

Leadership Procedure Form

Activity: T-shirts Class of 2022

Person(s) in Charge: Sen or class officers

Date of Event: August 4th 8:00am - 12:00pm

**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: 821. 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.

Team Leader Check List Score: 19/29

AD Evaluation of Execution of Event Score: 16/16


Committee Form Score (if applicable): N/A

Procedure Form Score: 24/25

How to List Score: 15/20 Depth + Detail

Total Points/Final Score: 74/90

Team Leader Checklist (and Your Grading Criteria)

STEP	Your Responsibilities	Done? (Yes or No)	Date Completed	Point Value (To be completed by AD)
Overview	Facilitative Leadership: As a class/group discuss the overall event/theme/goal of activity.	Yes	Jun 11	2 /2
Brainstorm	Facilitative Leadership 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	Jun 11	2 /2
Event Break Down	Facilitative Leadership: Discuss who will be responsible for the completion of specific jobs of the event. Event Form job breakdown next pages.	Yes	Jun 13	2 /2
Complete the Checklist	Organize Checklist of tasks according to Check Date	Yes	7-30	5 /5
Check in with Advisor	Meet with Advisor and get signature: 	Yes	8-16	3 /3
Complete Leadership Procedure Form	Complete the Leadership Activity Event Procedure Form according the regulations and required paperwork along with signatures for RHS.			0 /2
Complete the Committee Form (if applicable)	Complete the committee form based on the list of requirements.			1 /2
Gratitude	Thank you cards done. must be completed and turned in at the time of the procedure form due date.			0 /5
Evaluate Event	Complete an After Action Report (AAR)	Yes		4 /5
Finalize Paperwork	The Procedure Form is completed and the deadline is met one week after the event was held.			1 /3
Total				13

There are many who helped you that you could have thanked!

19/29

Event Planning Outline (Breakdown)

STEP 1: The Basic Overview

Event Name: Senior T-Shirt Sale Event Date: August 4

Event Location: _____

Brief Description of Event:

Selling of Senior Class shirts, sweaters, and hoodie.

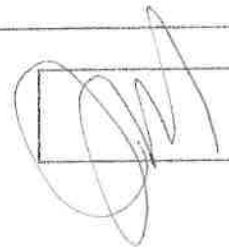
We will know this event is a success when

there are more than 100 pre-orders

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

Welcome / Greeting	Main Attraction	Close/Shut Down
<ul style="list-style-type: none">• welcoming & kind to all students & staff	<ul style="list-style-type: none">• Selling of Class T-shirts	<ul style="list-style-type: none">• Clean up of area• returning cash box• record number of sales

STEP 3: Team Leader Check In with your advisor



STEP 4: Checklist

TASK (begin with a verb: hang posters, stamp posters)	WHO Is Responsible (only 1 person)	CHECK DATE	DUE DATE	DONE? Yes or No	NOTES
Bring labels	Emma P.	7/30	8/4	Yes	
bring chairs	Anthony S.	7/30	8/4	Yes	
Print + short design	Abby T.	7/30	8/4	Yes	
make flyers	Abby T.	7/30	8/4	Yes	
fill out cash box	Bryan O.	7/30	8/4	Yes	
getting decor	Bryan O.	7/30	8/4	Yes	
Announcement form	Abby T	8-13	8-20	Yes	
balloons	Emma P	8-26	8-27	Yes	
Posters	Anthony S	8-13	8-24	Yes	
Table Cloth	Emma P	8-14	8-26	Yes	
Cash Box	All Officers	8-25	8-26/27	Yes	
Counting total sales	Anthony S	8-27	8-29	Yes	
P. O.	Bryan O.	8-30	8-30	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...

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

2 month before

- create ^{merch} ~~shirt~~ design / get design approved / create price
- ask class for thoughts

1 week before

- fill out cash box
- print design and laminate
- create shirts to sell
- get table & chairs beforehand / decorations
- create google sheet for orders
- make flyers/posters/social media posts

Day of

- get cash box
- bring table & chairs
- decorate table / laminated designs
- push out on social media/class text
- ~~let~~ ~~billions~~ stay committed to shifts
- sell shirts

After Action Report

What worked... What we liked... What we should definitely do again...	What we would do differently...
<p>Time frames for people to sell</p> <p>Publicization for merchandise sales.</p> <p>Lamination of merch designs</p> <p>Asking the class for their input</p> <p>- design of which article of clothing</p> <p>Keeping in touch with izadesign</p>	<p>Decorations for table</p> <ul style="list-style-type: none"> • balloons <p>google form instead of google doc</p> <p>finalization of design to limit confusion</p> <p>Poster when selling</p> <p>Deletion of our design (not our fault)</p> <p>* Don't let other people besides officers sell merch</p>

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

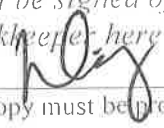
Yes event was successful, we got many sales, 180 articles of clothing sold.

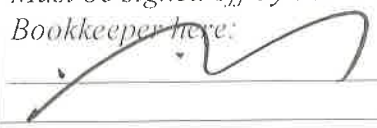
Additions or changes you would make to your Checklist for future groups:

- Go through storage box before events to see how to decorate.

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
Procedure: <u>Class t-shirts</u>		Individual(s) Responsible: <u>Senior Class officers</u>			
Name of Event: <u>Class of 20' t-shirt sales</u>			Date of Event: <u>8-4, 8-</u>		
1.	PIC: Person in Charge	<u>Senior Class officers</u>	1 point	<u>1</u> / 1	
2.	Committee Members and/or Individuals in Charge	<u>Emma Phelps, Anthony Jausado, Abby Thompson, Bryan Ochoa</u>	1 point	<u>1</u> / 1	
3.	Facility Form: Student will print a copy of the confirmation of event through the following site: <u> </u>		1 point	<u>1</u> / 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>Bryan Ochoa</u> b. <u>8-30-21</u> c. <u>8-30-21</u> <i>Must be signed off by the ASB Bookkeeper here:</i> <u></u> *A copy must be provided an attached to this form.	5 points	<u>5</u> / 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 Abby T.</u> b. <u>1</u> * A copy of all announcements must be attached to this form! c. <u>8-19</u> d. <u>8-19</u> e. <u>8-23 through 8-25</u>	5 points	<u>5</u> / 5	

6.	Publicity a. Date posters/flyers made b. Date publicity put up & by whom c. Date event placed on Social Media	a. 8-2 & 8-19 b. 8-23 c. 8-4 & 8-26 - 8-27	3 points	3/3	
7.	Cash Box Form: form found in Morty's office or with the Bookkeeper in Attendance Office 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. Bryan June 7 b. n/a c. 8-2-21, Bryan <i>Must be signed off by the ASB Bookkeeper here:</i> 	4 points	4/4	
8.	Dance Forms - Dance Procedure Form: Get from Front Office 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 - DJ: Sounds in Motion 522-5999 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. _____	6 points	/6	
9.	Minutes: a. Date of meeting & location b. Who completed minutes c. Date minutes emailed to AD <i>**A copy of the minutes must be present on completed procedure form.</i>	a. Little House, 6-11-21 Morty office, 8-30-21 b. Bryan c. 8-2-21 8-30-21	4 points	4/4	
Completed form to be signed off by the ASB President:			1 point	6/1	
Completed form to be signed off by the Activities Director:			1 point	1/1	
Total amount of point value and points received:				18	Grade:

24/25

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.	2 /2	
Communication Factor	ADs inquire of "to dos" and/or deadlines met were answered professionally by the team leader/group	2 /2	
Professionalism	Team Leader/Group Members acted and executed the event with professionalism and efficiency.	2 /2	
Respect	Respect toward peers, group members, staff, and AD were executed with professionalism.	2 /2	
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?	8/8 Total Points: 16 /16	



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

Spaces	Ripon High School - Ampitheater/Park (Approved) Ripon High School - Hallway: E-Wing (Approved) Ripon High School - Hallway: Student Store/Library (Approved)
Group	RHS Student Council
Group Manager	Jill Mortensen
Group E-mail	jmortensen@riponusd.net
Address	301 N. Acacia Avenue Ripon, CA 95366
Phone	(209)599-4287
Event Name	Club Rush
Date/Time	Thu 08/26/2021 10:00 AM - Thu 08/26/2021 01:00 PM
Actual Event	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*
Teacher Site: *http://asbofriponhighschool.weebly.com*
Linktree: *https://linktr.ee/asbofriponhighschool*

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

 **invite.ics**
1K

Senior Officers

6/11/21

***Meeting called to order at 10:32 A.M.**

All officers present

1. Discussed t-shirt design/sales

- a. Emma: I propose we do 3 designs, a t-shirt, a crewneck, and a hoodie.
 - i. T-shirt design with Red Bold "RHS" written on the front along with White "Seniors." "2022" will also be written in red on the front. The back of the shirt will have the name of every individual in the class, first and last name, Graduating year "2022" will also be written.
 - ii. Crewneck and T-shirt design will be the same.
 - iii. The hoodie design will have bold red "RHS" written and bigger bold white "SENIORS" written, along with "2022" underneath. On the back will be the words "Ripon High Indian Seniors" and underneath will be the first and last name of every person in the class.
- b. Abby: I second that motion. Motion passes with all those in favour

2. Finalized design of T-shirt, Crewneck and Hoodie

***Meeting adjourned at 11:27 A.M.**

Approval Of Minutes:

Senior Officers

8-30-21

***Meeting called to order at 2:47 P.M**

Emma Phelps (President) and Bryan Ochoa (Admin Assistant) Present
Anthony Sausedo (Vice President) and Abby Thompson (Publicity Officer) Absent

1. Purchase Order

- a. Made a purchase order for Senior class t-shirt
 - i. Purchase order for 104 senior class t-shirts. 22 small, 37 medium, 29 large, 14 extra large, and 2 extra extra large. A unit price of \$13.25 for each item with the exception of the unit price of \$15.25 for extra extra large; a total of \$1382.
- b. Made a purchase order for Senior class crewneck
 - i. Purchase order for 49 Senior class crewnecks. 15 small, 21 medium, 10 large, and 3 extra large. A unit price of \$21.75 for each item; a total of \$1065.75
- c. Made a purchase order for Senior class hoodie
 - i. Purchase order for 53 Senior class hoodie. 10 small, 18 medium, 15 large, 8 extra large, 2 extra extra large. A unit price of \$27.75 with the exception of the unit price \$29.75 for extra extra large; a total of \$1474.75.
- d. Emma Phelps makes the motion to approve said use of funds.
Bryan Ochoa seconds that motion

2. Finalized Purchase Order

***Meeting adjourned at 3:15 P.M**

Approval of Minutes





(no subject)

1 message

Abigail Thompson <62802520@riponusd.net>
To: 62802520@riponusd.net

Wed, Sep 1, 2021 at 10:06 PM

ANNOUNCEMENTS

Daily Bulletin _____

Facebook _____

Date(s) to be read/posted

8-23 through 8/25

Hey seniors! Remember to pre-order your senior class m
~~em~~ at club rush on Thursday August 26th and f
27th. We will be selling t-shirts for \$20 ~~and~~
hoodies and crewnecks for \$40 each. ~~and~~
~~and~~

Must be signed by Advisor and/or Administrator

merchandise
Friday August
~~the~~ along with
~~the~~



PURCHASE ORDER



PO-257

Ripon High School
 301 N. Acacia Ave
 Ripon, CA 95366
 Phone: (209)599-4289

IZA Design
 PO Box 2790
 Acton, MA 01720
 (888)492-8337
 (714)993-2260 (fax)

DATE	PURCHASE ORDER NO
09/01/2021	257

TITLE / DESCRIPTION
C/O 2022 Senior Shirts

REQ. #	REQ. DATE
	09/01/2021

REQUESTED BY	AUTHORIZED BY
Mortensen, Jill	

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
C/O 2022 Senior Shirts					1,382.00
TOTALS:					\$ 1,382.00

Student Representative	Date
Faculty Advisor	Date
Principal/Site Administrator	Date

Ripon High School
 301 N. Acacia Ave
 Ripon, CA 95366
 Phone: (209)599-4289

PURCHASE ORDER



PO-258

DATE	PURCHASE ORDER NO
09/01/2021	258

TITLE / DESCRIPTION
C/O 2022 Senior Hoodies

REQ. #	REQ. DATE
	09/01/2021

IZA Design
 PO Box 2790
 Acton, MA 01720
 (888)492-8337
 (714)993-2260 (fax)

REQUESTED BY	AUTHORIZED BY
Mortensen, Jill	

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
C/O 2022 Senior Hoodies					1,474.75
TOTALS:					\$ 1,474.75

 Student Representative _____ Date

 Faculty Advisor _____ Date

 Principal/Site Administrator _____ Date

PURCHASE ORDER



PO-259

Ripon High School
 301 N. Acacia Ave
 Ripon, CA 95366
 Phone: (209)599-4289

IZA Design
 PO Box 2790
 Acton, MA 01720
 (888)492-8337
 (714)993-2260 (fax)

DATE	PURCHASE ORDER NO
09/01/2021	259

TITLE / DESCRIPTION
C/O 2022 Senior Crewnecks

REQ. #	REQ. DATE
	09/01/2021

REQUESTED BY	AUTHORIZED BY
Mortensen, Jill	

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
C/O 2022 Senior Crewnecks					1,065.75
TOTALS:					\$ 1,065.75

 Student Representative Date

 Faculty Advisor Date

 Principal/Site Administrator Date