2016-2017

SMSTA Resource Guide

student MSTA

Greetings from MSTA headquarters!

I hope you had a wonderful summer and are ready to tackle the new school year. As many of you know, MSTA has decided to place greater emphasis on our college chapters and SMSTA members. That means we'll have lots of exciting changes to the SMSTA program that will help meet your and your students' needs even better. With that, I would like to introduce myself as the new field coordinator for student groups. I started this newly-created position in July, after working for nine years in the MSTA Governmental Relations department. In the past, field coordinators were assigned to colleges based on geography. Now I will be the field coordinator for all college chapters statewide. Our goal is to use this new structure to share ideas across the state with all campuses. I'm so excited about this new position and can't wait to work with you. I plan to meet with all of our chapters across the state, so look for more information from me to set up a meeting on your campus.

Some of the changes we are rolling out for SMSTA begin with this packet. It will look a little different from past communications you've received from us. Our goal is to better meet your needs with this revamp. You'll find a description of everything on the next page.

MSTA staff members look forward to speaking to students. If we can assist in any meetings or education programs, let me know.

I look forward to working with you on behalf of Missouri students and teachers.

If there's anything I can do to assist you, please let me know. Have a great year!

Sincerely,

Krista Meyer

Krista Meyer
MSTA Student Coordinator
Kmeyer@msta.org
800-392-0532

Inside this mailing, you will find:

- Marketing materials (please recycle any old materials you have). If you need more materials, call 800-392-0532
- A membership application. You can also use this to make paper copies, or print them from our website.
    - All members have to join each year so advisors and students need to go to www.msta.org/join to renew or join for the first time.
    - As a thank you to you for taking the time to serve as an SMSTA advisor, you will receive a complimentary membership as will your co-advisor if applicable
    - Some chapters collect paper applications on campus. I am happy to schedule a time to visit your campus to meet and pick up the completed applications. Or they can be mailed to:
      SMSTA Membership
      PO Box 458
      Columbia, MO 65205
      Please don't hold applications for more than 30 days. This will ensure that students have immediate liability coverage and access to SMSTA benefits, publications and services.
- Information on how to have your chapter featured in the School and Community magazine.
- A chapter information form. Please fill this out as soon as you can and return it by email (ktaube@msta.org), fax (866-472-5759) or in the enclosed, postage-paid envelope
- Information on SMSTA t-shirts available for order
- Chapter guidelines and suggested activities
- Convention information. We are changing the format of the SMSTA Convention this year. I hope that if you haven't been recently (or ever!) that you will attend convention this year to see the improvements we've made to increase learning opportunities and networking for SMSTA members and advisors statewide! Please fill out the form letting us know if you will be attending by November 1.
- SMSTA Service Award Application. These applications will be reviewed by retired MSTA members and the awards will be presented at our Convention. We would like award winners to give a 2-5 minute presentation on their service at Convention. This will allow other chapters to be inspired by the work of their fellow SMSTA members. The deadline for submission is November 1.
- Outstanding SMSTA Leader Award Application. This will be reviewed by retired MSTA members and the awards will be presented at Convention. Deadline for submission is November 1.

For legal inquiries call 866.343.6186

SMSTA School & Community page

We would like to add articles in three of our magazines this year about our student groups. 45,000 members receive this publication and various libraries nationwide and overseas. This is an opportunity to share with our teaching community what our Student MSTA chapters are involved in throughout the year. Tell us about your Student MSTA projects, fundraisers, awards, or events. We will also showcase your activities on the student website.

smsta.msta.org

The magazine works several months in advance. Deadlines are Sept. 16 for winter; Jan. 16 for spring; April 16 for summer.

Criteria:

- Submit a high-resolution photo of members in action (such as working on a project). Please supply full names of members in the photo.
- Write in third-person with the basic who, what, when, where, why.
- Include an email address in case we need to contact you for additional information.

Send this information to: editor@msta.org

STUDENT MISSOURI STATE TEACHERS ASSOCIATION
MEMBERSHIP APPLICATION

student MSTA

FOR OFFICE USE MEMBER ID.		Initial:

FILL OUT COMPLETELY WITH BLACK OR BLUE INK ONLY.

FIRST NAME: _____

LAST NAME: _____

COLLEGE/UNIVERSITY: _____

ADDRESS AT SCHOOL: _____

_____ APT #_____

CITY: _____

STATE/ZIP: _____

HOME ADDRESS: _____

_____

CITY: _____

STATE/ZIP: _____

PREFERRED MAILING ADDRESS: ❑ HOME ❑ SCHOOL

PREFERRED E-MAIL: _____

_____

HOME PHONE: _____

CELL PHONE: _____

BIRTH DATE [month-day -year] _____

SOCIAL SECURITY NO. [last 4 digits only] _____

CURRENT YEAR IN SCHOOL

❑ FRESHMAN ❑ SOPHOMORE ❑ JUNIOR ❑ SENIOR

OTHER _____

_____

❑ TRADITIONAL ❑ NON-TRADITIONAL STUDENT

WILL YOU STUDENT TEACH THIS YEAR? ❑ YES ❑ NO

IF SO, WHERE? _____

S-MSTA DUES ARE FREE **$ 0.00**

CHAPTER DUES *(Pay to local chapter)*

❑ Cash ❑ Check No. _____

❑ VISA ❑ MasterCard

Card No. _____

Exp. Date _____ / _____

Authorized signature _____

Please consider joining online.
It's fast, easy and secure.
MSTA.ORG/JOIN

Privacy Notice: Your Social Security Number and Date of Birth are used for internal purposes only and are never shared with outside entities unless required to do so by law.

Applicant's Signature	Date	S-MSTA Representative's Signature	Date

Official notice: Membership/liability insurance is effective when form and payment (if applicable) are received in the SMSTA state office or by the designated SMSTA representative. The SMSTA representative must sign above and enter the date when form is received. **LIABILITY INSURANCE POLICY PERIOD IS JULY 1 - JULY 1.**

Dues include a digital subscription to *School & Community.*

S-MSTA MEMBERSHIP • P.O. BOX 458 • COLUMBIA, MO 65205 • 800-392-0532 • 573-442-3127

Student MSTA t-shirts are available online.

Please go to *http://www.elitepromo.com/stores/msta/T-Shirts.htm*

"A good teacher is like a candle: it consumes itself to light the way for others – Anonymous"

This is a great shirt to wear to SMSTA functions, events, fundraisers, etc.
The cost is $12 per shirt. Shipping and handling will be added at check-out.
If you have questions about ordering, please call Cathy at Elite Promotions: 1-800-720-8516.

Online orders only, please.

$12 per shirt + Shipping and handling:

$.01 to $25 = $8 freight
$25.01 to $50 = $10 freight
$50.01 to $75 = $12 freight
$75.01 to $100 = $14 freight
$100.01 plus = $16 freight

Chapter Information Form

School Year_____

Name of College or University _____

Address of College/University_____

(Chapter's mailing address - to receive apps., mailings, etc.)

_____City_____State_____Zip_____

Officer Term Begins _____ (month) Local Chapter Dues $_____

Officers' names	Local phone number and email address
President_____	_____
Vice President _____	_____
Secretary_____	_____
Treasurer_____	_____
Other _____	_____

In an effort to maintain continuity at the various levels of Student-MSTA, it is important to have a complete list of current Student-MSTA advisers.

Name of Adviser
Dr. Mr. Ms._____ _____
Phone number of Chapter Adviser
Email address_____

Name of Adviser
Dr. Mr. Ms._____ _____
Phone number of Chapter Adviser
Email address_____

_____ _____
Chapter Contact's Name* Contact's Phone No.

_____
Contact email and mailing addresses (*Student officer or student leader with an email address)

Please return this form to:
Student-MSTA
P.O. Box 458, Columbia, MO 65205-0458

Or fax information to:
Student-MSTA: 866-472-5759

Chapter Guidelines

Planning effective meetings

Description and purpose
These guidelines are designed to assist chapter leadership to develop meetings, which are of interest and value to chapter members. While meetings are only one aspect of the total program, they are an important part in the effectiveness of your chapter.

Planning meetings

I. Determine the specific interests of your members

A. Interview your membership using questions designed to determine their interests.
B. Listen carefully to the day-to-day conversations of both members and non-members to discover topics that interest them.
C. Devote a part of a chapter meeting to the following activities:
   1. Assign members to small groups of four to six and allow ten minutes for them to develop and prioritize a list of desired activities for their chapter.
   2. Discuss the items identified as priorities as a means of clarifying or expanding activities.
   3. Make a copy of the priorities for use by the executive committee in establishing objectives, determining priorities, and planning activities.
D. Prepare member information cards to be completed at the first meeting. Allow space for the members to indicate their background and interests.
E. Use different patterns of questions in order to gain the specific kind of information you need. Some possibilities include:
   1. List possible activities and ask members to rank them in order of importance. Be sure to leave a space for them to include their own suggestions.
   2. Design open-ended statements, which help members to express their interests.
      Example: I want Student-MSTA to _____
      Student-MSTA can influence education in our school by _____.

II. Identify chapter objectives

A. Use the information received as a basis for establishing the objectives for your chapter.
B. Analyze the objectives carefully to determine the best ways for them to be accomplished. In some instances, projects, visitations, or other methods may be preferable to meetings. Some of your objectives may be reached through effective chapter meetings. The remainder of this guideline will assist you with ways of using meetings to attain your chapter objectives.

III. Chapter meetings

A. Meetings may have one or more of the following general purposes:
   1. to inform and involve your members in education, campus or social issues
   2. to implement or check status of activity plans
   3. to obtain members' ideas and recommendations
   4. to recognize and reward accomplishments
   5. to bring about greater unity and friendliness among your members
B. Keep in mind that the general purpose of Student-MSTA is to assist students in examining career opportunities and to make the education they receive more relevant. The executive committee should use the data collected from members to:
   1. Select a theme or overall objective for the year.
   2. Establish topics and a schedule of meetings that are consistent with your theme and individual objectives.
   3. Identify the objectives to be reached by each meeting.

IV. Select the program methods that accomplish your specific objectives

A. There is no magic method for achieving your objectives through meetings. Each method is especially designed for a specific purpose. The most important thing to keep in mind is that methods should be related to the objective they are to serve. Many of the following methods can be used in combinations to get specific results.

Method	Chief Characteristic	Advantages	Limitations
Lecture, video, reading,	Information giving	Systematic presentation of knowledge	Little opportunity for audience to participate
Forum	Information giving, followed by questions for clarification	Audience can obtain specific information on particulars	Formality; lack of freedom to exchange ideas
Symposium, panel or debate	Systematic presentation of different of different	of different of different or approach stimulates analysis	Can be dominated or two people; personality may overshadow content; vocal speaker can monopolize program
Group discussions	High degree of group participation	Pooling of ideas, experiences, and knowledge, arriving at groupdecisions	Practical with only a limited number of people
Projects, field trips, exhibits	Investigation (usually visual) of problem cooperatively	Gives firsthand experiences, power of visual contact	Requires extra time and expense
Buzz groups role playing	100% participation by large audiences using small clusters of participants	Makes for individual discussion pooling of ideas possible in large groups develops leadership skills in members	Contributions not likely to be very deep or well organized
Group interview	Spontaneous giving of facts by experts in response to questions	Brings knowledge from many sources to bear on one problem	Becomes disorganized without careful planning of material to be covered

V. Identify and secure the needed resources

A. Consider the resources that will help you accomplish particular objectives. The participation by members in small discussion groups can be a valuable source.

B. Consider outside resources such as films, speakers, and written documents which may provide the necessary information or setting for membership participation. These resources are aids, not the entire program, and should be used only when they provide assistance in reaching the objectives established for the meeting.

VI. Promote attendance at your meetings

Regardless of how well your meetings are planned, arrangements must be made to publicize the meeting to the membership. Be sure to consider the following items:

A. Use the information services of your school such as the school newspaper, bulletin boards, and public address system to announce meetings.

B. Give special notice to your members by using postcard notices and an email committee to email members the evening before the meeting as a last-minute reminder.

C. Publicize the topic of the meeting and the name of the film, speaker or activity in an intriguing way.

D. Determine if the meeting is to be open to members only, or to other interested students and teachers.

E. Establish a meeting time that is consistent from meeting to meeting.

VII. Plan to improve meeting effectiveness

A. Plan a short informal activity at the beginning of the meeting to help members feel at ease.

B. Keep chapter business to a minimum. Be sure the president expedites the meetings through his knowledge of parliamentary procedure, and his effectiveness in conducting meetings.

C. Check the physical arrangements of the meeting room. Is the room satisfactory for needs of the type of meeting you are conducting? Such considerations as seating are important for effective meetings.

VIII. Plan for something to happen as a result of the meeting

A good meeting does not end when the room is empty and lights are out. Advance plans have to be made to insure that the meeting will continue in the thinking and action of the members. The following items should be covered before the participants leave the meeting:

A. Clarify the issues being presented or discussed by a brief summary at the end of the meeting. Perhaps this summarizing might be done by the meeting chairman or by several people, each providing one point that developed out of the meeting.

B. Plan for follow-up action when feasible, being sure those responsible understand the answers to the following questions: What are the follow-up activities? Who is responsible? What is the deadline? Who should be told when the task is finished?

For legal inquiries call 866.343.6186

IX. Evaluate each meeting

Evaluating each meeting is an aid in planning future meetings. This means determining whether the meeting has accomplished its objectives, how the members reacted and ways the session could have been improved. Such answers can be a most valuable part of program planning. Evaluations may be conducted by:

A. Preparing reaction slips in advance of the meeting and have them completed by the participants at the close of the meeting. Tabulation and study of the reactions are necessary for their most effective use.
B. Interview participants to gain their opinion of the meetings effectiveness.
C. Conduct a brief group discussion or reaction period at the end of the meeting.
D. Appoint an observer or a team of observers, made up of faculty and students, to analyze leadership effectiveness and group reaction.

X. Review important points

A. Is your meeting designed to meet the interests of the members?
B. Are the purposes of the meeting stated clearly?
C. Have the program methods been selected with the purposes in mind?
D. Is there opportunity for involvement by all of those attending the meeting?
E. Have specific steps been taken to publicize the meeting?
F. Does the publicity about the meeting provide specific program information as well as time and place of the meeting?
G. Have arrangements been made for speakers, films or other resources and confirmation received?
H. Has a meeting place been secured and the physical facilities checked to see if they are satisfactory for the meeting?
I. Has the business session been planned for only a brief part of the meeting?
J. Have plans been made for some form of follow-up of the meeting?
K. Has a method of evaluating the meeting been developed?

XI. Keep trying to improve the meetings

Planning, carrying out and evaluating chapter meetings does provide challenging opportunities for developing and refining leadership skills. Though there will be many immediate frustrations, work at the task diligently. Your increased self-understanding and insights into group interaction can provide significant rewards for continual efforts.

Chapter activities

Throughout the year, there are many ways you can help students on your campus and generate interest in your chapter. Here are some ideas for activities and meetings:

- Contact members and education majors to vote in the November General Elections, especially on education issues.
- Host a Meet the Faculty social in the fall; at the end of the semester or year, hold a reception for retiring education professors and/or instructors.
- Develop an S-MSTA Chapter Outstanding Member Award.
- Invite foreign exchange students as guest speakers to learn about their education system.
- Have a social meeting at a local restaurant.
- Host panel discussions with elementary or secondary teachers.
- Contact MSTA for a speaker to review interview techniques or classroom skills, such as discipline or classroom management.
- Invite a MSTA attorney to speak on the legal aspects of teaching.
- Volunteer to help with campus Career Day.
- Celebrate American Education Week in November. Host a seminar or other activities to honor teachers and/or professors. MSTA has a flier you can download for more information, www.msta.org/aew.
- Attend the SMSTA State Convention in November.
- Adopt an elementary, middle, junior high, and high school for holiday goodies, etc.
- Piggyback on Missouri Read-In Day, the second Friday in March. Members can dress as favorite book characters and read to elementary children in your college town. Look to MSTA's Reading Circle online for more ideas.
- Have a contest for recruiting the most members.
- Provide tutoring for children.
- Give a scholarship.
- Hold a chapter retreat at Bunker Hill www.bunkerhillretreat.com.
- Meet with local high school Future Teachers of America chapters.
- Schedule a dinner to recognize those who will graduate.

2016 Student MSTA Convention

November 10, 2016

Old Alumni Center, University of Missouri

6:30 - 8:00 p.m. SMSTA Dinner, a great time to share with other chapters!

November 11, 2016 **Piccadilly Room**

7:30 – 10 a.m. Exhibits & Breakout Sessions

11 a.m. – General Session

12 – 3 p.m. S-MSTA Lunch/Meeting

Lunch/Convention Keynote

Service Project Awards

Breakout Session

Total # of students attending convention

_____

We are attending the Thursday, Nov. 10, 2016 dinner. YES _____ NO _____

Number of attendees attending dinner ___ _____ submit a check to hold your reservation $5.00 per student and advisor. Your check will be returned to you at the dinner. Check Enclosed _____

Return this form by Nov. 1, 2016
Missouri State Teachers Association
P. O. Box 458
Columbia, Missouri 65205
Fax: 1-866-472-5759
email: ktaube@msta.org

For legal inquiries call 866.343.6186

Outstanding
Student Missouri State Teachers Association Service Awards

Oustanding SMSTA Leader of the Year

SMSTA Service Project of the Year

Deadline: November 1, 2016

GUIDELINES

Each SMSTA chapter may nominate one SMSTA leader for outstanding leader of the year award. A student may be nominated in subsequent years.

A. Nominees must be current S-MSTA members.

B. Active participation in SMSTA.
C. Promotion of public education in the school and community.
D. Participation in community activities.
E. Each chapter may nominate one service project.

All guidelines must be adhered to for a nominee to be considered.

The deadline for nomination is November 1, 2016.

Please return to: SMSTA P.O. Box 458 Columbia, MO 65205
email: ktaube@msta.org fax: 1-866-472-5759

Outstanding S-MSTA Leader of the Year Award

The award for Outstanding S-MSTA Leader of the Year Award for Local Service recognizes demonstrated leadership through active participation, member engagement, and pre-professional accomplishments. The award will be presented at the SMSTA meeting on November 11, 2016.

Name of the Nominee_____

Local Address_____

College/University_____

Membership number_____

Nominee has been a member of SMSTA for_____ years.

Email address and phone number:

_____

_____

_____

Local Service
Data on Nominee

Please List:

Local SMSTA leadership roles held and responsibility for each.

Local SMSTA committee(s) held, i.e. fund-raising, service project, etc. List committee(s), year(s) and responsibility for each.

List three (3) or more examples of how the nominee promotes SMSTA through local and state activities.

For legal inquiries call 866.343.6186

Outstanding SMSTA Service Project of the Year Award

SMSTA Chapter_____

# of Members in Chapter_____

Contact Person_____

Address_____

Phone No._____

E-mail Address_____

Describe the Service Project you are nominating. Include all aspects of planning, carrying out and any media or college attention received for this project.
In addition to your description you may submit a youtube video, powerpoint, slideshow, etc. describing your project. Your project will be viewed at the SMSTA meeting and the winner of the award will be asked to present more information regarding the project.

Send this information to ktaube@msta.org on or before November 1, 2016

student MSTA

STUDENT MISSOURI STATE TEACHERS ASSOCIATION

407 S. Sixth St. • Columbia, MO 65201

800-392-0532 • Legal Services: 866-343-6186

www.msta.org • membercare@msta.org