

# STUDENT STATESMANSHIP INSTITUTE

## AIDE-DE-CAMP TO-DO LIST

Many alumni who come to SSI as Aides-de-Camp have questions as to their role. Below is a list of items that ADC's are asked to do, each of which is incredibly helpful to the staff and students.

As an alum, you have been there, done that. That makes your role as consultant or counselor an important one. You can guide discussions to help students stay on track. You can ask questions that will allow them to think of new angles or broaden their current arguments. Encourage and offer minimal suggestions as a "catalyst" for the students to engage. The key here is to *guide*, not to *do*.

In addition, ADC's are responsible for helping to keep all of the many activities happening at SSI running smoothly. That means assisting staff whenever asked, and helping to ensure that **every student feels welcomed and that they "belong."** See students with that "lost" look on their face during free time? Invite them to play a game of pool or ping pong or something. See a student or two eating alone at a table? Ask to join them. Ask them questions about their bills, their roommate, their hometown, etc. Be sure to REMEMBER their name, and then address them by name later on in the hallway or chapel, etc. One of the greatest compliments we get about SSI is that students really appreciate that the staff and volunteers CARE about them.

Below is a breakdown of the ADC tasks.

### ALL THE TIME

- Ensure that all students are in the Administrative building during all teaching/speaking session. Please begin rounding up students 5-10 minutes before each session. **Please check dorms and take head counts in Chapel.**
- In general, be aware of the schedule, and be a good example by **being on time**. If you are assigned to a committee, make sure you are with them during their activities (caucuses, getting ready to get on bus, etc.)
- Ensure that all students are in dorm rooms @ 10:30 p.m. with lights out at 11 p.m.

### 10:00 PM GLCC CAMPUS QUIET TIME MUST BE STRICTLY ENFORCED!! QUIETLY!!

- Other items as instructed by Jeff Visscher and SSI staff.
- Ask Questions. Please feel free to ask questions concerning an assigned task, in regards to rules or any other issue that may arise.
- Remember that your conduct should model that which is expected from all students. They will follow your lead.
- MUST attend All Advanced Biblical Worldview and evening Sessions. See Master schedule.
- As a reminder, ADCs are helpers, not disciplinarians. By all means, feel free to remind students to be where they need to be and to follow the rules. However, if a confrontation takes place, do not be the enforcer; you should contact a staff person.

### Daily

- Assist with devotions (collaborate with Chaperones if you would like to lead devotions).
- **ATTENDING DEVOTIONS IS REQUIRED** – again, be on time and be a good example!
- Attend mandatory meeting immediately after devotions & before breakfast in Room 104 each morning. NOTE: if you think you are mature enough to stay up late, then be responsible and mature enough to be on time.
- Attend assigned caucus meetings to assist chaperone and students
- Ensure students are IN the administration building for the 9:45-10:25 Study Time
- Attend Evening Praise/ Advanced Speaker Sessions (**Required**)
- **MEALS: OPTIONAL ☺**

## Sunday afternoon

- Attend Chaperone/ADC Orientation (**Required: 4 p.m.** in Room 104)
- Assist with setup of registration and dorm preparations
- Assist with student registration in Student Mall (please complete your assigned task!)
- Assist students with selecting dorms rooms
- Assist students with finding their way around campus and Admin building
- Help with student orientation (be ready to be introduced☺)
- Help with student committee/caucus assignments
- Collect dorm room and key assignments and type into computer. (Do not collect until after lights out)
  - Copy and be prepared to distribute dorm assignment sheets to all Chaperones, ADCs, and Staff.
- Assemble name tags for students etc.
- Type up assigned committee/caucus lists
- Have the following documents and materials prepared for the Monday 8 AM staff meeting in room 104:
  - A set of **ALL committee assignments to STAFF** (James Muffett, Jeff Visscher, Jennie Visscher)
  - A copy of each committee assignment to Chaperones and ADC's - **ONLY THEIR ASSIGNED COMMITTEE**. This should include a name tag-sized card with committee assignments for each Chap & ADC.
  - Student Nametags attached to their particular committee assignment sheet to give to Chaperones
  - A list of Chap and ADC cell phone numbers.
  - Dorm room assignment forms – a set of both male and female dorms to each Chap, ADC, & staff.

## Monday

- Attend 8 AM staff meeting in room 104.
- Help Chaps distribute name tags to students during the first caucus session or prior to teaching session.
- Sports Event for Tuesday. Organize.
  - Split students into organized teams
  - Decide on appropriate sports/games to involve students
  - Organize a rotation or plan of events
  - Ask / then assign Chaperone/ADC/Staff to different roles in sporting event
  - Prepare all equipment for sporting events, including drinking water, etc.
- Attend Capitol Tour trip with first-time students, as decided in a.m. meeting
- Fold Name Tents and place in Committee folders for Wednesday (Can be done on Tues.)
  - Note: Must be printed on card stock paper
- Type up the Tally Sheets for Committee list (Can be done on Tues.)

## Tuesday

- Attend 8 AM staff meeting in room 104.
- Finish Preparation for Sporting Events
- RUN Sporting Event at 1 PM
- Collect all sporting equipment and return to proper place
- Fold Name Tents and place in Committee folders for Wednesday (If not completed Mon.)

- Type up the Tally Sheets for Committee list (If not completed Mon.)
- Type up “approved” amendments and copy for Wednesday’s Committee meetings
- Prepare each committee folder and have ready for Chaps at Wed. AM staff meeting
  - Folded Name Tents
  - Chairman name plaque and gavel
  - Typed Tally Sheets by Committee
  - At least four Lobbyist cards, pencil/pen
  - Lobbyist contact forms (4) (to be filled out by lobbyist and given back to you)
  - Copy of both bills and analysis
  - Clerk instructions
  - Chair instructions
  - Any Amendments (Senate only)
  - Copy of Chair & Lobbyist assignment form

### Wednesday

- Attend 8 AM staff meeting in room 104.
- Ensure ALL items are prepared for trip to Capitol
- Help with organizing press conferences for your assigned committee (First one at GLCC at 10 AM in assigned areas, second one at Capitol at 2 PM)
  - Help set up each press conference areas at GLCC, ensuring there is a podium, and chairs for the Reporters and the other caucus.
  - Make sure caucus giving press conference is **standing** in front of room by podium or desk, with reporters (senators) **sitting** down just in front of them, and other caucus in back of the room.
- Prepare for Capitol Trip; help Chaperone with gathering students, counting heads and loading buses – on trip to the Capitol and back to GLCC. Stay with your assigned committee at all times. (Once your chaperone is in place in the Student Mall, check the dorms and/or help locate any missing committee members.)
- Assist with setting up Committee Meeting; laying out Name Tents, lobbyist cards, Chairman folder, etc.
- Assist chaperone with running Committee Meeting, serve as Clerk (**if requested**) and assist Committee Chair as needed. (Some Comm. Chairs are not familiar with how SSI runs the committee meeting).
  - **With Senate meeting, be sure to note whether amendments pass or fail. Write on a copy of an amendment and Tally sheet whether passed or failed & actual counts.**
- Work with students as they begin writing speeches.

### Thursday

- Attend 8 AM staff meeting in room 104.
- Assist chaperone with listening to the final speeches of each member of your caucus, and offer *specific compliments* but *generic suggestions* to improve. Do not assist in the writing of any speeches.
- Collect Speaker Assignment forms from each caucus. Inspect each form to ensure it has been filled out completely; include first and last names, pronunciations and times.
- Collect and type up all amendments for the Senate (amendments must be approved by Mr. Visscher)
  - This would include passed amendments from Wednesday, updated to indicate they were passed. No need to worry about failed amendments – obviously, unless they plan to resubmit them. NOTE: All passed amendments for a particular bill can be printed on one page for distribution on Friday.
- For Friday ensure these items are ready to go:
  - Speaker assignment forms - complete and in order by floor calendar (3 copies)
  - House and Senate Calendar (enough copies for each student, all staff, and extra for parents in gallery)

- House/Senate Session Scripts (5 copies)
- Speaker/Clerk Assignments (5 copies)
  - See list of all 3 year and above alum and approach each one about serving as Speaker and/or Clerk during the House Session. They are NOT required to do this; we just give them the option. Try to schedule them for Speaker and Clerk close together, but not immediately following, so when they come up to the front they can do their assignment and then go back to where they were (usually in the balcony). Those is the Advanced Tracks may need to go first as they may have other events scheduled later. Have Mr. Visscher approve final list.
  - ADCs usually have the opportunity to serve as President/Clerk or Floor Leader of the Senate. A schedule should also be set up for this as well.
- Typed up amendments for the Senate (copy for each senator, Clerk, Floor Leader and Speaker).
  - New amendments
  - Amendments that passed on Wednesday

### **Friday**

- NO staff meeting on Friday morning.
- Prepare for Capitol trip with your assigned committee; help Chaperone with gathering students, counting heads and loading buses – on trip to the Capitol and back to GLCC. (Once your chaperone is in place in the Student Mall, check the dorms and/or help locate any missing committee members.)
- Attend Mock Legislative Session. You may have the opportunity to role play as Clerk, President, or Floor Leader. Help with monitoring students in gallery when not assigned position on the House Floor.
- Assist with serving lunch to the students, as well as the collection of trash afterward.
- After lunch, assist Chap with getting your committee together for reentry into the Capitol.
- Assist with gathering up all SSI materials and supplies from the Capitol before loading the buses.
- Assist with setting up for Closing Ceremony and distribution of documents as needed. (i.e. evaluation forms, order forms, etc.)
- Assist Chaperones with dorm inspections and key collection. Double & triple check to see that students remove ALL of their belongings from all rooms.
- Ensure all remaining trash or belongings are picked up from dorm rooms.
- Ensure all SSI related materials (signs, manuals, etc.) are picked up in Adm Building and placed in SSI office. (Banner can usually stay up between weeks)
- Please stay as long as you can to assist with final clean up and shut down. At this point everyone is tired, so when everyone helps, everyone can get home faster.

*Thank you for serving as an Aide-de-Camp!*