

BSU 101

This document was created by the Acalanes BSU.

You're a Club officer. What now?

- Look for previous documents. Are there any?
 - Does your group have a Google Drive, Website or Instagram?
 - If there are none of these things, start one. Start keeping records!
- Get passwords and access to your "electronic footprint"
- Read through documents.
- Create group chat with group members, create officer chat with officers. Other schools?

What is the Mission and Goals of the Club?

Do you have any changes? Ideas for next year?

Who are the officers?

What are the responsibilities for each officer in your club?

President, Vice President, Secretary, Treasurer (officer titles might vary)

Advisor

Who is it?

What they do -

What they don't do -

Parents & Community

How can they help? How to engage them.

Meeting Planning

History of Club. Have meetings been free form, or structured? Who plans meetings? Agenda?

Time keeper? Notes?

Budget/Finance/Fundraisers -

Do you have a budget?

Understand budget and finance works. [AUHSD Athletic Funding Policies and Guidelines](#)

ASB Fundraising?

Established Equity Clubs and some academic clubs have \$400 from APC. This money can be used for (list examples)

Social Media

☰ Social Media Tips /Tricks How to

Example Miramonte BSU Website

<https://sites.google.com/auhdschools.org/miramonte-bsu/home>

Event Planning/Activities

Celebratory & Awareness Months/Days

Acalanes District DEIB Website - [Diversity, equity, inclusion & belonging at AUHSD](#)

Kahoot

Consider using kahoots to engage BSU members.

Speaker

☰ Suggested Process for Inviting Guest Speakers to Your School or Club

Does your school have a process for inviting speakers?

Speaker Interest Form:

<https://docs.google.com/forms/d/1K-S-t2us8wY8fYaK9Tkd-WiA9fWjcvv3WSdaoD5nfAc/edit>

☰ Speaker ideas - Careers Info

Young Alumni list - speakers and resources? Affinity groups keep this?

Other BSU Aspects to Consider:

- Movie Night, Movie During Lunch
- Open Mic Night
- Fundraiser
- Field Trips
- Door Decorating
- Logo Contest, Stickers, Sweatshirts