

Helpful Hints from Fellow Advisors

Recruiting

- Present plans for TFIM: Student Project at 1st staff meeting after Administrator introduces it
 - Highlight your TFIM Students & what they have done in the past
 - Make TFIM appealing to ALL teachers—classroom incorporation
- Put a call out to all students who are interested in becoming part of TFIM.
 - Don't limit yourself to 15 students to start with.
 - Let students know that you will be “eliminating” students throughout the year—based on individual participation
 - Not everyone is able to attend conference—must be earned!
- Current TFIM students nominate prospective students
- TFIM team present to 9th grade classes
- Do a “commercial” for TFIM on channel 1
- Written announcement for all homeroom teachers/morning announcements
- TFIM recruiting video
- TFIM team set up booth at lunch showcasing projects/highlights from previous year
- Flyers/Posters
- Make applications available in a neutral, non-intimidating area
- A TFIM contract (with application) discussed and signed by student
 - Students must get references/recommendation from other teachers

Meeting Time Proposal to Administration

- Get approval to meet one half-day per month
- Rotating Schedule
 - Every month will be a different meeting time
- Submit a year-long calendar of meetings at beginning of school year
- Provide monthly update to administration (Progress Report of Meetings)

Interdisciplinary Projects as Team Projects

- Class credit for Student Projects
- Senior Project completion
- Team up with another teacher for pre-exposure to career opportunities
- Team up with English teacher for resume building/interviewing skills
- Team up with Art teacher for TFIM students to create TFIM awareness, brochures, posters, etc.
- Team up with a teacher to complete an off-site career exploration
- Team up with a teacher who requires their students to do a career-focused project
- Entrepreneur exposure

TFIM: Student Leadership Conference Requirements

- Major participation in at least 2 projects
- Attendance in 75% of meetings and daily attendance in school
- Must pass all courses
- Initial contract made with students should be followed
- Complete and exit interview with each student to review year and be sure they are willing to commit to requirements of Conference-attendance to Conference must be earned
- Come up with a point system that works for your team. Assign point values for each task completed. The members with the highest points in the end guarantee themselves a spot at the conference. Points can be assigned for anything that you wish- turning in paperwork, completing projects, etc. Partial points can also be given as tasks are completed.

Incentives/Motivation

- Have food/snacks at every meeting- ask parents to sign-up and host a meeting
- Start each meeting with a new team building activity
- Keep projects moving smoothly
 - Set monthly goals
 - Complete projects in steps
 - Simple rewards (ask students what they want for rewards—they often have smaller ideas than we do)
- Have students run the meetings
 - Appoint officers
 - Monthly meeting coordinator
 - Create Agenda
 - Plan ice-breaker / team building activities
- Prizes for winners of ice-breaker activity
- TFIM MVP, by project, by month—have students develop criteria
- Do something fun with the team at the end of the year to celebrate everyone's hard work. This could be a small outing / field trip or whatever your group decides, but the emphasis should be fun!

CTC Specific

- Piggyback TFIM & Skills USA by sharing projects (Attend Leadership Conference)
- Get acquainted session between TFIM & Skills USA
 - Find out requirements/information about Skills USA
 - Can it be incorporated with TFIM?
- Meeting times
 - Plan early with fellow teachers/students
- Get on the school calendar ASAP
 - Submit meeting times/project dates to Director
- Combine Shop requirements with TFIM student Projects