



## Leaders Division of Labor (2 leaders per club)

Students must stay the entire 1.5-2hrs of the club

### Leader 1

### Leader 2

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|--|--|
| Plan weekly meetings using the curriculum map as a guide   | Plan weekly meetings using the curriculum map as a guide                                     |
| Meet and greet students when they come to club – ask how they are doing in their school work       | Meet and greet students when they come to club – ask how they are doing in their school work |
| Make excel spread sheet for attendance – organize by grade level and weekly dates; take attendance | Organize and review membership forms to be sure they are complete, submit to SMILE office    |
| Buy materials needed- keep cost record & receipts  | Gather materials to be used for club activity  |
| Repeat, rephrase the mantra- Why you are in SMILE  | Direct a 5 minute ice breaker with students  |
| Call home about any SMILE students not there but in school that day                                | Describe activity to be done and hand out materials  |
| Work on activity with students   | Work on activity with students   |
| Student reflection: students discuss and write what they learned near the end of the club meeting  | Supervise students cleaning up, putting away materials and storing data booklets             |
| Take students to the front of the building for dismissal   | Write log and email to SMILE program   |
| Teacher reflection on how the club meeting went  | Teacher reflection on how the club meeting went  |