

Leadership Procedure Form

Activity: T-Shirt Sales

Person(s) in Charge: Freshman Reps

Team Members: ximena, gia, Nathan, Sofia, abby, nathan, James, Claire

Date of Event: August 5th - registration day (pow wow) August 26-27 (club rush)
**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: 891. B+

**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.

* older form - point system off a bit. Morty will adjust.

Team Leader Check in Form: 55 /60

RHS Paperwork Procedure Form Score: 18/23 /30 (point value can change due to activity)

AD Evaluation of Execution of Event Score: 10 /10

How to List Score: 18/20 - dates would make this stronger

Total Points/Final Score: 101 /400 113

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. | wednesday July 28th | 4/4 |
| Message Purpose | Explain the message/purpose of this activity here: to sell our freshman class Shirts and earn money for Our class/grade budget. | wednesday July 28th | 10 /10 |
| Give Ask Give | Explain how this event/activity will follow the GIVE-ASK-GIVE model by Involve Student Leadership We're first <u>giving</u> by informing students about sales. whether it's on social media, email, or posters. we <u>ask</u> students to support our class and show spirit by purchasing a shirt. through social media and in person. last, we <u>give</u> what we promised by providing the shirt and an easy process. | wednesday July 28th | 10/10 |
| Anchoring | Provide 3 ways that we want the students of RHS to feel during this activity: 1. excited: to start off the year and show spirit 2. involved: by supporting the school 3. Satisfied: at how easy the buying process was and how the shirts came out | wednesday July 28th | 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... | Monday August 2nd | 20/20 |
| Complete Leadership Procedure Form | Complete the Leadership Activity Event Procedure Form according to the regulations and required paperwork along with signatures for RHS. | August 1th August 5th | 1 /1 |
| Gratitude | Thank you cards done, must be completed and turned in at the time of the procedure form due date. | not needed | 0/5 |
| Evaluate Event | Complete an After Action Report (AAR) There are always people to thank. what about the person who got you tables + chairs? | August 30th | 5 /5 |
| Total Point Value | | 60 points | 55 /60 |

Event Planning Outline (Breakdown)

STEP 1: The Basic Overview

Event Name: T-Shirt Sales Event Date: August 5th 2021 - August 16-17 2021

Event Location: north gym foyer

Brief Description of Event:

Selling freshman class t-shirts

Toolbox for event (supplies needed) table, decorations, computer (google form), picture of completed shirt, and a cash box.

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

| Welcome / Greeting BUILD TRUST | Main Attraction GIVE | Close/Shut Down BENEFIT |
|---|--|---|
| <p>Set up decorations, welcome sign, welcome students check in cash box</p> | <p>Sell t-shirts, promote asb, meeting people make sure shirt is on schedule</p> | <p>Clean up, finish sales, bring deco home count money, return cash box</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 |
|------------------|---|----------|-----------------------|------------------------------|
| table | nathan c | 8/5 | yes | |
| balloons | gia | 8/5 | yes | |
| Order form | Ximena | 8/5 | yes | |
| Cash box | Claire | 8/2 | yes | |
| poster | Sofia | 8/5 | yes | |
| Chairs | nathan g | 8/5 | yes | |
| tablecloth | gia | 8/5 | yes | Super cute deco! |
| Computer #1 | Ximena | 8/5 | yes | } all used 4 same form |
| Computer #2 | Claire | 8/5 | yes | |
| Computer #3 | nathan c | 8/5 | yes | |
| Streamers | Nathan C | 8/5 | yes | |
| extra masks | Sofia | 8/5 | yes | |
| pens | Sofia | 8/5 | yes | |
| procedure f | Claire | 8/13 | yes | |
| tshirt reference | abby | 8/5 | yes | need more sizes next time |
| extra computer | James | 8/5 | yes | |
| to-do list | Ximena | 8/2 | 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

How To... Sell Your Class T-Shirts

*You can type up this document and add here, or add another piece of paper as needed.

2+ weeks prior ~

- * create t-shirt design (we used iza design)
- * get design approved by advisor
- * Create a unit price

1 week prior ~

- * meet with those in charge to go over selling schedule / shifts
- * discuss who is bringing what supplies
- * Create a poster to promote your shirt sales and inform
- * create order form to have students fill out
- * fill out cash box request form

day of ~

- * have crew set up and decorate table / station
- * post about event again and re-inform
- * make sure all supplies needed is brought
- * have the cash box ready and prepared + order forms
- * work shifts
- * Clean up after event and complete procedure forms


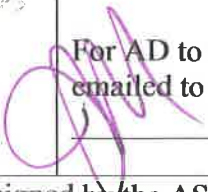

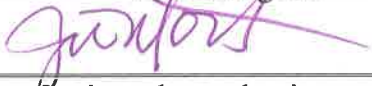
after event ~

- * finish procedure form
- * check dates to receive shirts * Complete purchase order
- * make sure all money is counted
- * be sure everyone who brought supplies got it back.

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>freshman t-shirt Sales</u> | | Date of Event: <u>Aug 5th - Aug 26-27th</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 | /1 | |
| 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>Claire Morris</u> b. <u>august 30th</u> c. <u>august 30th</u> <i>Must be signed off by the ASB Bookkeeper here:</i> <u>WJS</u> <i>*A copy must be provided an attached to this form.</i> | 4 points | 4/4 | Not Needed |
| 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 <i>Didn't you put in announcements? I recall signing one.</i> | a. _____ b. _____ <i>* A copy of all announcements must be attached to this form!</i> c. _____ d. _____ | 5 points | 0/5 | Not Needed |
| 6. | Publicity a. Form of publicity used b. Date publicity put up & by whom | a. <u>instagram posts</u> b. <u>August 1st, Gia Grewal</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>august 2nd, 2021</u> b. <u>august 2nd, 2021</u> c. <u>august 2nd, 2021</u> | 3 points | 3/3 | d. Ximena filled out cash box for club rush <u>August 24th, 2021</u> |

| | | | | | |
|----|--|--|----------|-----|------------|
| | | <p>Must be signed off by the ASB Bookkeeper here:</p>  | | | |
| 8. | Dance Forms (if applicable) | | 6 points | /6 | |
| | <p>- Dance Procedure Form: Get from the Vice Principal</p> <p>a. Date form is picked up b. Date form is complete c. Date turned into the attendance office</p> <p style="text-align: right;">X</p> | <p>a. _____ b. _____ c. _____</p> <p>*please include a copy of completed form</p> | | | Not Needed |
| | <p>- DJ: Sounds in Motion 522-5999</p> <p>a. Date called & by whom b. Date contract is filled out and returned to company. <i>To be completed by AD or Head Advisor, communication is key!</i> c. Date of call back one week prior to event</p> <p style="text-align: right;">X</p> | <p>a. _____ b. _____ c. _____</p> | | | Not Needed |
| 9. | <p>Minutes:</p> <p>a. Date of meeting & location b. Date minutes emailed to AD</p> <p>(paper form of minutes attached)</p> | <p>a. <u>June 24, July 22, July 28</u> b. <u>August 4th, 2021</u></p> <p>**A copy of the minutes must be present on completed procedure form.</p> <p>For AD to Sign: A copy was emailed to the Activities Director:</p>  | 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: | | | /30 | Grade: |

18/23

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"> * decorations looked great * Schedule worked out nicely * responsibility list was a big help * good communication * got to see how we all worked together * got to get to know each other better * raised a lot of money! | <ul style="list-style-type: none"> • yes! we did a great job of communicating and following through with what we signed up for. i think that was definitely a good bonding experience for us. We helped each other and were sure to clarify with our team. |

Score your event - 1 being poor, 10 being great 8/10; the event went really great! once we get more practice it'll get easier!

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

- * think about bringing music!
- * big enough table to where it's less crowded
- * make sure to know where to pickup cash box
- * assign who will take money, fill out receipt forms, answer questions, etc

Freshman Representatives

July 28th, 2021

Meeting called to order at 1:00pm

Two members were absent. Those members being Abby Hendley and James Wilkins.

- I. **Went Over Responsibility List:** Made sure everyone was signed up for a task so everyone was helping out. Clarified that everyone knew what their job was and confirmed that they would be able to complete it.
- II. **Decided What Would Be Brought:** We went through the list of what we needed to bring and took out anything that would be unnecessary, decided on exactly what we wanted, and how we would put it all together.
- III. **Worked Out Shift Schedules:** At this time we figured out how many people would work at a time (four), when we would start and when we would change shifts. Then we figured out who would work at what time.
- IV. **Scheduled When we Would Post On Social Media:** We talked about when it was a good time to post our reminders and announcements on social media.
- V. **Made An Agenda:** Worked out a list of what time to get there, who would work first, who would work second, then when we would clean up.

*** Meeting adjourned at 1:30***

Freshman Representatives

July 22th, 2021

Meeting called to order at 3:00

Not all members were present. Those members being Nathan Curless, Nathan Gaines, James Wilkins, and Abby Hendley

- I. **Decided Responsibilities:** Made sure we knew who was going to be bringing what, who was going to do paperwork, and who would create the online forms.

Our system was organized with a list of who would do what job.

- V. **Discussed Who Would Run Publicity:** Decided the roles of online announcements and social media posts as well as when they would be released.
- VI. **Discussed Next Meeting Plans:** Talked about when we would meet with the entire group for the last time before the event would occur.

*** Meeting adjourned at 4:00pm***

Approval Of Minutes:

Clair Morris
Naomi
Justin

Freshman Representatives

June 24th, 2021

Meeting called to order at 2:30pm

All members were present. Those members being Nathan Curless, Sofia Grewal, Ximena Del Toro, Nathan Gaines, Gia Grewal, James Wilkins, Abby Hendley, and Claire Morris

- I. **Designed and Created Our T-Shirt:** Looked on Iza Design and agreed on which patterns, colors, and prints would be best for the shirt.
- II. **Had it Approved With Our Advisor:** Confirmed the design and final shirt was satisfactory with Mrs. Mortensen and Naomi Wilbur.
- III. **Discussed Ideas For Social Media Publicity:** Talked about when we would post, what we would post, and what information the post or story would contain.
- IV. **Talked to Peers About Future Meetings:** Talked about what we would do moving forward and when we would meet again.

*** Meeting adjourned at 4:00pm***

Approval Of Minutes:

Claire Morris

Naomi Wilbur

Jonathan

Approval Of Minutes:

Clare Morris

NRONN

Janet