

Leadership Procedure Form

Activity: Junior Class T-Shirt Sales

Person(s) in Charge: Junior Class Officers

Team Members: Kylee Brown, Devin Fitzpatrick, Jenna Skavdahl,
Lucia Perez

Date of Event: 8/3, 8/24-8/26

**Procedure form is to be completed and turned in the Activities Director one week after the event. It is the responsibility of the student leader to meet this deadline without a reminder.

Final Grade: 961. A

**To be completed by the AD. Note: signatures from the AD will not be completed the day this form is due. Signatures must be completed prior to due date.

Team Leader Check in Form: 60 /60

RHS Paperwork Procedure Form Score: 18/19 /30 (point value can change due to activity)

AD Evaluation of Execution of Event Score: 8 /10

Total Points/Final Score: 86/89 /100

Team Leader Checklist (and Your Grading Criteria)

| STEP | Your Responsibilities | Date Completed | Point Value (To be completed by AD) |
|--|---|----------------|--|
| Overview | Facilitative Leadership: As a class/group discuss the overall event/theme/goal of activity. **Attach minutes or notes. | 4/24 | 4/4 |
| Message Purpose | <p>Explain the message/purpose of this activity here:</p> <p>The purpose of this activity is to provide a unison sense of class and school spirit with an article of clothing the whole class can wear in things such as rallies.</p> | 8/28 | 10 /10 |
| Give Ask Give | <p>Explain how this event/activity will follow the GIVE-ASK-GIVE model by Envolv Student Leadership</p> <p>This event follows the Give-Ask-Give by first giving the students a T shirt design, asking the students to purchase the shirts to raise money for the class, and then give the shirts to the classes.</p> | 8/29 | 10 /10 |
| Anchoring | <p>Provide 3 ways that we want the students of RHS to feel during this activity:</p> <ol style="list-style-type: none"> 1. Prideful - A sense of pride should be felt in the student body as we have a common focal point. 2. Included - Inclusion should be felt in all students with this shirt as they feel apart of something. 3. United - As a class we should feel unison with a common symbol. | 8/30 | 5 /5 |
| Complete the Event Breakdown, Checklist, & How To... | Organize Checklist of tasks & responsibilities by student leaders. 5 points Breakdown page, 5 points checklist, 10 points How To... | 9/4 | 20 /20 |
| Complete Leadership Procedure Form | Complete the Leadership Activity Event Procedure Form according the regulations and required paperwork along with signatures for RHS. | 9/6 | 1 /1 |
| Gratitude | Thank you cards done, must be completed and turned in at the time of the procedure form due date. | 9/6 | 5 /5 |
| Evaluate Event | Complete an After Action Report (AAR) | 9/6 | 5 /5 |
| Total Point Value | | 60 points | 60/60 |

Event Planning Outline (Breakdown)

STEP 1: The Basic Overview

Event Name: Class T-shirt sales Event Date: 8/3, 8/24-8/26

Event Location: North Gym Foyer Library

Brief Description of Event:

The Class Officers create a symbol of class spirit for their class to purchase for events such as rallies.

Toolbox for event (supplies needed) Tables, Chairs, Cash box

STEP 2: The Event *How will your event connect students and build relationships?*

| Welcome / Greeting | Main Attraction | Close/Shut Down |
|---|--|--|
| <p style="text-align: center;">BUILD TRUST</p> <p>To welcome this event and build trust in our student body we take time out of our summer to create a class t-shirt design to be a symbol of class spirit at R.H.S.</p> | <p style="text-align: center;">GIVE</p> <p>The main attraction in this event is the actual selling of the t-shirts at POW WOW and Club Rush in which students get to admire the design of the T Shirt and reserve themselves a T shirt for when they are ordered.</p> | <p style="text-align: center;">BENEFIT</p> <p>To close the class officers order the t-shirts and are provided the profit from the sales. When the t-shirts come in the officers hand out them to the student body that ordered them including overall class and school spirit for the year.</p> |

STEP 3: Team Leader Check In with your advisor



STEP 4: Checklist

| TASK | WHO Is Responsible (only 1 person) | DUE DATE | DONE? Yes or No | NOTES |
|------------------------------------|---|----------|-----------------------|-------|
| Schedule Meetings | Devin Fitzpatrick | 7/1/22 | Yes | |
| Brainstorm Designs | Class Officers | 7/7/22 | Yes | |
| Take Minutes | Jenna Skavdahl | 8/30/22 | Yes | |
| Get input from student body | Devin and Kylee | 7/10/22 | Yes | |
| Send Design to Morty | Kylee Brown | 7/15/22 | Yes | |
| Put design in Morty's account | Devin | 7/15/22 | Yes | |
| Get table supplies | Class Officers Kylee | 8/3/22 | Yes | |
| Cash box Form | Devin | 8/3/22 | Yes | |
| Procedure Form | Devin | 9/7/22 | Yes | |
| Bring Table | Class Officers | 8/3/22 | Yes | |
| Bring Chairs | Class Officers | 8/3/22 | Yes | |
| Take selling shift | Class Officers | 8/3/22 | Yes | |
| Make Poster | Kylee | 8/3/22 | Yes | |
| Publicity | Kylee | 8/22/22 | Yes | |
| PO | Jenna | 8/30/22 | Yes | |
| Write down names on spreadsheet | Junior Officers | 8/26/22 | Yes | |
| | | | | |

Step 6: How To...

Create the steps in how your crew completed this activity. From the start til the end, what steps were taken to ensure this event was a success. **Depth and detail** will be very important in this task ahead and will be used as a reference for future leaders in this activity.

****Exampled Provided:**

Class T-Shirts

2 weeks

- Create tshirt(s) design(s) and/or crew neck/ tank top
- Get approved by class officers
- Create clothing on iza design
- Create a unit price

1 week

- Send out class text with pictures of designs
- Have all class officers create social media posts with clothing
- Create shifts throughout officer team for the day of
- Create a spread sheet to keep track of orders and kids' class schedule
- Create a poster with pictures of the designs on them

Day of

- Create another social media post
- Create another class text
- Bring tables/chairs/ music
- Bring poster with images

Junior Class T-Shirts

April 2022

- Schedule Design Meeting

June 2022

- Hold Design Meeting
- Pick our top choices for designs from IzaDesign

July 2022

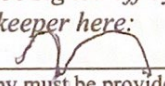
- Get input from the student body
- Make final decision on T-shirt design
- Send design to Morty/ Put in account
- Begin retrieving decorations for Pow Wow

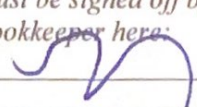
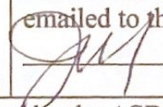
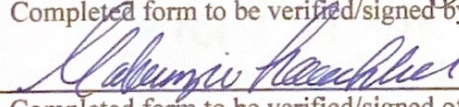
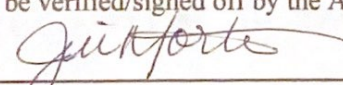
August 2022

- Make a poster displaying T-shirts for sales
- Sell preorders of class T-shirts at both Pow Wow and Club Rush
- Make social media posts to promote sales
- Create spreadsheet tracking orders and sizes of T-shirts
- Do cashbox form and get cash box
- Do purchase order and order T-shirts

Leadership Activity Event Procedure Form

Directions: Any time our class has an activity for our student body there are multiple forms and steps to accomplish in order to have a successful event. This form will assist to make sure all components to an activity are completed and done so in an efficient manner. The overall grade will depend on the completeness of this activity and will be applied to every individual in the class whether directly involved or not. We are a functioning business and family that must help one another be successful. Working together is a key skill needed in this course and out in the real world. This process will help everyone with their responsibilities and cooperation with others.

| Procedure | Individual(s) Responsible | Point Value | Points Received | Comments/Notes |
|---|---|------------------------------------|-----------------|----------------|
| Name of Event: <u>Junior Class T Shirt Sales</u> | | Date of Event: <u>8/3, 8/24-26</u> | | |
| 1. Facility Form: Student will print a copy & attach the confirmation of event through the following site: https://www.riponhigh.net/use-of-facilities | Student Leader Activities Director (assist as needed) | 1 point | 0/1 | copy? |
| 4. Purchase Order: Purple form found in Morty's office or with the ASB Bookkeeper in Attendance Office a. Who filled form out b. Date Activities Director signed the form & ASB Treasurer c. Date form turned into the ASB Bookkeeper | a. <u>Jenna Skovdahl</u> b. <u>8/31/2022</u> c. <u>8/31/2022</u> <i>Must be signed off by the ASB Bookkeeper here:</i>  *A copy must be provided and attached to this form. | 4 points | 4/4 | |
| 5. Announcement(s) a. Date filled out & by whom b. Date signed off by Activities Director and/or Head Advisor c. Date turned in to Mrs. Valdez d. Date(s) announcement (s) will be read | a. <u>NA</u> b. <u>NA</u> * A copy of all announcements must be attached to this form! c. <u>NA</u> d. <u>NA</u> | 5 points | /5 | |
| 6. Publicity a. Form of publicity used b. Date publicity put up & by whom | a. <u>Social Media</u> b. <u>8/24 Junior Officers</u> | 2 points | 2/2 | |
| 7. Cash Box Form: form found in Morty's office or with the Bookkeeper in Attendance Office a. Date form is picked up b. Date Activities Director signed the form & ASB Treasurer c. Date form turned into the Bookkeeper | a. <u>7/19 and 8/16</u> b. <u>8/7 and 8/18</u> c. <u>8/7 and 8/24</u> | 3 points | 3/3 | |

| | | | | | |
|----|---|--|----------|-----|--------|
| | | Must be signed off by the ASB Bookkeeper here:  | | | |
| 8. | Dance Forms (if applicable) | | 6 points | /6 | |
| | - Dance Procedure Form: Get from the Vice Principal a. Date form is picked up b. Date form is complete c. Date turned into the attendance office | a. <u>NA</u> b. <u>NA</u> c. <u>NA</u> *please include a copy of completed form | | | |
| | - DJ: Sounds in Motion 522-5999 a. Date called & by whom b. Date contract is filled out and returned to company. To be completed by AD or Head Advisor, communication is key! c. Date of call back one week prior to event | a. <u>NA</u> b. <u>NA</u> c. <u>NA</u> | | | |
| 9. | Minutes: a. Date of meeting & location b. Date minutes emailed to AD | a. <u>4/24, 6/9, 7/2 (virtual)</u> b. <u>9/4</u> **A copy of the minutes must be present on completed procedure form. For AD to Sign: A copy was emailed to the Activities Director:  | 3 points | 3/3 | |
| | Completed form to be verified/signed by the ASB President: |  | 3 points | 3/3 | |
| | Completed form to be verified/signed off by the Activities Director: |  | 3 point | 3/3 | |
| | Total amount of point value and points received: | | | 130 | Grade: |

18/19

After Action Report

| What worked.... What we liked... What we should do again... **What were the <u>benefits</u> of this activity? | Did you GIVE - ASK - GIVE? Did you build <u>trust</u> amongst the student body? |
|---|--|
| <ul style="list-style-type: none"> - Making a poster with a picture of T shirt and appealing design attracted students - Making a spreadsheet once again helped a lot - Kylee creating a Juniors groupchat largely promoted the selling of the T shirts - The location of in front of the student store was a great alternative to the foye | <p>We did build trust among the student body as we gave them an opportunity to be involved, included and united in the form of a T shirt. Through this T shirt, when we ask students to attend rallies and dress up, they now have a common article of clothing to wear.</p> |

Score your event - 1 being poor, 10 being great **7**

Additions or changes you would make to your Checklist for future groups:

- Separate columns for T shirts in google sheet based off size
- Turn in forms as early as possible

Ripon High School
301 N. Acacia Ave.
Ripon, CA 95366
(209) 599-4287

Student Body Purchase Order/Requisition Form
(ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASE.)

Student Body Account: Class of 2024

Date: 08/26/22

Event: Class T-shirts

Requesters Name: Jenna Skavchik

| Description of Product for Purchase: | Quantity | Unit Price | Amount |
|--------------------------------------|--------------|--------------|------------------------|
| Junior class t-shirt | 106 t-shirts | ~\$9.50 each | Do Not exceed \$1,030. |

Requesting a:

Purchase Order

Check

Payable to: ASB of Ripon High School

Address: 301 N Acacia Ave

Ripon, CA 95366

Return to me by this date: _____

OR Other Directions: (please circle): Mail Check

Ordering Uniforms – Uniforms **MUST** be approved by Principal or Athletic Director **BEFORE** ordering

Date

Principal or Athletic Director Signature

Approved budget on file – available funds verified by _____
ASB Bookkeeper

OR
 Minutes of Club approving expenditures (copy of minutes must be attached)

Coach/Advisor: Judyot Date: 8/31/22

Activities/Athletic Director: Judyot Date: 8/31/22

Student Officer: Jenna Skavchik Date: _____
(President/Treasurer of club/organization or ASB Treasurer)

Principal: _____ Date: _____

Office Use Only

PO # _____

Check # _____

Date Paid: _____

Amount Paid: _____

Class T-Shirt Minutes

***Meeting Called to Order on April 24th, 2022 at 5:00 PM**

Members in attendance: Kylee Brown- President, Devin Fitzpatrick- Vice President, Lucia Machado Perez- Publicity Officer, Jenna Skavdahl, Administrative Assistant

I. Class T-Shirt Color

A. Orange

1. Would look very good at rallies
2. Easy to identify what class we belong to
3. It would be beneficial in promoting dress-up days for the Junior Class
4. Having an orange shirt would be nice at least once in High School
 - a) Difficult to find a nice orange color on the website, izadesign without looking too bright or bold

B. White

1. We have done this color many times in the past, it could get old, overused by classes
2. Difficult to make unique

- Please Think of other designs, and come up with a list of designs and details to add to the T-Shirt for Next Meeting

***First Meeting Adjourned at 5:45 PM**

****Second Meeting Called to Order On June 9th, 2022 at 4:00 PM**

- In the previous meeting, members were asked to come up with designs and possible options

Members in attendance remained the same

I. Present ideas

A. SEE PRINTED IMAGES (Attached)

II. Decide on Final Shirt Color

A. Ideas include Grey, White, Orange, and Khaki

1. Grey- No, Sweat stains
2. Orange- No, eliminated at the previous meeting
3. White- No, eliminated at the previous meeting
4. Khaki- Yes, neutral and unified, different than what we had ever done before

III. Further discussion

A. Come up with ideas for the final print on the front of the T-Shirt by the next meeting

****Second Meeting Adjourned at 5:30 PM**

*****Third Meeting Called to Order on July 1st, 2022 at 7:00 PM**

- Members in attendance remain consistent with previous meetings
 - I. Final Ideas presented
 - II. Out of four ideas, 1 is eliminated, leaving the following to be contestants
 - A. Grey shirt with design on the back
 - B. Khaki design with RHS in bold on front
 - C. Grey shirt with "JUNIOR POWER" scripted across chest

*****Third Meeting Adjourned at 7:30 PM**

******ALL FURTHER DISCUSSIONS TOOK PLACE IN THE JUNIOR OFFICERS GROUP CHAT, INCLUDING THE FINAL DECISION ON THE T-SHIRT DESIGN******

Final design was submitted to Jill Mortensen on July 11th, 2022

Approval of Minutes

Devin Fitzpatrick

Jenna Skavdahl

Lucia Machado Perez

Kylee Brown

Activities Director Evaluation of Event Completion

| | | | |
|---|---|--|------------------|
| <p>Event Team Leader Debrief & Communication Factor</p> | <p>Team leader(s) was able to debrief cohesively when asked. If team leader was unavailable, a group member was knowledgeable and able to present.</p> <p>ADs inquire of "to dos" and/or deadlines met were answered professionally by the team leader/group</p> | <p>Point Value:</p> <p style="text-align: center;">2 / 2</p> | <p>Comments:</p> |
| <p>Professionalism & Respect</p> | <p>Team Leader/Group Members acted and executed the event with professionalism and efficiency.</p> <p>Respect toward peers, group members, staff, and AD were executed with professionalism</p> | <p style="text-align: center;">2 / 2</p> | |
| <p>Overall Evaluation</p> | <p>ADs perspective of the overall completion of activity.</p> <ul style="list-style-type: none"> *Deadlines met *Were constant reminders from the AD necessary *All team members present or were there excuses *Did the team execute a strong activity or was there disappointment and improvement that could have been made? | <p style="text-align: center;">4 / 6</p> | |
| <p>Total Points:</p> | | <p style="text-align: center;">8 / 10</p> | |