



# Resources

Change the future >

## for Successful Student Leaders & Advisors

*Media & Publications for Elementary and secondary schools*

### ELEMENTARY PUBLICATIONS

#### Meeting Skills for 21<sup>st</sup> Century Leaders Student and Teacher's Guide Level: Elementary

This student booklet helps students understand what makes a meeting work well and gives key actions to use in planning and running meetings. The Student Guide covers *Characteristics of Meetings, Qualities of An Effective Meeting, Key Roles, Core Meeting Process, and Tools for Reaching Agreement*, and more.

The Teacher's Guide includes the student workbook and guidelines specifically geared for instructors. Material is included for *coaching students in using the interaction method, demonstrating techniques through a student skit, developing agendas, problem solving, and preparing minutes.*



- Student Guide (Single)     **\$ 10.00**
- Teacher's Guide (Single)   **\$ 15.00**
  
- Student Guide (Set 20)     **\$180.00**
- Meeting Skills Bundle     **\$ 193.00**

(20) Student Guide and (1) Teacher's Guide

#### Bright Ideas for Student Leaders Student and Teacher's Guide Level: Elementary

This book includes everything a teacher will need to conduct a quality leadership program in an elementary school. Topics include: *Roles of Officers, Planned Report to Principal, Council Goal Setting, Calendar Building, Personal Growth Units, Daily Planning sheets, School Exchanges, Project Ideas, Effective Meetings, Individual Goals, Evaluation, Public Relations, Planning A Workshop, and Working Together.*



The Student Workbook includes information and worksheets on basic areas that elementary students should master.

- Student Guide (Single)     **\$ 10.00**
- Teacher's Guide (Single)   **\$ 35.00**
  
- Student Guide (Set of 20)   **\$180.00**
- Bright Ideas Bundle       **\$211.00**

(20) Student Guide and (1) Teacher's Guide

### California Association of Student Councils

1212 Preservation Park Way Oakland CA 94612 T 510.834.2272 F 510.834.2275 URL [www.casc.net](http://www.casc.net) Email [cascmail@aol.com](mailto:cascmail@aol.com)

**The Elementary Student Council Advisor: Survival Guide**  
**Level: Elementary**

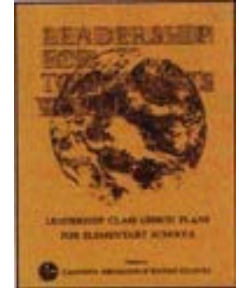
This guide provides practical information to adult advisors who work with student councils. In addition to specific information about the role of the advisor, this handbook outlines the "how-to's" of advising an elementary student council and developing a meaningful leadership program. Topics include: *Student Council Structures and Job Descriptions, Goal Setting and Calendar Planning, Constitutions and By-Laws, Leadership Training and Development*, and more. This handbook includes sample worksheets and forms and is packaged in a three-ring binder.



Teacher's Guide **\$40.00**

**Leadership for Tomorrow's World: Leadership Class Lesson Plans for Elementary School**  
**Level: Elementary**

This book consists of twenty 60-minute lesson plans designed to develop leadership skills in grades four through six. Topics include: *Meeting Skills, Self Esteem, Communication, Goal Setting, Action Planning, Conflict Resolution*, and *Leadership Qualities*. Supporting materials for lessons are included in the appendix. This guide is packaged in a three-ring binder to allow for inclusion of additional material in the future.



Teacher's Guide **\$18.00**

**SECONDARY PUBLICATIONS**

**Leadership Educators Resource Guide: Life Is Too Short To Follow**  
**Level: Secondary**

This resource guide includes lesson plan and resources for units on *Leadership, Communication, Group Process, Self-awareness, and Human Relations*. Appendix material includes *Life Skills Standards, a Framework for Leadership Education, Ideas for Organizing Student Government, A Weekend Retreat Schedule, and A Comprehensive Bibliography*. (Cover will appear different)

Teacher's Guide **\$65.00**

**Spirit Works: Turn It On!**  
**Level: Secondary**

America's most popular school spirit booklet. Over 20,000 copies are being used. Seven hundred ideas, and topics include: *Noontime Activities, Class Competition, Games, Pep Rally Ideas, Holiday Events, Staff Appreciation Suggestions, and Fund Raising Ideas You've Never Heard Of*.

Compiled by Bob Burton, who has served as activities director at Fallbrook High School, CA, for 25 years.

Student Guide **\$10.00**



**The Gemini Model of Leadership and Management**  
**Level: Secondary**

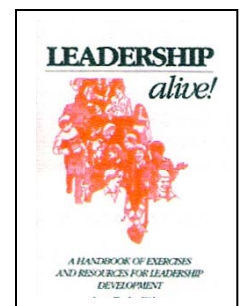
This packet includes a self-assessment tool on 8 components of leadership and 8 components of management, a reproducible survey for others to fill out, a color poster of the model, and an information packet.

Teacher's Guide **\$75.00**

**Leadership Alive! A Handbook of Exercises and Resources for Leadership Development (1992 Edition)**  
**Level: Secondary**

This is an invaluable resource tool for teachers. Sections of this 69 page handbook include: *Group Effectiveness, Personal Development, Leadership Skills and Resources*.

Teacher's Guide **\$15.00**



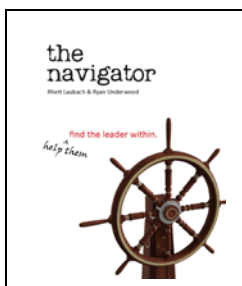
CURRICULUM



“Personal Leadership Insight is our understanding of how to positively influence people and situations to create value and growth.”

APPROACH

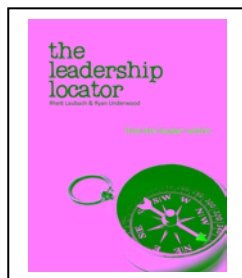
The Navigator – The PLI Primer – The Leadership Locator



**Leadership: The Navigator: Teacher's Guide**  
**Level: Secondary**

The teacher's guidebook to the Leadership Locator is much more than you would expect. It not only contains page by page explanations, tips and strategies for teaching every curriculum element of The Locator, it also contains over fifty (actually good) leadership exercises with step-by-step instructions and ten PLI Ventures (think 1-2 week long projects) that gives the students a chance to put their leadership to the test under your direction and guidance. This 200-page leadership training system comes three-hole drilled for ease of use and flexibility and has a copy of The Leadership Locator with it.

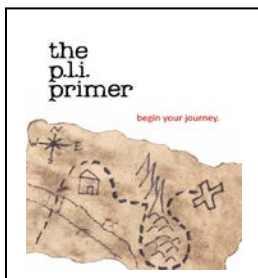
Teacher's Guide \$ 74.95



**Leadership: The Leadership Locator: Student Guide (trimmed down version)**  
**Level: Secondary**

This beautiful, interactive 120-page, spiral-bound student workbook is both visually pleasing and full of fresh leadership study material. It works for both personal leadership development study, as well as class study time. The Leadership Locator guides the students through the ten PLI Essentials and provides challenges and tools for developing their leadership potential.

Student Guide (Single) \$ 24.95  
 Student Guide (Set of 30) \$600.00



**Leadership: The PLI Primer: Student Guide**  
**Level: Secondary**

A shorter version of The Leadership Locator, The PLI Primer is a great way to get your feet wet in the PLI world. It comes in booklet form (11 x17 folded in half, stapled spine) and contains the basic content necessary to learn about each of the PLI Essentials. A teacher armed with The Navigator can turn this 30-page booklet into a powerful leadership development tool.

Student Guide \$9.95



**CASC Summer Leadership Handbook (cover may appear different)**  
**Level: Secondary**

This handbook includes structured activities and questionnaires for self and group development. A major section is devoted to improving meetings with practice agendas and information on how to design agendas is included. Specifics regarding officer roles in schools comprise another section. The appendix has material on developing an effective legislative council, parliamentary procedure, and student involvement in the evaluation of teachers.

Student Guide \$25.00

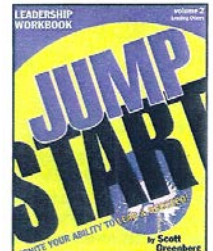
The **JUMP START Leadership Workbook Series** will teach you everything you need to know to achieve success. Each chapter is filled with information and exercises that will sharpen your skills and strengthen your influence over others. The techniques in this series have helped thousands of people become better leaders, and they'll help you too. Here are just some of the things you'll learn about:



**Jump START: Leading Yourself  
Volume I**

- Accomplishing Your Goals
- Managing Your Time
- Taking Risks
- Overcoming Adversity
- Tapping Into Your Talent

Jump Start – Volume I    \$12.95 (Level: Secondary)



**Jump START: Leading Others  
Volume: II**

- Influencing Others
- Public Speaking
- Resolving Conflict
- Running Effective Meetings

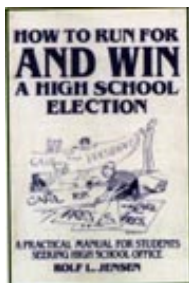
Jump Start – Volume II    \$12.95 (Level: Secondary)



**Clues for Successful Student Activities  
Level: Secondary**

This book provides vital information for planning and organizing student projects in secondary schools. The workbook is cleverly illustrated and provides space for writing, clarifying goals, defining job descriptions, and assessing leadership effectiveness. Teacher workbook includes the complete Student workbook as well as supplementary materials and specific advisor information.

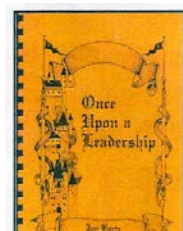
Student Guide (Single)	\$ 15.00	Student Guide (Set of 20)	\$270.00
Teacher's Guide (Single)	\$ 35.00	Clues Bundle	\$301.00
		(20) Student Guide and (1) Teacher's Guide	



**How To Run and Win A High School Election: A Practical Manual for Students Seeking High School Offices  
Level: Secondary**

This book was written for students who are considering running for office. It is designed to be read in a relatively short period of time. It will enable you to immediately size up your chances for election to high school office and evaluate the procedures necessary for success. With a little thoughtful analysis you can begin to think through the process and outline a calendar tailored to the election date in your particular school.

Student Guide    \$13.00



**Once Upon A Leadership: A B.A.S.I.C. Leadership Curriculum  
Level: Secondary**

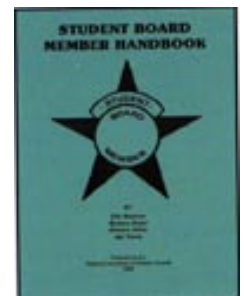
This curriculum guide addresses five areas for leadership classes. *Belonging to A Group, Activities, Self-Esteem, Involving The Whole School, and Communication.* All activities described in the book have been used by the author in junior high or high school settings.

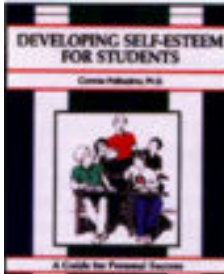
Teacher's Guide    \$18.00

**Student Board Member Symposium Handbook  
Level: Secondary**

The Student Board Member Symposium Handbook is an extremely useful tool for any Student Board Member! Job specific skills such as *budgeting, student activism in curriculum and surveying are discussed, as well as Parliamentary Procedure. (Cover may be different)*

Student Guide    \$25.00





**Developing Self-Esteem: A Positive Guide for Personal Success**  
**Level: Secondary**

Learn how to develop a more positive self-image and create a better environment for success. Designed for anyone who wants to develop positive self-esteem, this book includes a multitude of exercises, proven techniques and cases. Topics include: *How to Risk Change, Overcome Fear, Identify Marketable Strengths and Create A Positive Personal Belief System.* This workbook will be most helpful to students in a leadership class.

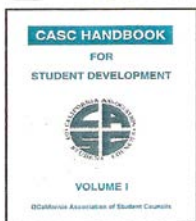
Student Guide     **\$15.00**



**A Handbook on Student Rights and Responsibilities**  
**Level: Secondary**

This booklet covers a wide range of topics focusing on the legal rights of students enrolled in California schools. These include *admission, attendance, bilingual issues, abuse, corporal punishment, discipline, driving, fees, food sales, gang membership, grades, graduation, involuntary transfer, appearance, searches, student records, suspensions and expulsions, press, religion, speech, and truancy.* A major theme of the book is that every right implies a corresponding responsibility on the part of the student.

Student Guide                     **\$12.00**

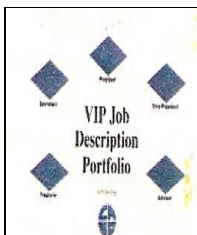


**CASC Student Development Handbook – Volume I and/or Volume II**  
**Level: Secondary**

The First annual resource books for student council advisors, leadership, and class instructors. Sections include *Exemplary School-wide Projects, Sample Associated Student Body Constitutions, Student Rights and Responsibilities, Leadership Course Material, and Bibliography of Resources.*

The Second volume of the Student Development Handbook includes sections on *leadership courses materials, projects, resources and CASC. Projects outlined include Nominating Conventions and Elections, Public Relationships, How to Conduct A Rainforest Week, and Proms.*

Student (Single) Volume I     **\$42.00**     Student (Single) Volume II     **\$42.00**  
 Development Handbook (Set Volume I and II)     **\$75.00**

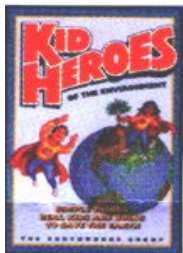


**VIP Job Description Portfolio**  
**Level: Secondary**

Individual booklets outlining job descriptions, goal setting guidelines and worksheets, and additional material geared to the unique roles of each person are included. Materials are provided for *President, Vice-President, Secretary, Treasurer, Committee Chairperson, Program Chairperson, Member, and Advisor.*

Student Guide     **\$55.00**

## Three Environmental Social Action Books!



**Kid Heroes of the Environment:**  
Simple Things Real Kids Are Doing  
To Save The Earth  
**Level: Secondary**

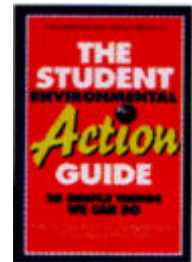
Inspiring success stories about real-life kids who are working to save the Earth. Each story contains a biography, description of the project, and sources for further information.

Student Guide     \$4.95

**The Student Environmental Action Guide**  
**Level: Secondary**

The first practical environmental guide for high school and college students.

Student Guide     \$4.95



## Structured Experiences Handbooks



**The Kids Guide to Social Action**  
**Level: Secondary**

In this extensive resource guide, kids, parents, and teachers will find ten steps for taking social action; *step-by-step guides to letter writing, interviewing, speechmaking, surveying, fundraising, getting media coverage, gaining representation on local boards and councils, lobbying, and more.* Includes sample letters, forms, and petitions kids can copy and use.

Teacher's Guide     \$14.95

**The Pfeiffer Handbook of Structured Experiences: Learning Activities for Intact Teams and Workgroups w/CD**  
**Level: Secondary**

The experiences are organized according to the level of participant involvement, beginning with relatively low-risk activities and progressing to highly involving exercises.

Teacher's Guide     \$ 99.00



**The Pfeiffer Handbook of Structured Experiences: Learning Activities for Personal Development w/CD**  
**Level: Secondary**

The book includes a special section with targeted exercises that promote facilitator growth and development.

Teacher's Guide     \$ 99.00

Bundle (both books)     \$180.00



# California Association of Student Councils

Qty	Description	Price	Amt Due
	Bright Ideas for Student Leaders Student Workbook	\$10.00	
	Bright Ideas for Student Leaders Student Workbook (Set 20)	\$180.00	
	Bright Ideas for Student Leaders Teacher's Guide	\$35.00	
	Bright Ideas for Student Leaders Pack (20 Student and 1 Adv. Guide)	\$211.00	
	Clues for Successful Student Activities (Student Workbook)	\$15.00	
	Clues for Successful Student Activities (Teacher's Guide)	\$35.00	
	Clues for Successful Student Activities (Set of 20 Student Workbooks)	\$270.00	
	Clues for Successful Student Activities (Set of 20 Student and 1 Adv. Guide)	\$301.00	
	Developing Self Esteem: A Positive Guide for Personal Success	\$15.00	
	The Elementary Student Council Advisor Survival Guide	\$40.00	
	The Gemini Model of Leadership and Management	\$75.00	
	Handbook on Student Rights and Responsibilities	\$12.00	
	How to Run For and Win a High School Election	\$13.00	
	Jump Start Leadership Workbooks Series – Vol. 1: Leading Yourself	\$12.95	
	Jump Start Leadership Workbooks Series – Vol. 2: Leading Others	\$12.95	
	Kid Heroes of the Environment	\$4.95	
	The Kid's Guide to Social Action	\$14.95	
	Leadership Alive!	\$15.00	
	Leadership Educators Resource Guide	\$65.00	
	Leadership for Tomorrow's World	\$18.00	
	Leadership: Locator (Student Guide)	\$24.95	
	Leadership: Locator (Student Guide – Set of 30)	\$600.00	
	Leadership: PLI Primer (Student Guide)	\$9.95	
	Leadership: Navigator (Teacher's Guide)	\$74.95	
	Meeting Skills for 21st Century Leaders: Student Handbook	\$10.00	
	Meeting Skills for 21st Century Leaders: Adv. Guide	\$15.00	
	Meeting Skills for 21st Century Leaders: Set of 20 Student Handbooks	\$180.00	
	Meeting Skills for 21st Century Leaders: Set of 20 Student and 1 Adv. Guide	\$193.00	
	Once Upon A Leadership	\$18.00	
	The Pfeiffer Handbook of Structured Experiences: Intact Teams & Workgroups	\$99.00	
	The Pfeiffer Handbook of Structured Experiences: Personal Development	\$99.00	
	The Pfeiffer Handbook of Structured Experiences: (both volumes)	\$180.00	
	Spirit Works	\$10.00	
	The Student Environmental Action Guide	\$4.95	
	Student Board Member Symposium Handbook	\$25.00	
	Student Development Handbook Volume 1	\$42.00	
	Student Development Handbook Volume 2	\$42.00	
	Student Development Handbook Set (Both Volumes)	\$75.00	
	Summer Leadership Handbook	\$25.00	
	VIP Job Description Portfolio	\$55.00	
	<b>SUBTOTAL</b>		
	CASC Member Schools less 10%		
	Sales Tax add 9.5% (CA Only)		
	Shipping Charges: Orders up to \$50 add \$10	\$10.00	
	Shipping Charges: Orders up to \$51 to \$100 add \$15	\$15.00	
	Shipping Charges: Orders up to \$101 - \$200 add \$20	\$20.00	
	Shipping Charges: Orders up to \$201 - \$500 add \$25	\$25.00	
	<b>TOTAL</b>		

**Payment Method:** All orders under \$50.00 must be paid by check. Purchase orders will be accepted for amounts greater than \$50.00 and must be paid within 30 days.

**SOLD TO: (Please print)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell. Tel. (    ) \_\_\_\_\_ School Tel. (    ) \_\_\_\_\_

E-mail \_\_\_\_\_

CASC Member School:  YES     NO    School \_\_\_\_\_ City \_\_\_\_\_

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**PAYMENT:**     Purchase Order     Check     Credit Card    Type:     MasterCard     VISA

Credit Card No.: \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name On Credit Card: \_\_\_\_\_

Signature (Card Holder): \_\_\_\_\_

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**SHIPPING INFORMATION: (Please print)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Job Title \_\_\_\_\_

Co./School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_