you seriously consider events that have come across as successful in previous years. Perhaps previously unsuccessful events can be turned around with careful planning! Even though events might have been unsuccessful in the past, it might easily be turned around with careful planning – so why not give them a second thought?

It is easier to assign different people to pay attention to certain details regarding the event. Make sure you maintain communication, otherwise things could fall apart!



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**2. Be appealing.** A common difficulty that every Student Council faces is involvement. When planning events, be sure to adapt and integrate events to fit the characteristics of your school and audience. Can you think of an activity that most of the population would enjoy? Try to appeal to as many groups as possible to ensure a successful outcome. Since the SAC represents the whole student body within the school, a strategy that may be useful, is to let the students have a say. Why not let the students suggest ideas by setting up a student input box or email. This way, students can also easily contact the SAC. Use what is “hot” right now to create events that everyone can relate to.

**3. Be organised.** Organisation is key both before and during your event. It will be the one factor that will determine how successful your event will be. During your preparation stage, make sure your entire team is aware of what is happening. If needed, delegate tasks and have everyone on Student Council doing something specific tasks. Be sure to set up a timeline as to what needs to be finished when. For example: Proposals must be in by September 3, Memos in Teacher Boxes by September 4, Host a meeting on September 5, etc. Remember Don't forget to send out emails prior to the event describing each person's position, where they should be, and when. Ensure that each person on the committee reads his or her email daily so that everyone is up to date. Remember to also complete all the smaller tasks related to the event well beforehand. It saves time and relieves stress.

**4. Be attentive.** It is absolutely vital that details are carefully analyzed/paid attention to. These details, big or small, can either



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make or break your event. Lay out the entire event in a schedule and examine it closely to ensure no loopholes are present.

Remember to host events that don't get boring to students who have been part of them already.

Keep in mind every school has a few students with great ideas that are not on student Council, so get student body input whenever you can.

- 5. Be open.** If it seems like all the good events have been done before, who better to ask than the students themselves! You may be surprised at all the creative ideas people have but never spoke up about them. If your Council has class and grade representatives, make use of them by having them seek ideas from the student body. Or create an email address for the students to send suggestions, questions, and feedback to. You can even invite any students with ideas to a large meeting and form your own committee!

Being open also means being open to lessons. After your event, spend a couple of minutes to debrief with your committee members. What went well? Did something happen that could have been avoided? Take notes and learn from them for next time!



## FUNDRAISING

These are some of the more popular events we gathered from Student Councils. If you have any ideas that were successful, we would love to hear from you. Visit our website and send an executive an email:

[www.superCouncil.ca](http://www.superCouncil.ca)

One of the greatest challenges in running a Student Council is fundraising. What you will find is that some of your events will raise little money or just break even. There are several events you can run, however, that are guaranteed to result in profit for your Student Council:

### 30 Hour Famine

The 30 Hour Famine is a charitable event that takes place all over the world. You must first bring this up to your Principal and ask if the school can be used overnight and/or on a Saturday. When approved you need to find the appropriate number of Staff Advisors willing to supervise the event. Next you must sign up for the actual event through your school at <http://www.30hourfamine.org/> There should be a minimum donation (maybe \$30-\$40 or \$60-\$70) and participation should be on a first come first serve basis. Once this has been established, plan the event from the beginning until the end. Depending upon your school, you can have an organized timed event, and allow students to participate in one space or a combination of spaces. Examples of spaces and ideas might include the Gymnasium (set up Video Games or movies), or a Reading/Study. Take advantage of your time overnight at school!

### Bake Sale

Bake sales sound generic, but trust the fact that it is a classic for a reason. If you gather donations or sponsors, everything you make is pure profit. Targeting important events where parents are involved, such as parent-teacher interviews or centering your bake sale around occasions where many students are involved,

Bake sales will only be successful if everyone enjoys it. Be sure to take note of allergies and certain foods that cannot be consumed by some people.

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such as sports games is recommended. Bake sales leave lots of room for creativity; you can also use it as an opportunity to showcase the diversity in your school by selling a range of selections representative of the students you serve. Freezies during hot spring days are a surefire hit and can generate tons of revenue on its own.

### Coin Drives

Some schools choose to pair up with local charitable organizations to conduct coin drives. Bottles are given to each room and students have the opportunity to donate some spare change to help a good cause. Most of the money is given back to the charity, but a small percentage is also shared with the Student Council. The classroom that raises the most money earns a prize (a free breakfast is just one of the many great ideas out there).

### Shave to Save

“Shave to Save” is a creative event that is easy to organize and run! Volunteers are asked to shave or wax their hair for charity (students or teachers). These volunteers can then set up “Goals” for the school in order for them to see them shave their hair. To illustrate: Hairy Howard is willing to shave his whole head off and wax his legs if the school can raise over \$1500. It is important to know that Shave to Save is run on the amount of donations generated, thus if there isn’t enough donations as requested by the volunteers you won’t see them shave their hair. The shaving/waxing of hair should be done at lunch in a public place where cleanup isn’t a hassle such as the gym. You must get an authorized barber, so be sure to go to local Barber Shops and ask for their assistance. They generally do it for free if it is for a charitable cause however if worse comes to worse a paid barber

Stress the fact that donations are completely voluntary. Some students may feel obligated to give money, which is not the point to this fundraiser.

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is better than no barber. As for the waxing, a proper wax machine should be used. In the end, not only is Shave to Save an event that benefits the community is a fun event to watch your friends and teachers shave/wax their hair.

### **Silent Auction**

Silent auctions are another great event to run at parent-teacher interviews or curriculum nights where there are parents. A silent auction is where items are laid out and people have the opportunity to bid on them on a sheet of paper. If you are willing to do some extra work, many businesses are willing to make donations to help you fundraise.

### **Student Price Cards (SPC)**

Student Price Cards (SPC) are another initiative because you do not have to spend any money to make a profit. SPC provide students with discounts at a variety of retailers across Canada and can be very appealing to the avid shopper. One thing to remember is to ensure that you begin sales as soon as possible in the school year to take advantage of the many students who would typically buy one anyways.

### **Talent Show**

Talent Shows are fantastic fundraisers because they combine a great spirit event with the opportunity for students in your school to display their talents. You could consider spending some money on giveaways for guests and prizes for the best act of the show. Other than that, there are not many other expenses, proving to be a very profitable event.

Simply contact the company and they will send you everything you need to get started:

<http://www.spccard.ca/>

You are not limited to talent shows. Multicultural nights, dance-offs and school idols are just a handful of other examples.

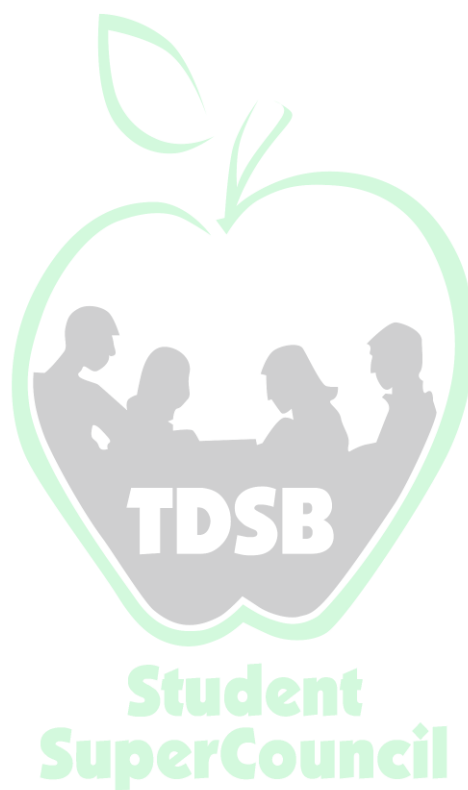
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Sometimes it's nice to step out of the box and sell something that is not generic to that holiday.

## Holidays

Holidays are not fundraisers in themselves, but can prove to be very profitable times of the year. Selling roses or candy grams during Valentine's Day is just one of the many possibilities.



## THE DUMMIES' GUIDE TO DANCES

### Before the Event:

Many Student Councils propose all of their larger events before the school year begins so that their event can take priority and any conflicts can be solved immediately.

Remember in addition to each team or group getting their tasks done, you should have meetings to ensure everything fits together well.

Have your treasurer update the Council more frequently during the planning of events to ensure that you are still on budget.

When in doubt, colours work and effective themes.

**1. Date, time, and location.** Check the calendar in your school agenda looking for any potential conflicts. More importantly, verify that no other major events have been proposed recently using the calendar that the administration usually keeps in the main office.

**2. Proposal.** Create a proposal in writing for the administration at your school for approval. Be sure to give in the proposal as early as possible, in order to make changes quickly in case changes need to be made.

**3. Delegate and Make a Timeline.** Assign specific roles to each Student Council member to ensure everyone is working towards one goal. Also be sure make a small timeline indicating what needs to be done when. For Example: Proposals must be in by September 3, Memos in Teacher Boxes by September 4, Host a meeting on September 5, etc.

**4. Budget.** Set a reasonable budget for the entire event and pinpoint specific expenses so that you do not overspend. Decide on ticket prices to offset the costs associated with the event and to generate any revenue if needed. Find out what the prices were in previous years and examine how successful it was.

**5. Theme.** Decide on a theme for the dance and work around that when considering equipment, decorations, and layout of the event.

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**6. Permit.** Request a permit from the administration. Many schools require a permit for any events occurring after 6:00 pm, so be sure that details such as this are taken into account.

**7. Staff.** Put notices in teachers' mailboxes and have your staff advisor send out emails requesting teachers to supervise at the event. Some schools set specific rules on the number of teachers you must have, so ensure that you meet the requirements. Teacher supervision is imperative, so do not continue with your planning until the supervision requirements have been met. In addition, police officers will be required at many events, so work with your administration to hire police officers. Door security is also needed. Some schools use students or private companies to pat down guests in an attempt to maintain security without hindering upon guests' comfort levels. If your dance is happening in school, your event needs to be discussed with the custodians to ensure a successful preparation and cleanup.

**8. DJ.** Book a DJ who has experience doing school dances and perhaps have him or her come in to do a lunchtime promo by playing music to help with ticket sales. Below is a list of DJs that some schools have found to be fitting for their dance/semi formal/prom or other events needs. None of these DJs are endorsed by the TDSB nor are they supported by the SuperCouncil. These are only suggestions that other student leaders would like to share with you.

**DJ Venn B. Soundcrew**  
416-230-6491

**DJ Midnight Blue**  
416-456-6483

Once you have a list of the staff members who are willing to supervise, keep them informed as to what is expected of them. Keep them updated as you would when dealing with the administration.

Many DJs work on a contract, so be sure that both you and the DJ come to an agreement on the event before you commit.

Most DJs know what kind of music to play, in any case make suggestions as needed.

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## **On Point Entertainment**

416-574-2576

416-882-1996

## **All Star School Events**

416-953-2543

## **DJ Glew**

416-358-8078

## **Flashpoint Productions**

1-800-268-1712

## **Red Entertainment**

905-696-7898

1-800-232-1946

## **Disc Jockeys Unlimited**

416-747-6411

## **Dee Dee Jays Disk Jockeys**

416-757-0641

## **GTA DJ**

416-614-9349

**OR...Try opening up your DJ search to your school. Look around your school to see if there are any talented DJs or even school bands that would like to DJ a dance. Some schools do this with great success. Not only does it save money, but it showcases student talent!**

**Student  
SuperCouncil**

**9. Advertising.** Put in announcements to be read to the school population in the morning and continue to do so for the duration of ticket sales. Consider using popular music hits as an introduction to the announcement to be sure to catch students' attention. In addition, upon approval of the design by the administration, print and put up the aesthetically pleasing posters around the school to promote the event. Many Student Councils also have students act as walking billboards around the school to further sell the dance.



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Instead of card stock paper tickets, you could use wrist bands for entry passes and either eliminate the paper tickets or use them for information purposes.

An event loses its appeal when ticket sales go on forever. Keep the sales short and close to the day of the event to maintain the momentum you have built up.

**10. Tickets.** For security purposes, print all tickets on cardstock paper and put the school seal on them. A professional and aesthetically pleasing layout will help in making and keeping students excited. To account for each and every ticket sold, number them off and keep a list of names that go with each numbered ticket to be used at the entrance of the dance. List important information such as the date, time, and location, as well as rules and expectations for the event on the ticket.

**11. Ticket sales.** Start sales no earlier than three weeks in advance to maintain a level of excitement. To encourage participation, consider having cheaper tickets for the first week of ticket sales or advertise a raffle for every ticket sold. For students who have not yet bought a ticket until the day of the dance, consider raising the prices of the tickets. Some schools allow guests from other schools to attend dances. If this is something your administration allows, work with them and determine a system for guests. Guest tickets are often more expensive, and any visitors must complete certain forms in order to participate. When selling tickets to students, consider making them distinct from school participants in order to tell them apart.

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## **Before the Event:**

Before guests arrive, set up a coat check in a separate room from the dance floor (this is mandatory at many schools) and establish any refreshment stations. This is also a great opportunity to make a profit with bake sales or glow sticks. Many students will have requests for the DJ during the dance, so set up a table to allow for this to happen. Do not open the doors until a large enough crowd has arrived to further raise the excitement level.

## **During the Event:**

During the dance, have hall monitors and Student Council members continually patrol the halls as well as guard the doors and coat check. You may want to ban in and out privileges for duration of the dance for security reasons.

## **After the Event:**

Congratulations for making it this far! Your sell-out dance is now coming to an end. After the students have retrieved their belongings from the coat check and have vacated the building, have Student Council members help the custodians in tidying up the facilities. Kindly thank all the staff for their help during the event with a card if you wish, and start preparing for your next successful dance!

Thank the staff graciously for their help. Treat them well because you may need them again for your next event!

## DANCES CHECKLIST

- Determine the date, time, and location**
  - Ensure that there are no conflicts
- Hand in event proposal to the administration**
- Determine the budget for the entire operation**
- Decide on a theme**
- Obtain a permit if necessary**
- Contact the necessary people**
  - Teacher supervision
  - Door security / student security / police officers
  - Custodians
- Book a DJ**
- Book Security (Ask a staff advisor for the TDSB Contact)**
- Advertise**
  - Morning announcements
  - Posters with approved designs
- Ticket design**
  - Location, date, and time written somewhere on it
  - School seal and numbered for security
  - Professional and aesthetically pleasing; cardstock
  - Expectations on reverse
  - Special tickets for guests
- Ticket sales**
  - Sales no earlier than three weeks prior to the event
- Execute the event**
  - Coat check at the entrance
  - Refreshments and glow stick tables
  - All entrances locked except the one in use
  - In/out privileges
  - Patrol halls / entrances
  - Doors closed until a large enough crowd has arrived
- Cleanup**
  - Thank staff

## THE STUDENT'S CORNER - DANCES

*"Casual dances give you a chance to just let loose and have fun, and the semi-formal gives us an opportunity to dress up, and enjoy a night of some glam and fun!"*

*"Halloween dances or costume dances always have the best spirit because everyone gets to dress up exactly how they want to! It also holds potential to give away prizes for the best costume which can encourage attendance!"*

*"Some cool dance ideas include: Super heroes, Hawaii, fantasy, opposite day where you could dress up like someone/something that is the opposite of you, or Hollywood/movie theme"*

*"I like the togetherness of everyone, how every student at my school is allowed to just kick off their shoes and have fun dancing the night away."*

*"It's great to have a good charity to donate the proceeds to because it makes the spirit that much better."*

*"My favourite dance theme for a dance is Fire and Ice. Some ideas of dance themes are: Masquerade, Hawaiian, the 80's...etc."*

*"It provides a chance for people to interact in a different social environment than a classroom."*

*"Dances are a great way to get together with a bunch of your friends and just have fun! I love getting the teachers to dance with my group of friends. It really shows their personality."*

*"The best type of dance is one where there is a theme that is decided by the students. The student Council could put together a vote for all the students in the school to decide on a dance theme out of a list of several themes. This way, more students will have a say in how the dances are planned."*

*"The most important thing that I have learned about dances is that you should use the people around you – have a student be the DJ, have the art classes paint decorations...etc."*

## SCHOOL SPIRIT SUGGESTIONS

Not all events have to make a profit. This is an example of an event that students will love, but instead of students spending their money, they are being treated by their leaders.

### **BYOB (Bring your own banana)**

The Student Council supplies free ice cream and sundae toppings for students who bring a banana to school. Otherwise they can pay a dollar for a banana.

### **Arm Wrestling Competition**

This is a popular event at many schools. Have students sign up to compete in an arm wrestling challenge, and award prizes to the winners. Some Student Councils even invest in a trophy with the names of each year's winners engraved on the side!

### **Hallowe'en Fashion Show**

Encourage students to wear their costume to school. Set up a cat walk in the cafeteria and sign up students to model their costumes. You could also award a prize for best costume or most original.

### **Grade 9 or 10 Day / Week**

Welcome the incoming grade nine or ten students to your school and start off the year leaving a great impression!

### **Karaoke**

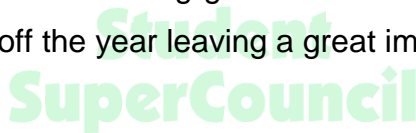
Bring out the inner musician in your peers! Consider purchasing prizes for contestants and allow the student audience to vote for their favourite singer!

### **Carnivals**

Carnivals can be expensive, but if executed effectively, they could be the most popular event of the year! Many schools enjoy renting dunk tanks, inflatable castles, and ice cream machines for this

It's important to ensure that negative initiation and hazing do not occur.

Some schools partner up with various community organizations to appeal to a wider audience. Then, not only are students of the school involved, but so is the entire community!



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event, but the activities are really limited to your imagination. This is another time when food sales would do well.

### **Club Crawl**

Club Crawl is more of a unified event requiring efforts from all Clubs at your school as opposed to only being run by the Student Council. Clubs are to set up booths in a large area such as the Gym and provide information about their club on a specific day. At lunch Students can walk around the area looking at clubs that interest them and join them. This is a great opportunity for Clubs to gather more members and for students to be notified about the diverse clubs offered. This event requires a tremendous amount of planning and needs time and effort from all Clubs at your school!

### **“Whack” your SAC**

Members of your Student Council volunteer to have whipped cream pies thrown at them. Students pay to put their names in a raffle to get a pie. Do it against a wall, use garbage bags for easier cleanup, and have the support of your caretakers first.

### **Pie Your Teacher**

This is similar to “Whack” Your SAC. Approval from your administration is extremely important for this one. If you are allowed to go ahead with it, you will find that some teachers do not mind volunteering for the event. Consider selling raffle tickets to raise money.

### **Food Drives**

Food drives are popular particularly during the winter holidays. Although this event does not contribute to the fundraising operations of the Student Council per se, it is a great initiative to

Ensure that any donated items are non-perishable.

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bring students together on a very emotional level. Students as well as teachers can participate in this worthwhile activity, and all proceeds will go towards a local food bank. A prize can also be given out to the class that raises the most money, like a free breakfast or pizza lunch.

## **Sports & School Mascot**

If your school has a mascot, have the mascot attend fundraisers, home games, and dances to increase school spirit. In addition, raise awareness on home sports games and encourage students to attend and support their school. Make announcements in the morning highlighting sports teams' accomplishments so that everyone can be proud of their own school and what they are good at.

## **Cheerleaders**

They are meant for school spirit. If your school has a team, use them at home games!

## **Encourage students to get involved**

Being part of a team or club makes students feel connected to the school. Encourage students to take part in all that the school has to offer. Market spirit events and encourage participation!

## **In-school sports tournaments (Intramurals)**

Put sign-up sheets and have students sign up in teams to compete against each other. Make a schedule and have them play at lunch in an available gym. Let other students watch in the bleachers. Your school could even consider investing in a trophy with an engraving of each year's winning team. It can become a tradition in the school.

Basketball, volleyball, and hockey are popular intramural sports that are not only fun to play, but fun to watch as well.

## EVENT VENUE SUGGESTIONS

These venues are not endorsed by SuperCouncil or the TDSB in any way. These are merely suggestions made by students just like you.

Event venues should be a reasonable distance from your school and easily accessed using TTC to make things easier on the students and ensure attendees

The following list was compiled by SuperCouncil after receiving suggestions from schools across the city. Students just like you used these venues in the past for their events like semi formal or prom. Hopefully they will be of use to you!

### **Arcadian Court**

401 Bay Street  
Simpson Tower, 8th Floor  
Toronto Ontario M5H 2Y4  
Tel: 416-861-6138  
Fax: 416-861-6615  
<http://www.arcadiancourt.ca/>

### **Atlantis Pavilions**

At Ontario Place  
955 Lakeshore Blvd. W.  
Toronto, Ontario M6K 3B9  
Tel: 416-260-8000  
Fax: 416-260-0552  
<http://www.atlantispavilions.com/>

### **Bayview Golf & Country Club**

25 Fairway Heights Drive  
Thornhill, Ontario L3T 3X1  
Tel: 905-889-4833  
<http://www.bayviewclub.com/>

### **Bellvue Manor**

8083 Jane Street  
Vaughan, Ontario L4K 2M7  
Tel: 905-761-7288  
Fax: 905-761-7988  
[www.bellvuemanor.com](http://www.bellvuemanor.com)

### **Cederbrae Gold and Country Club**

6431 Steeles Avenue East  
Scarborough, Ontario M1X 1N6  
Tel: 416-293-4161 ext.21  
Fax: 416-293-1214  
<http://www.cedarbraegolf.com/>

### **Courthouse**

57 Adelaide St East



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Toronto, Ontario M5C 1K6  
Tel: 416-214-9379  
Fax: 416-214-1715  
<http://www.liveatcourthouse.com/>

**Crystal Fountain Banquet Hall**  
60 McDowell Gate,  
Markham, Ontario L6G 1B5  
Tel: 905-513-1900  
Fax: 416-513-6585  
<http://www.crystalfountain.com/>

**Columbus Center of Toronto**  
901 Lawrence Avenue West  
Toronto, Ontario M6A 1C3  
Tel: 416-789-7011  
Fax: 416-789-3951  
<http://www.villacharities.com/main.asp?View=Columbus>

**Courtyard Marriott Toronto Downtown**  
475 Yonge St  
Toronto, Ontario M4T 1X7  
Tel: 416-924-0611 / 1800-847-5075  
<http://www.marriott.com/hotels/travel/yyzcy-courtyard-toronto-downtown/>

**Delta Toronto East**  
2035 Kennedy Road  
Scarborough, Ontario M1T 3G2  
Tel: 416-299-1500  
<http://www.deltahotels.com/hotels/hotels.php?hotelId=25>

**Ellas Banquet Hall & Hospitality Centre**  
35 Danforth Road  
Toronto, Ontario M1L 3W5  
Phone: 416-694-1194  
Fax: 416-694-1286  
<http://www.ellas.com/>

**Grand Baccus Banquet Hall**  
2155 McNicoll Ave  
Scarborough, Ontario M1V 5P1  
Tel: 416-299-0077  
<http://www.grandbaccus.com/>

**Le Meridien (Le Royal Meridien King Edward Hotel)**  
37 King Street East

Do YOU have venue suggestions that you think other students might like? Let us know! Visit the SuperCouncil website and get in touch with us! We'd be more than happy to include it in our next publication.

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Toronto, Ontario M5C 1E9  
Tel: 416-863-9700  
<http://www.starwoodhotels.com/lemeridien/kingedward>

## **Le Parc Conference and Banquet Centres**

(Two locations)  
8432 Leslie St.  
Thornhill, Ontario L3T 7M6  
Tel: 416-798-7246

20 North Rivermede Road  
Concord, Ontario L2K 2H2  
Tel: 416-798-7215  
<http://www.leparc.ca/index2.html>

## **Panorama Manulife Centre 51<sup>st</sup> Floor**

Manulife Centre - 51st Floor  
55 Bloor Street West  
Toronto, Ontario  
Tel: 416-967-0000  
<http://www.eatertainment.com/restaurants/panorama/>

## **Plaza Flamingo Dining Dancing Entertainment**

423 College St  
Toronto, Ontario M5T 1T1  
Tel: 416-603-8884  
<http://plazaflamingo.sites.toronto.com/>

## **Spirale Banquet Hall**

888 Don Mills Road,  
North York, Ontario M3C 1V6  
Tel: 416-391-5888  
<http://www.spirale.net/>

## **Sts Peter and Paul Banquet Hall**

1490 Markham Road  
Scarborough, Ontario M1B 2V9  
Tel: 416-291-7401  
[http://www.stspeterandpaul.com/contact\\_location.htm](http://www.stspeterandpaul.com/contact_location.htm)

## **Qssis Banquet Hall**

3474 Kingston Road  
Scarborough, Ontario M1M 1R5  
Tel: 416-261-7227  
<http://www.qssis.com/>

## PRINTING / SPIRIT WEAR SUPPLIERS

Again, these are suggestions made by other students about companies that do printing. Are you looking for a shop that can print your sweatshirts or spirit clothing? Need signs printed? Here they are!

Many schools design their own apparel for students even if they do not have uniforms to increase school spirit.

Please let us know if you have any printing supplies that have worked for you. Other students might be interested also!

### **ComeGetCustomized**

527 Yonge Street  
Toronto Ontario  
Tel: 416-907-4581  
[www.comegetcustomized.com](http://www.comegetcustomized.com)

### **Custom Ink**

Custom Ink is an online business  
[www.customink.com](http://www.customink.com)

### **Logo Magik**

371 Queen St. E.  
Toronto, Ontario  
M5A 2T1  
Tel: 416-364-6177  
Fax: 416-364-6190  
<http://www.logomagik.com/>

### **Marchant's School Sports**

849 Progress Ave.  
Toronto, ON  
M1H 2X4  
Tel: 1-877-439-4288  
<http://www.marchants.com/mss.nsf/contactus.html>

### **Me to We Style**

Tel: 416-640-2649 x. 111  
<http://www.metowe.org/community/me-to-we-style.html>

### **Proudnation**

<http://www.proudnation.ca/main.html>

### **Spread Shirt**

Spread shirt is an online business.  
[www.spreadshirt.com](http://www.spreadshirt.com)

### **To Be Seen Promotions**

20 Leslie St. Unit # 208,  
Toronto Ontario M4M 3L4  
Tel: 416-778-9644  
Fax: 416-469-5524  
[www.tobeseen.ca](http://www.tobeseen.ca)

### **VistaPrint**

VistaPrint is an online business.  
[www.vistaprint.com](http://www.vistaprint.com)

### TORONTO FOUNDATION FOR STUDENT SUCCESS

#### About Us

The Toronto Foundation for Student Success is the Toronto District School



Toronto Foundation for Student Success

Board's arm's length charitable foundation. The TDSB provides this non-profit organization with free office space and pays for all their administration fees so that 100% of the funds raised goes back to our TDSB students.

#### Feeding our Future:

- In Toronto one in three children live poverty
- 41% of Toronto students start the day without breakfast – how can students learn if they are hungry?
- Programs like The Jane/Finch Universal Breakfast Program feeds over 90 000 students every school day

#### TFSS Apple Program:

- Obtaining fresh fruits and vegetables can be a challenge for families living in poverty
- Collaborating with Ontario farmers it only takes 10 cents to provide a student with a delicious and nutritious apple
- The TFSS Apple Program currently exists in over 150 schools

#### The Premier's Milk Campaign:

- Milk is such as essential component to ANYBODY's diet
- The TFSS initiated the Premier's Gift of Milk Campaign
- In addition to raising awareness this program provided over 300,000 servings of milk to students in need in the past year

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## **Gift of Sight and Sound Program:**

- How can students learn with difficulties seeing and hearing?
- Professionals from organizations such as the Canadian Hearing Society go into schools to assess students' hearing and vision needs
- Free hearing assistance devices and glasses are provided to students in need

## **Other Programs:**

- Character Development
- Optimal Outcomes
- HOOPS4HOPE Program
- Sun Life Financial Investing in our Future

The organization advocates on behalf of students, aimed at eradicating factors that impede on student success including issues of poverty, hunger, poor nutrition, and violence. It is truly an organization that help empowers TDSB students to help their fellow TDSB students. Below are ways that you and your school can get involved!

**Feeding Hungry Students Week:** A week jam-packed with initiatives all week long to advocate for Toronto Hungry students  
**Change for Change Coin Collection:** 10 cents can provide an apple, \$1 could provide a student for a breakfast consisting of the four basic food groups. This small easy to start program can make a huge difference at your school.

**Adopt a Subway:** Student volunteers “adopt” a Toronto Subway station to educate the public and collect donations to fund student nutrition program. Get your school to adopt your local subway station!

## TDSB Student SuperCouncil - SAC Handbook

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### **End the Marathon of Child Hunger 5KM:** Challenge yourself!

Join hundreds of others, students and members of the community to complete the marathon and raise pledges to help fight child hunger.

#### **Other events:**

- Union Station Breakfast
- Apple-Growers event
- Savour the Flavour Kernels Popcorn event
- TDSB Day with the Toronto Marlies
- Have a Heart – Cookie Decoration
- Quiznos Healthy Lunch Days



***Together we can ensure all students succeed  
– but we need your help!***

#### **Hold a Fundraiser in Support of the TFSS**

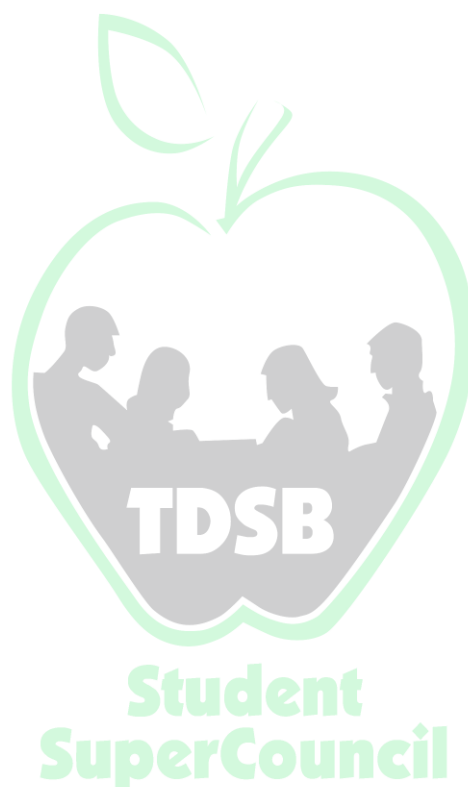
- *Students Helping Students* – the TFSS has a back pocket full of fun events to help raise funds for school nutrition programs. We have everything you will need ready to go so that the events are super easy to coordinate and implement. Please contact us for more information on how your school can participate in these activities.
- *Hold your own Fundraiser* – Use your creativity and organize an event or sale in support of the TFSS. Our staff is always here for support so please don't hesitate to let us know how we can help!

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### Send us your Student Volunteers

- Volunteering at the TFSS is a fun way for students to support their local community, gain valuable work experience and complete their mandatory volunteer hours



For further information, please contact Hal Whitcomb, Special Events & Fundraising Manager, at [hal.whitcomb@tdsb.on.ca](mailto:hal.whitcomb@tdsb.on.ca), or by phone at 416.394.4491. More information on the TFSS and its programs is available at [www.torontofoundationforstudentsuccess.ca](http://www.torontofoundationforstudentsuccess.ca)

## A Constitution

### Why does your Student Council need one?

Quite simply, having a constitution provides your Student Council with answers to fundamental questions. Such questions may include:

- Who is eligible to run for a position?
- What happens when a member cannot fulfill his/her duties?
- How should elections be run?

Instead of consulting with your staff advisor or Council members each time such a question occurs, it is much easier, faster, and more effective to consult the Constitution.

In addition, the Constitution provides a stable system of government within your school. It ensures that your Council, and each Council thereafter, follows the same purpose and maintains the expected roles. Without a Constitution, a Student Council may very well easily change the mandate of the group without contest. This attributes to confusion of expectations for the group and leads to the lack of reliance on the Council.

### My Student Council does not have a Constitution. How should we make one?

It is important to realize that not all Student Councils have the same Constitution. Also, once a Constitution is made, it is not set in stone. Change of priorities and positions do occur, but they should be in line with the original mandate. With that being said, here are the fundamentals of a Constitution:



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## **1. Article I – Name**

The full name of your Student Council

## **2. Article II – Mandate**

Purpose of your Student Council and the goals it tries to achieve.

## **3. Article III – Membership**

Various positions of your Student Council. This article may be divided into 2 sections: Executive (President, Vice President, etc.) and Council.

## **4. Article IV – Position Duties**

Responsibilities and expectations of each position in full detail.

## **5. Article V – Eligibility for Office**

Requirements for a student to run for any position on the Student Council.

## **6. Article VI – Staff Advisor Duties**

Role played by the staff advisor.

## **7. Article VII – Constitutional Amendments**

Procedures to follow in case of need to change the Constitution.

## **8. Article VIII – Resignation**

Procedures to follow in case of member resignation.

## **9. Article IX – Dismissal**

Conditions for a Student Council member to be dismissed from the Council and the procedures that the Council must follow to handle the dismissal.

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## 10. Article X – Vacancies

Circumstances that constitute a vacancy in the Student Council and the procedures to follow in order to fill such vacancy if need be. Please note that this is a generic model for your Student Council to follow. Any extra Articles or Subsections may be necessary depending on how specific your Council would like the Constitution to be.

Here is the first page from Humberside Collegiate Institute's Constitution:

**HUMBERSIDE COLLEGIATE INSTITUTE**  
**STUDENT COUNCIL CONSTITUTION**

Revised April 2009

**1. NAME OF THE ORGANIZATION**

This organization shall be known as the Humberside Collegiate Institute Student Council

**2. OBJECTIVES**

- (a) To conduct all student activities in an efficient manner in the best interests of the students.
- (b) To organize and/or help co-ordinate a variety of social events that will promote school spirit, involvement and identity
- (c) To maintain a form sportsmanship throughout the school befitting all Humberside students.
- (d) To deal responsibly with the financial management of the Student Council Funds.
- (e) Provide a forum for input and advice into matters of student life for students within the school.
- (f) To promote a mutually beneficial interaction between the students, the council, the staff, administrators, parents/guardians, and the school community.
- (g) To accomplish the above with the guidance and support of the Principal and Staff Advisors

**3. MEMBERSHIP**

**3.1 STUDENT BODY**

**3.1.1 DEFINITION**

- a) All students enrolled in the school must pay the full-prescribed membership fee to be decided upon by the Administration.
- b) Student activity cards will be made available as soon as they are issued.

**3.1.2 RIGHTS AND PRIVILEGES**

- a) Student Activity Cards will entitle holders to the following privileges:
  - I. Voting privileges in elections. Only students intending to return the following year may vote for the next year's Student Council.
  - II. Eligibility for all school and interform teams and clubs.
  - III. Student Yearbook
  - IV. Admission to all regular season home games.
  - V. Use of supervised school facilities before and after school hours.
- b) The Administration in conjunction with the Student Council has the right to impose restrictions on a student member if necessary.

### **Your Constitution should not be collecting dust!**

The Constitution is a very important piece of document that allows for the smooth operation of a Student Council without the headaches of student government bureaucracy. In addition, it gives a clear understanding of a member's roles within the Council so that he/she does not feel overwhelmed by a loss of purpose. As such, the Constitution should be readily available for everyone within the Council to view and analyze.

Another important factor to note is the need to update any sections of the Constitution if they are considered outdated. Perhaps a Student Council position is now obsolete or should be divided in two. Follow the procedures to make a Constitutional Amendment so that the Constitution stays relevant and is accepted by your Student Council.

### **Final Words**

Such a significant document requires the collaboration of the Student Council members as well as the Staff Advisor. Although intensive effort is required to make a new Constitution, the time and effort it will save you in the future will be worth it. The TDSB Student SuperCouncil wishes you the best of luck in your Constitutional endeavours!

### THE STUDENT'S CORNER - WORDS OF WISDOM

*"If you have the chance to run a leadership retreat at your school, even if it is only a small one with 40 students, take the challenge and try one! I applied for a grant this year and organized one and it was a huge success"*

*"If I ever have an issue, I ask the president or one of the execs to put my name on the agenda, and I tell the committee about what I think is an issue. I will also usually ask a teacher advisor prior to the meeting, to make sure it's okay to talk to the committee about whatever the issue may be."*

*"Make sure the event you are planning will have support outside of your SAC. Talk to your friends, and see if the majority of students want it to happen; it's useless to waste time and money organizing an event that no one shows up to. Know your school, take suggestions from the student body, and target events to your demographics."*

*"There are many means we as young people have to express our issues and concerns. I personally like to get other in my school and community involved by using social media sites such as Facebook, and creating awareness about the issue by using the resources available at school."*

*"Being on my school's student Council makes it a lot easier for me. I just bring up my issue and we have a discussion. Sometimes we'll come up with an awareness campaign or maybe a fundraiser to raise money for the cause. I also just talk to my friends and various acquaintances about it. The word of mouth is very valuable!"*

*"This year, our SLC at Victoria Park drafted the school's first ever Constitution, with the help of the SuperCouncil Handbook. The guide in the handbook was so helpful because it provided a basic foundation and structure off which we could craft the document. We're super-excited about this Constitution."*

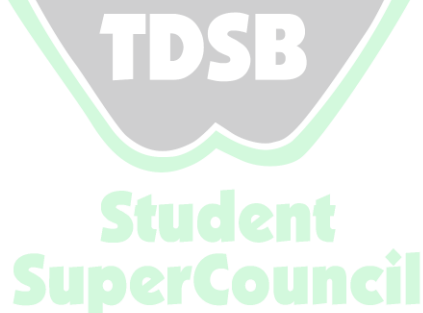
*"Be yourself and make sure to do what you love and love what you do"*

## SOME LAST WORDS

Congratulations on making it through the *SAC Handbook*! As representatives of the student body, you know the degree of careful planning and consideration that goes into each and every successful initiative. You have a wealth of information not only in your heads, but in those of your colleagues'. Now you have the *SAC Handbook*, a guide to help you turn those great ideas into reality. Feel free to email us at [supercouncil@tdsb.on.ca](mailto:supercouncil@tdsb.on.ca) if you have any questions. Winning a Student Council election is not an easy feat, but you managed to make it through. Now that you have, go out there and show them what you've got. Go. Wow them!

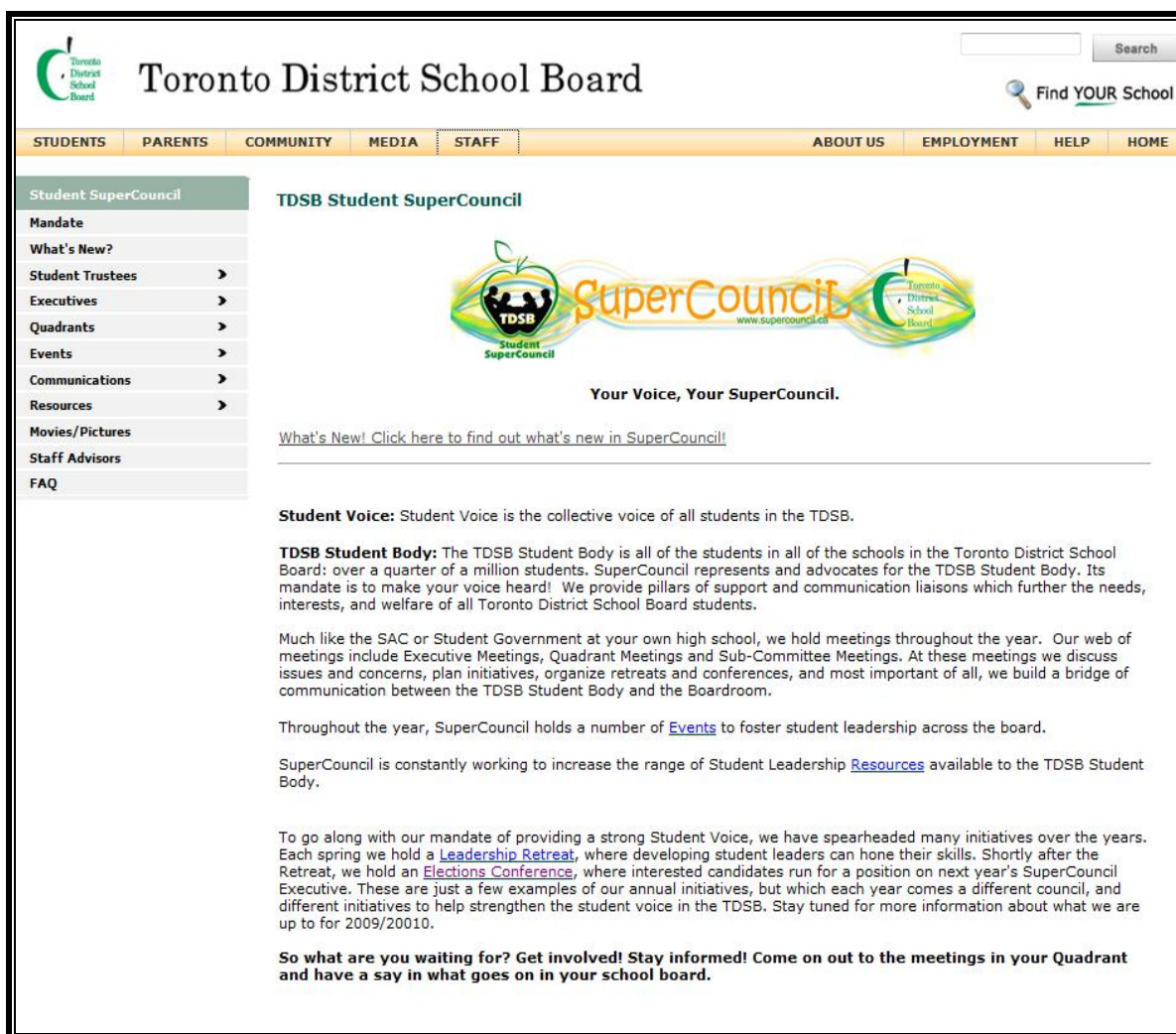
Yours in Education,

*TDSB Student SuperCouncil*



## Contact Us

Visit our website at [www.supercouncil.ca](http://www.supercouncil.ca)



**Student SuperCouncil**

**TDSB Student SuperCouncil**

**Your Voice, Your SuperCouncil.**

[What's New! Click here to find out what's new in SuperCouncil!](#)

**Student Voice:** Student Voice is the collective voice of all students in the TDSB.

**TDSB Student Body:** The TDSB Student Body is all of the students in all of the schools in the Toronto District School Board: over a quarter of a million students. SuperCouncil represents and advocates for the TDSB Student Body. Its mandate is to make your voice heard! We provide pillars of support and communication liaisons which further the needs, interests, and welfare of all Toronto District School Board students.

Much like the SAC or Student Government at your own high school, we hold meetings throughout the year. Our web of meetings include Executive Meetings, Quadrant Meetings and Sub-Committee Meetings. At these meetings we discuss issues and concerns, plan initiatives, organize retreats and conferences, and most important of all, we build a bridge of communication between the TDSB Student Body and the Boardroom.

Throughout the year, SuperCouncil holds a number of [Events](#) to foster student leadership across the board.

SuperCouncil is constantly working to increase the range of Student Leadership [Resources](#) available to the TDSB Student Body.

To go along with our mandate of providing a strong Student Voice, we have spearheaded many initiatives over the years. Each spring we hold a [Leadership Retreat](#), where developing student leaders can hone their skills. Shortly after the Retreat, we hold an [Elections Conference](#), where interested candidates run for a position on next year's SuperCouncil Executive. These are just a few examples of our annual initiatives, but which each year comes a different council, and different initiatives to help strengthen the student voice in the TDSB. Stay tuned for more information about what we are up to for 2009/2010.


**So what are you waiting for? Get involved! Stay informed! Come on out to the meetings in your Quadrant and have a say in what goes on in your school board.**

Our website is updated frequently. You will find a few tabs on the left hand side. On each tab, you can view our mandate, meet your executive team, keep updated on quadrant meetings and find out what's currently ongoing with the SuperCouncil! There are also helpful links that will link you to our Facebook group and direct you to download our SAC Handbook! You can contact your Quadrant Co-chair or any other executive member by e-mail through our website. Check back regularly for updates under the What's New? section and more contact information!



## TDSB Student SuperCouncil - SAC Handbook

Join our Facebook group:  
“TDSB Student SuperCouncil – The Voice of Every Student in the TDSB”



The screenshot shows the Facebook page for the TDSB Student SuperCouncil. The page header includes the Facebook logo and a search bar. The group name is "TDSB SuperCouncil - The Voice of Every Student in the TDSB". Below the name are tabs for Wall, Info, Discussions, Events, Video, and Photos. A text input field with the placeholder "Write something..." and a "Share" button are visible. The "RECENT ACTIVITY" section lists several discussions, including "Student Council Elections!", "Contents of Vending Machines!", and "Last Chance to Speak about Vending Machines!". The "Last Chance to Speak about Vending Machines!" post is expanded, showing a profile picture of Jenny Williams and the text: "Hey Everyone, We hope that you have been having a great end of year, and exams are going well. We would like to bring something to your attention that needs feedback immediately: ... See More". Below the post is the TDSB Student SuperCouncil logo and the text: "TDSB SuperCouncil - The Voice of Every Student in the TDSB Representing the entire Toronto District School Board, the TDSB Student SuperCouncil (or simply SuperCouncil for short) dreams of making your voices heard! With over 86,000 students in secondary and m...". The "Information" section on the left provides details about the group's category, description, and mission.

Another way to reach us would be to join our Facebook group! It is updated as much as our website is, and if you're a Facebook fan, this group is perfect for you! You can meet your executive team on Facebook and send them messages.









**Student  
SuperCouncil**