



2018-2019



**student
MSTA**

Resource Guide



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. It was a pleasure to see many campuses and meeting lots of our SMSTA advisors and students. Having one staff member assisting all chapters has allowed us to share ideas across the state and develop more connections between students and chapters statewide.

Mark your calendar for the State SMSTA annual meeting. We will have breakout discussions for SMSTA Chapters to share knowledge with one another. There will also be a panel of new teachers to discuss topics relating to the transition from student to teacher.

We will be holding elections for four SMSTA State Ambassadors at our annual meeting. These four people will plan and preside over the SMSTA State meeting in November 2019. In this book you will find more information on nominees for state ambassadors.

MSTA staff members always enjoy presenting to students. If we can assist in any meetings or education programs, let me know.

I look forward to continuing our work developing future teachers in Missouri. If there's anything I can do to assist you, please let me know. Have a great year!

Sincerely,

A handwritten signature in black ink that reads "Krista Meyer". The signature is written in a cursive, flowing style.

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

PS I'd love to attend a chapter meeting on your campus. Reach out anytime to schedule a time for me to visit you and your students!

Inside this mailing, you will find:

- 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 and click the Join SMSTA green button.
 - 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.**
- **State SMSTA ambassadors election.** We are reinstating statewide officers for SMSTA. These ambassadors will be elected at the Annual Meeting in November. Candidates interested in running for office need to submit a two minute video about why they should be elected. **Deadline for video submissions is November 2.**
- SMSTA Service Award Application. We would like award winners to give a 2-5 minute presentation on their service at the state meeting. 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. The award will be announced and presented at the state meeting. Deadline for submission is November 1.
- A letter about the Future Teachers of America (FTA) College Fair we are hosting for the first time this year.

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 group decisions	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?

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.

SMSTA School & Community page

We would like to add articles in three of our magazines this year about our student groups. 46,000 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.

Send this information to: editor@msta.org

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.

SMSTA CANDIDATE FOR STATE AMBASSADOR

SMSTA state ambassadors are expected to attend:

- **Spring and summer planning meetings**
- **MSTA's Leadership Symposium (July)**
- **Student-MSTA state meeting (November)**

BYLAW III – DUTIES OF OFFICERS

All state ambassadors need to be active in their local chapters. Ambassadors shall attend planning meetings, MSTA Leadership Conference and Student-MSTA State meetings.

Ambassadors will share in presiding over the SMSTA fall meeting. Two ambassadors are eligible to be voting delegates at the MSTA State Convention Assembly of delegates. Ambassadors that do not vote are welcome to attend the assembly in the guest section. All ambassadors are responsible for working with SMSTA, their local chapters to organize meetings and upcoming events, update their Facebook page or other social media.

Candidates wishing to run for one of the four state ambassador positions shall submit a video of their speech (two minute maximum) and uploaded to YouTube or Vimeo. Video submissions are due one week before the state meeting. Your candidate video must address these criteria:

1. Why you desire a teaching career
2. What has your MSTA experience done to help you?
3. Why would you make a good leader?

Those wishing to be considered as a candidate who don't submit a video prior to the meeting will need someone to nominate them and the candidate should have a speech of no more than two minutes prepared.

Send the link to your video to kmeyer@msta.org or ktaube@msta.org. The deadline is October 29.

We will add the videos to the SMSTA website: <http://smsta.msta.org>

ARTICLE V--DELEGATES TO STATE MEETING

Section 1. At the Delegate Assembly, each chapter shall be entitled to two (2) official delegates for one to one hundred SMSTA members, plus one additional delegate for each one hundred (100) additional members thereafter, or a major fraction thereof. The number of members from the previous school year (July 1 to July 1) will determine the delegates. The memberships and chapter information form received by the Missouri State Teachers Association at least five (5) days before the meeting shall form the basis for chapter delegates representation.

Section 2. The current student committee members are voting delegates.

Number of Members	Number of Delegates
1-100	2
101-201	3
202-302	4
303-403	5
404-504	6
505 +	7

2018 Student MSTA Convention

November 8, 2018

6 p.m. – 8 p.m. Escape Room Adventure

November 9, 2018

Holiday Inn Executive Center

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

11 a.m. – General Session

12 – 3 p.m. SMSTA Lunch/Meeting Piccadilly Room

Business Meeting

Service Project Awards

Small Group SMSTA Sessions

Total # of students attending convention _____

List your voting delegates:

- 1) _____ 2) _____
3) _____ 4) _____
5) _____ 6) _____
7) _____

College or University: _____

We are attending the Thursday, Nov. 8, Escape Room. YES ____ NO ____

Number of Members	Number of Delegates
1-100	2
101-201	3
202-302	4
303-403	5
404-504	6
505 +	7

Return this form by Nov. 1, 2018
Missouri State Teachers Association
P. O. Box 458
Columbia, Missouri 65205
Fax: 1-866-472-5759
email: ktaube@msta.org

SMSTA t-shirts are available online.

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

This is a great shirt to wear to SMSTA functions, events, fundraisers, etc.

The cost is \$10 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.

\$10 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



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

_____ Chapter Contact's Name*

_____ Contact's Phone No.

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

**Submit applications to Kim Taube at ktaube@msta.org.
All submissions are due by Nov. 1, 2017**

Student-MSTA
P.O. Box 458, Columbia, MO 65205-0458
Fax: 1-866-472-5759

Outstanding S-MSTA Leader of the Year Award

The award for Outstanding SMSTA 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 in Columbia on November 9, 2018.

Name of the Nominee _____

Local Address _____

College/University _____

Membership number _____

Nominee has been a member of SMSTA for _____ years.

Email address and phone number:

12

Local SMSTA leadership roles and committee memberships held and responsibilities for each.

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

**Submit applications to Kim Taube at ктаube@msta.org.
All submissions are due by November 1, 2018**

Outstanding SMSTA Service Project of the Year Award

SMSTA Chapter _____

of Members in Chapter _____

Contact Person _____

Address _____

Phone No. _____

Email 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 presentation 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 October 29, 2018

v



**STUDENT MISSOURI STATE
TEACHERS ASSOCIATION**
MEMBERSHIP APPLICATION

FOR OFFICE USE
MEMBER ID.

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Initial: _____

FILL OUT COMPLETELY WITH BLACK OR BLUE INK ONLY.

FIRST NAME: _____

LAST NAME: _____

COLLEGE/UNIVERSITY: _____

HOME PHONE: _____

CELL PHONE: _____

PREFERRED E-MAIL: _____

HOME ADDRESS: _____

CITY: _____

STATE/ZIP: _____

ADDRESS AT SCHOOL: _____

_____ APT # _____

CITY: _____

STATE/ZIP: _____

PREFERRED MAILING ADDRESS: HOME SCHOOL

SOCIAL SECURITY NO. [last 4 digits only] _____

BIRTH DATE [month-day -year] _____

CURRENT YEAR IN SCHOOL

FRESHMAN SOPHOMORE JUNIOR SENIOR

OTHER _____

TRADITIONAL NON-TRADITIONAL STUDENT

WILL YOU STUDENT TEACH THIS YEAR? YES NO

IF SO, WHERE? _____

SMSTA 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	Smsta 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 - JUNE 30.**

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

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



HOW CAN WE GET YOUR SCHOOL TO MSTAs NEW COLLEGE FAIR?

Dear SMSTA Advisor,

Thank you so much for all you do for your SMSTA chapter. We are so grateful to our SMSTA advisors for working with the future teachers of Missouri.

I work with MSTA in Business Development and we are very excited to host our first-ever college fair for high school students who aspire to become teachers. I am hoping you can help connect me with the right contact at your institution to discuss this opportunity.

On November 8th, we will bring around 500 high school students to Columbia, Missouri for a college fair and annual Future Teachers of America (FTA) meeting. In addition to the opportunity to meet face-to-face with these aspiring teachers, your school will also be included in our new *MSTA Guide to Higher Education* annual publication and its companion website which will both be formally launched that day. We also have higher levels of participation that give your program the opportunity to promote your graduate programs to MSTA's 47,000+ members.

We want your institution to be part of this program! I genuinely think it is a great opportunity to recruit students into your teaching program that we know already are interested in education.

I know for a lot of schools, education programs are trying to do more with less resources. Many of the institutions that have already partnered with MSTA were able to do so by working with their school's admissions department to split or cover the cost of registration.

I appreciate any advice or guidance on who you think I should connect with at your school to secure your school's spot.

Thank you again for advising SMSTA. Have a great year!

Sincerely,
Joe Pallikkathayil
MSTA Coordinator of the FTA College Fair
joep@msta.org
cell: 573-808-7159





**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