

# Leadership Procedure Form

Activity: Junior T-shirt Sales

Person(s) in Charge: Makenzie Loechler

Date of Event: 2021 August 4<sup>th</sup> / 2021 August 26 / August 27 2021

\*\*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: 93.1. 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 List Score: 21/26

AD Evaluation of Execution of Event Score: 16/16

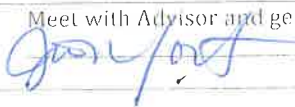
Committee Form Score (if applicable): N/A

Procedure Form Score: 25/26

How to List Score: Nice! 20/20

Total Points/Final Score: 82/88

# Team Leader Checklist (and Your Grading Criteria)

STEP	Your Responsibilities	Done? (Yes or No)	Date Completed	Point Value (To be completed by AD)
Overview	<b>Facilitative Leadership:</b> As a class/group discuss the overall event/theme/goal of activity.	Yes	7/21	2 /2
Brainstorm	<b>Facilitative Leadership</b> Discussion of specifics to the event/activity being planned, (ask questions!) & Take notes (don't always rely on the secretarial positions to keep minutes/notes for you. Designate a time keeper; email minutes to AD, a hard copy of the minutes must be attached to this document!	Yes	7/21	2 /2
Event Break Down	<b>Facilitative Leadership:</b> Discuss who will be responsible for the completion of specific jobs of the event. Event Form job breakdown next pages.	Yes	7/21	2 /2
Complete the Checklist	Organize Checklist of tasks according to Check Date	Yes	7/21	5 /5
Check in with Advisor	Meet with Advisor and get signature: 	Yes	7/31	3 /3
Complete Leadership Procedure Form	Complete the Leadership Activity Event Procedure Form according the regulations and required paperwork along with signatures for RHS.	Yes	9-3	2 /2
Complete the Committee Form (if applicable)	Complete the committee form based on the list of requirements.	N/A	N/A	2 /2
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date.	Yes	9-3	0 /5
Evaluate Event	Complete an After Action Report (AAR)	Yes	8-30	5 /5
Finalize Paperwork	The Procedure Form is completed and the deadline is met one week after the event was held.	Yes	9-3	3 /3
Total				21 /26

Did not receive.

Event Planning Outline (Breakdown)

STEP 1: The Basic Overview

Event Name: T-shirt sales Event Date: Aug 4

Event Location: GUM FEVER

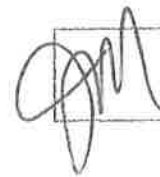
Brief Description of Event:  
Selling class t-shirts during registration  
CLUB RUSH

We will know this event is a success when  
there's over 40 pre-orders.

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

Welcome / Greeting	Main Attraction	Close/Shut Down
Setting up table and getting ready	Selling t-shirts	• Clean up • Return cashbox to bookkeeper

STEP 3: Team Leader Check In with your advisor



STEP 4: Checklist

Jaydin June 22, July 21

TASK (begin with a verb: hang posters, stamp posters)	WHO Is Responsible (only 1 person)	CHECK DATE	DUE DATE	DONE? Yes or No	NOTES
table & chairs	Makenzie	7-31	8-4	yes	
fill out cashbox	Gracie	7-31	8-4	yes	
social media posts	Dillian	7-31	8-4	yes	
get decorations	Makenzie	7-31	8-4	yes	
shirt printouts	April	7-31	8-4	yes	
order forms	Gracie	7-31	8-4	yes	
fill out po	Gracie	8-28	8-30	yes	
INPUT # TO RA	MAK	8-27	8-27	yes	
BRING THANK YOU CARDS	APRIL	8-30	9-3	yes	COMMUNICATE BETTER
DECORATE TABLE	APRIL	8- <del>30</del> 18	8-28	yes	
TURN IN ANNOUNCE MENTS	GRACIE	8-16	8-20	yes	
CREATE ANNOUNCEMENTS	DILLIAN	8-16	8-19	yes	
WORK TABLE @ POW WOV	MAK, GRACIE, AU, APRIL, DILLIAN	8-1	8-4	yes	
WORK TABLE @ CLUB ROOM	MAK, GRACIE, APRIL, DILLIAN	8-26 8-27	8-26 8-27	yes	COMMUNICATE BETTER
PUBLICIZE SOCIAL MEDIA	MAK, GRACIE, APRIL, DILLIAN	8-16	8-20	yes	

Step 5: Team Leader Check In with your advisor

## 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.

**Point Value: 20pts**

**\*\*Exampled Provided Below:**

### 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 T-Shirt Sales 2021

May 2021

- Brainstorm T-Shirt designs
- Pick final design for Junior year

June 2021

- Input T-Shirt design into IZA design
- Confirm with team T-Shirt design

01 July 2021 - 10 July 2021

- Finalize design/put finishing touches
- Correct any errors on shirt
- Email IZA rep. for updated design

11 July 2021 - 17 July 2021

- Create social media posts
- Push out publication of shirts

18 July 2021 - 24 July 2021

- Form decoration committee
- Assign tables and chairs
- Create work schedule

25 July 2021 - 31 July 2021

- Plan out decorations
- Pick up decided decorations
- Complete cash box form
- Get cash box form signed off and approved

- Continue social media assignments
- Create google sheet to hold information for T-Shirts

1 August 2021 - 7 August 2021

- More social media assignments
- Confirm dates & times
- Review plan and tasks for everyone
- Go to High School 45 mins early to event
- Set up table with decorations
- Sell shirts & give receipts
- Record information in googles sheets previous made
- Count cashbox
- Break down and clean up table
- Review numbers and make sure there is nothing missing (if something is missing, contact person to get correct information)
- Create list for Thank You cards
- Start preparing for Club Rush T-shirt Sales

8 August 2021 - 14 August 2021

- Updated procedure form
- Get paperwork for Club Rush
- Create work schedule for Thurs. & Fri.
- Organize decorations & tables/chairs

15 August 2021 - 21 August 2021

- Turn in cashbox form

- Create more social media posts
- Finalize finishing details on decorations and table
- Begin to publicize

22 August 2021 - 28 August 2021

- Continue to publicize
- Bring supplies to school
- Push T-shirts
- Sell on 08/26/21 & 08/27/21
- Count cashbox each day
- Clean up and set up table each day
- Record additional information each day
- Double check recorded information from students (fix any mistakes)
- Add to list of Thank You cards (if needed)

29 August 2021 - 4 September 2021

- Finish Procedure Form
- Input all numbers into IZA Design
- Fill out and turn in Purchase Order form
- Take inventory/organize old shirts
- Order class shirts
- Write and handout Thank You cards
- Begin to organize/talk about distribution of shirts



# After Action Report

What worked.... What we liked... What we should definitely do again...	What we would do differently...
<ul style="list-style-type: none"><li>- One person on receipts, one person filling out spreadsheet</li><li>- Spreadsheets!</li><li>- Sign with t-shirt design</li><li>- GETTING CLASSES OPINION ON T-SHIRT DESIGN</li></ul>	<ul style="list-style-type: none"><li>- Better communication among officer team (WORK SHIFTS)</li><li>- More announcements</li><li>- MORE PUBLICITY</li></ul>

Was your event successful according to the indicators you set at the start?

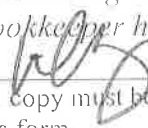
Very successful, PROFIT OF ~\$700

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

- More specific / detailed
- DON'T PROCRASTINATE ON IT

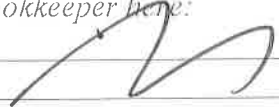


## Leadership Activity Event Procedure Form

**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
	Class t-shirt sales	Junior Class Officers			
Name of Event: <u>Class T-shirt Preorders</u>		Date of Event: <u>August 4th 2021</u>			
1.	PIC: Person in Charge	Junior Class Officers	1 point	1/1	
2.	Committee Members and/or Individuals in Charge	Makenzie Loechter, April Yan, Arielle Wheeler, Dillon Sanchez	1 point	1/1	
3.	Facility Form: Student will print a copy of the confirmation of event through the following site: <i>(faded text)</i>	PRINTED BY MAK 8-31-21	1 point	1/1	
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 & by whom	a. <u>Makenzie</u> b. <u>08/30/21</u> c. <u>08/30/21</u> Must be signed off by the ASB Bookkeeper here:  *A copy must be provided attached to this form.	5 points	5/5	
5.	Announcement(s) a. Date filled out & by whom b. Number of announcements completed c. Date signed off by Activities Director and/or Head Advisor d. Date turned in to Mrs. Valdez & by whom e. Date(s) announcement (s) will be read	a. <u>8-19-21 Dillon</u> b. <u>1</u> * A copy of all announcements must be attached to this form! c. <u>8-19-21</u> d. <u>8-21-21 Dillon</u> e. <u>8-23-21 - 8-27-21</u>	5 points	4/5	This does not look like the original...

ASB FILLED OUT COPY

CLEAR COPY

6.	<b>Publicity</b> a. Date posters/flyers made b. Date publicity put up & by whom c. Date event placed on Social Media	a. <u>N/A</u> b. <u>8/21 CLASS INST/DILLON/MAK</u> c. <u>8/22 CLASS</u>	3 points	3/3	
7.	<b>Cash Box Form: form found in Morty's office or with the Bookkeeper in Attendance Office</b> a. Date form is picked up & by whom b. Date Activities Director signed the form & ASB Treasurer c. Date form turned into the Bookkeeper & by whom	a. <u>NAOMI / JULY 23, 2021</u> b. <u>8/23</u> c. <u>8/26; GRACIE</u>  <i>Must be signed off by the ASB Bookkeeper here:</i> 	4 points	4/4	
8.	<b>Dance Forms</b> - <b>Dance Procedure Form: Get from Front Office</b> a. Date form is picked up & by whom b. Date form is complete and signed off by Head Advisor c. Date turned into main office & by whom  - <b>DJ: Sounds in Motion 522-5999</b> a. Date called & by whom b. Date contract is filled out and faxed back 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 & by whom.	a. _____ b. _____ c. _____  a. _____ b. _____ c. _____	6 points	/6	
9.	<b>Minutes:</b> a. Date of meeting & location b. Who completed minutes c. Date minutes emailed to AD **A copy of the minutes must be present on completed procedure form.	a. <u>7/21/21, FACETIME</u> b. <u>GRACIE</u> c. <u>8-3-21</u>	4 points	4/4	
Completed form to be signed off by the ASB President:			1 point	1/1	
					
Completed form to be signed off by the Activities Director:			1 point	1/1	
					
Total amount of point value and points received:				132	Grade:

25/26

## Activities Director Evaluation of Event Completion

		Point Value:	Comments:
Event Team Leader Debrief	Team leaders was able to debrief cohesively when asked. If team leader was unavailable, a group member was knowledgeable and able to present.	<b>2 / 2</b>	
Communication Factor	ADs inquire of "to dos" and/or deadlines met were answered professionally by the team leader/group	<b>2 / 2</b>	
Professionalism	Team Leader/Group Members acted and executed the event with professionalism and efficiency.	<b>2 / 2</b>	
Respect	Respect toward peers, group members, staff, and AD were executed with professionalism.	<b>2 / 2</b>	
Overall Evaluation	ADs perspective of the overall completion of activity. *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?	<b>8 / 8</b>	
		<b>Total Points:</b> <b>16 / 16</b>	

# Junior Class Officers

## 7/21/21

**\*Meeting Called to Order: 10:30 am**  
All Members in Attendance

I. Front Design

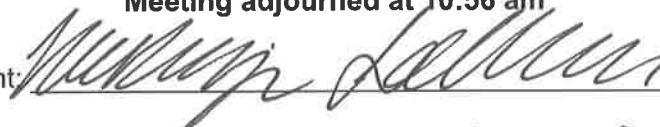
- a. Suggested a basic front with an elaborate back. Motion was seconded. The motion passed with all in favor.
- b. Suggested the current design. Motion was seconded. The motion passed with all in favor.

II. Back Design

- a. Suggested a blue shirt, the motion was denied in the favor of a white one with a blue design.
- b. Current design was suggested. Motion was seconded. Passed with all in favor.

**\*Meeting adjourned at 10:56 am**

President:



Admin Assistant:





Marti Ulrich <mulrich@riponusd.net>

**Fwd: Ripon Unified School District Club Rush - Approved**

1 message

**Makenzie Loechler** <62804498@riponusd.net>  
To: Marti Ulrich <mulrich@riponusd.net>

Tue, Aug 31, 2021 at 11:52 AM

----- Forwarded message -----

From: **Jill Mortensen** <JMortensen@riponusd.net>  
Date: Tue, Aug 31, 2021 at 11:37 AM  
Subject: Fwd: Ripon Unified School District Club Rush - Approved  
To: Emma Phelps <62802722@riponusd.net>, Makenzie Loechler <62804498@riponusd.net>

----- Forwarded message -----

From: <info@masterlibrary.com>  
Date: Tue, Jul 13, 2021 at 7:19 AM  
Subject: Ripon Unified School District Club Rush - Approved  
To: <jmortensen@riponusd.net>

**Ripon Unified School District**

**Approved**

Your Request with Ripon Unified School District has been approved. This request (Schedule Id #182) consists of the following Request #'s: 5846, 5847, 5848.

Please review all Event Information for accuracy. If fees are applied to this request you will receive an invoice.

**EVENT INFORMATION**

<b>Spaces</b>	Ripon High School - Ampitheater/Park ( <b>Approved</b> ) Ripon High School - Hallway: E-Wing ( <b>Approved</b> ) Ripon High School - Hallway: Student Store/Library ( <b>Approved</b> )
<b>Group</b>	RHS Student Council
<b>Group Manager</b>	Jill Mortensen
<b>Group E-mail</b>	jmortensen@riponusd.net
<b>Address</b>	301 N. Acacia Avenue Ripon, CA 95366
<b>Phone</b>	(209)599-4287
<b>Event Name</b>	Club Rush
<b>Date/Time</b>	Thu 08/26/2021 10:00 AM - Thu 08/26/2021 01:00 PM
<b>Actual Event</b>	8/26/2021 10:00:00 AM - 8/26/2021 1:00:00 PM

**Date/Time**

**Event Notes**

I will communicate with LJ as we get closer to the event and adapt due to covid.

**Budget Code**

## RECURRING INFORMATION (Schedule Id #182)

**First Occurrence**

Thu 08/26/2021 10:00 AM - Thu 08/26/2021 01:00 PM

**# Occurrences**

1

**Last Occurrence**

Thu 08/26/2021 10:00 AM - Thu 08/26/2021 01:00 PM

**List Of Occurrence(s)**

Approved

(08/26/2021)

## Additional Information

**Total Estimated Attendance**

1000

**Person Responsible for Setup/Cleanup**

Mortensen

**Purpose of Activity**

Club Rush

**Sponsoring Organization**

Student Council

## Personnel

**Custodial / Notes**

Yes: extra trash cans

## Doors To Be Opened

**Restrooms - Specify Location**

Ewing

Login to view the Request.

Powered by MasterLibrary™ ML Schedules™ Facility Use Request Software.  
Learn more at MasterLibrary.com

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Thank you kindly.

Jill Mortensen  
Ripon High Activities Director  
Ripon High Independent Study Coordinator

200 Hr Yoga Certified Instructor  
CADA Print Media Coordinator  
Area A CADA Council Assistant Coordinator

**HAVE PRIDE! JOIN THE TRIBE!**

**#FindYourSpirit #worldsgreatesthighschool**

Ripon High School  
301 N. Acacia Ave  
Ripon, CA 95366

*jmortensen@riponusd.net*  
209-599-4287 (work)  
209-541-6907 (cell)

Websites: [www.riponhigh.net](http://www.riponhigh.net)  
Teacher Site: <http://asbofriponhighschool.weebly.com>  
Linktree: <https://linktr.ee/asbofriponhighschool>

Join ASB on Social Media  
Facebook: Ripon High School  
instagram: asbofriponhighschool

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 **invite.ics**  
1K





# ANNOUNCEMENTS

Daily Bulletin \_\_\_\_\_

Facebook \_\_\_\_\_

Date(s) to be read/posted

8-23 - 8-27

HEY JUNIORS, IF YOU HAVEN'T BEEN ABLE TO  
REORDER YOUR CURS T-SHIRTS NOW IS YOUR  
LAST CHANCE. T-SHIRTS WILL BE SOLD IN CLUB  
RUSH AUGUST 26 AND AUGUST 27 FOR ONLY \$20,  
DON'T FORGET!

Must be signed by Advisor and/or Administrator \_\_\_\_\_