

Leadership Procedure Form

Activity: Junior Class T-Shirt Sales

Person(s) in Charge: Junior Class Officers

Team Members: Claire Maris, Isaiah Green, Sofia Grewal, Mina Armanious

Date of Event: 8/2/23 & 8/23-8/25

**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: 98.1 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 in Form: 60 /60

RHS Paperwork Procedure Form Score: 83/24 /30 (point value can change due to activity)

AD Evaluation of Execution of Event Score: 10 /10

Total Points/Final Score: 93/94 /100

Team Leader Checklist (and Your Grading Criteria)

STEP	Your Responsibilities	Date Completed	Point Value (To be complete by AD)
Overview	Facilitative Leadership: As a class/group discuss the overall event/theme/goal of activity. **Attach minutes or notes.	8/1/23	4 /4
Message Purpose	<p>Explain the message/purpose of this activity here:</p> <p>The purpose of selling class T-shirts is to form unity among the incoming junior class.</p> <p>The intention is that the sale of these t-shirts will boost spirit at Ripon High and to give the student body something tangible that can be cherished forever if they choose.</p>	7/5/23	10 /10
Give Ask Give	<p>Explain how this event/activity will follow the GIVE-ASK-GIVE model by Envolv Student Leadership</p> <p>The sales of class t-shirts gives the junior class a chance to be spirited, thus being more involved at RHS. Then we ask that they purchase the shirts and finally, once they wear that shirt on spirit days, they are given candy to encourage them</p>	7/5/23	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. Included - feel like they belong at RHS 2. Spirited - Able to easily dress up of spirit days 3. Connected - Feel a connection with their fellow peers 	7/5/23	5 /5
Complete the Event Breakdown, Checklist, & How To...	<p>Organize Checklist of tasks & responsibilities by student leaders.</p> <p>5 points Breakdown page, 5 points checklist, 10 points How To...</p> <p>Amazing work!</p>	<p>Not completely done on</p> <p>8/30/23</p>	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.	9/2/23	1 /1
Gratitude	<p>Thank you cards done, must be completed and turned in at the time of the procedure form due date.</p> <p>well done</p>	9/6/23	5 /5
Evaluate Event	Complete an After Action Report (AAR)	8/30/23	5 /5
Total Point Value		60 points	60 /60

Team Leader – Person in Charge of Event

Congratulations on being a Team Leader! What's the difference between acting as Team Leader and acting as Team Member?

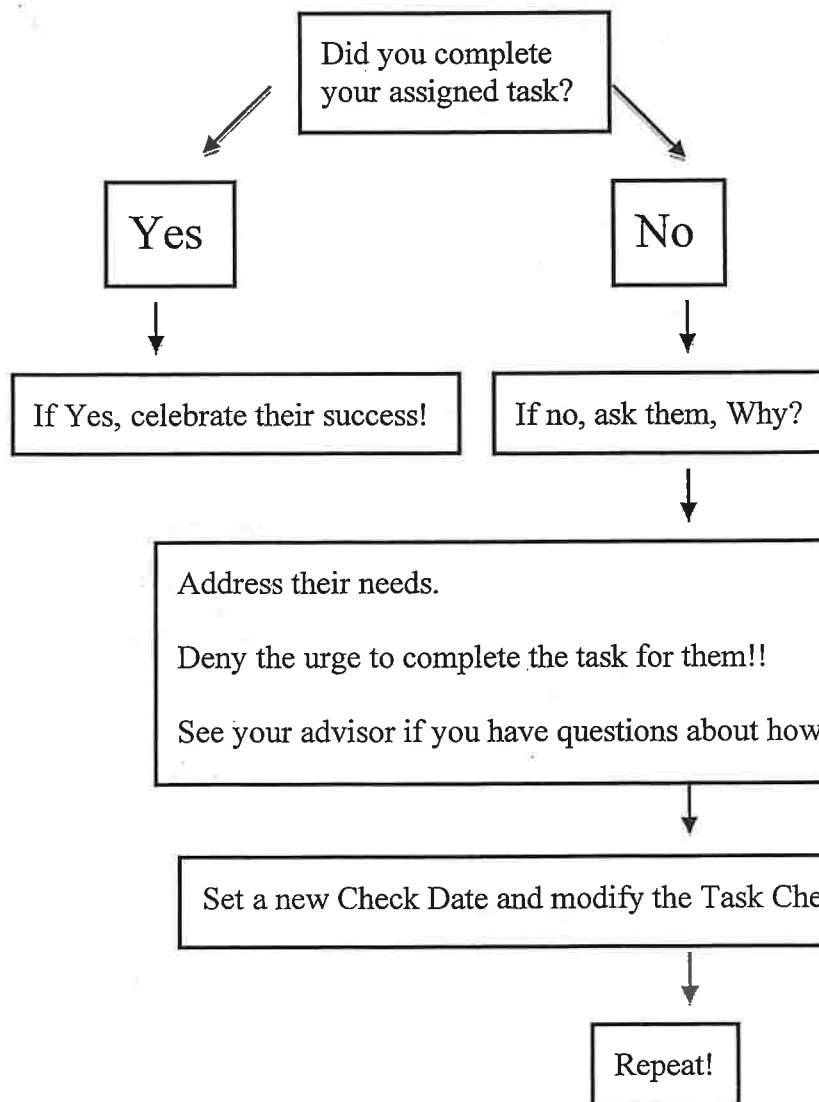
Being a Team Member is about contributing and completing.
Being a Team Leader is about facilitating, delegating, supporting, and celebrating.

As a Team Leader you have an entirely different set of responsibilities which center around

- 1) ensuring that your Team Members have the skills to complete their tasks on time
 - a. See the Check In Process below
- 2) understanding the big picture and making sure all the pieces come together

Checking in with your Group Members on their Check Dates

THE CHECK IN PROCESS:



Four main reasons a group member does NOT complete their task:

1. Forgetfulness
2. Lack of resources
3. Lack of time
4. Lack of interest

Event Planning Outline (Breakdown)

STEP 1: The Basic Overview

Event Name: POW WOW T-shirt Sales Event Date: Aug. 2

Event Location: North Gym

Brief Description of Event:

The purpose of this event is sell t-shirts during
registration for pre-order and to fundraise for our class

Toolbox for event (supplies needed) Table/chairs, Laptop, decorations, Canva

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

Welcome / Greeting	Main Attraction	Close/Shut Down
<p>BUILD TRUST</p> <p>In order to welcome students to our sales we want to make sure our table is decorated well and draws students to our table. The members in charge of working the table are to be welcoming with a smile and will be willing to answer any questions that a student may have about the t-shirts</p>	<p>GIVE</p> <p>The give aspect of our event is the actual sales of the t-shirts. Once students pre order shirts at POW WOW, they will receive their shirt later in the year and will be able to wear it as school spirit. This way they can always feel involved at RHS, as it is our job to ensure the student body has chances to be involved</p>	<p>BENEFIT</p> <p>For the shut down, the class officers will clean up all decorations and any mess that they have made. The benefit of this event is that the junior class will be able to raise some money to help our budget and in doing that we will be able to plan big events like prom.</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

ON BACK

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.

****Examplerd 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...

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

ON BACK

How to...

1-3 month before POW WOW and Club Rush

- Make a groupchat with all the Rising Juniors in Leadership
- Meet up with other class officers and commissioners to design the t-shirts
 - Date and time to be decided and sent out in the groupchat
 - 2 t-shirts will need to be designed so the student body can vote
- A pole was sent out to the student body on what t-shirt they prefer
 - Via Instagram
- Met up at sofia and gia's house to design the t-shirts
- Get t-shirts approved by Morty
 - Needs to be done before core camp
- Use IZA design to order the t-shirts
- Communicate with Jenna and Morty that our T-shirt designs are completed and need to be ordered
 - Get the preview back for each shirt design
- Set prices for each t-shirt
 - \$20
- Briefly discuss how we want to publicize
 - Canva creations to be posted on instagram
 - Poll
 - Video
 - Standard post
 - Standard Instagram story
- Make sure the cash box form is completed
 - Cash box form was completed on **5/12/23**
 - Double check with Davina to ensure everything is good to go with the cash box

2 Weeks Before

- Meet with the class officers to finalize decorations
 - Balloons
 - Table cloth
 - Candy
 - Chalkboard
 - Poster
- Organize shifts for who is working the table
 - Officers will work in pairs for 2 hours
 - A replacement needs to be found for Mina
 - Gia can fill in
- Have Mina finish the publicity and get it approved by morty
- Post the poll for the class t-shirts to instagram in order to determine which class t-shirt the student body would prefer
- Push out the video introducing the class shirt
 - Made by Mina
- Ask Morty to print out poster for the table

1 Week Before

- Check in with Davina to make sure everything is good to go with the cash box
 - Everything is set
- Make sure the proper publicity is out
 - Publicity made by mina was pushed out
 - Includes the shirt design, cost, and where we are selling it
- Finalize shifts for who is working when
 - Mina fill be in Egypt so Ximena fill fill in for him
- Buy candy for table
- Send Morty a poster to print out for our table

Day Of

- Pick up cash box from Davina's office
- Get to the gym early to decorate and set up our table
- Hang up poster behind our table
- Claire and Isaiah work first
 - 8-10
- Sofia and Ximena work second
 - 10-12
- Made sure that we filled our receipt for each person who bought a shirt
- After shifts are completed, Sofia and Ximena double counted the money in the cash box
- Cash box was returned to Davina and everything was good from there
- Clean up table and fold up chairs for the Freshmen to use during their class t-shirt sales

For Club Rush the t-shirt designs were done so all that was left to be completed is listed below:

- Have Morty Print out a new poster for Club rush
- Use the same decorations we did for club rush
- We need to get more candy for the table
 - Donated by Sofia
- Make sure everything is set with tables and chairs
- Fill out cash box form
- Organize a new working schedule
 - people from the class want to step up and help
- Fill out an announcement for class shirts
- Post on our CO 25 instagram account reminding the juniors when class shirts are being sold

Checklist

Task	Who is responsible	Due date	Done	Notes
Cash box request form for	Sofia	5/12/23	Yes	

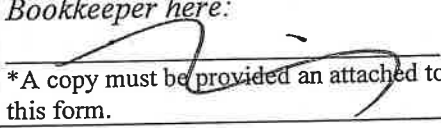
Pow Wow				
Set up date to meet up to design shirts	Claire	7/4/23	Yes	At Sofia and Gia's house
Make 2 t-shirt designs	Claire	7/7/23	Yes	Everyone helped
Make Publicity pole for the 2 shirts	Mina	7/7/23	Yes	Posted 7/11/23
Make video to introduce shirts	Mina	7/1/23	Yes	Posted 7/18/23
Google form for t-shirt sales	Ximena	7/1/23	Yes	
Make poster for table	Mina	7/7/23	Yes	Needs to be sent to morty
Get approval for t-shirt designs	Claire	7/9/23	Yes	
Ask Morty to print out poster that Mina created	Sofia	7/31/23	Yes	Needed to be printed out again because the poster was cut off
Discuss decorations	Claire	7/30/23	Yes	The class officers each have a portion of supplies they are bringing
Bring balloons	Claire	8/2/23	Yes	
Table cloths	Claire		Yes	
Bring tables and chairs	Isaiah	8/2/23	Yes	
Bring chalkboard	Sofia	8/2/23	Yes	
Bring candy	Sofia	8/2/23	Yes	
Ask Morty to print out poster	Sofia	7/24/23	Yes	Made by Mina

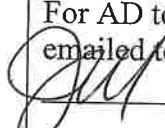

for POW WOW				
Organize who is working the pow wow table	Claire	7/30/23	Yes	8am-10am: Claire and Isaiah 10am-12pm: Sofia and Ximena
Bring computer for the table	claire	8/2/23	Yes	
Pick up cash box from Davina's office	Sofia	8/2/23	Yes	
Clean up table at POW WOW	Sofia	8/2/23	Yes	Officers and Ximena helped
Return cash box to davina	Sofia	8/2/23	Yes	Money was double counted by Sofia and Ximena
Fill out announcement for Club rush	Sofia	8/13/22	Yes	Sent to Morty via Email
Post the second round of publicity for club rush	Mina	8-24-23	Yes	Instagram story
Ask Morty to print out a new poster for club rush	Mina	8/16/23	Yes	Sent via email
Bring tablecloth and balloons for each day of sales	Claire	8/2, 8/23- 8-24-8/25	Yes	
Organize New shifts for selling shirts	Claire	8/21	Yes	We got help for the commissioners
Pick up Cash Box from Davina for club rush game	Sofia			

Check Budget after Pow Wow	Sofia	8/10/23	Yes	
Check budget after club rush	Sofia	8/30/23	Yes	

Leadership Activity Event Procedure Form

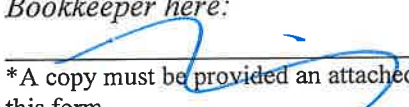
Directions: Any time our class has an activity for our student body there are multiple forms and steps to accomplish in order to have a successful event. This form will assist to make sure all components to an activity are completed and done so in an efficient manner. The overall grade will depend on 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>Class T-shirt Sales</u>		Date of Event: <u>8/2/23 & 8/23-8/25</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 /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>8/30/23</u> c. <u>8/30/23</u> Must be signed off by the ASB Bookkeeper here:  *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>Aug 13th, Sofia Grewal</u> b. <u>Aug 14th</u> * A copy of all announcements must be attached to this form! c. <u>Aug 14th</u> d. <u>Aug 14-18th, Aug 21-25</u>	5 points	5 /5	
6.	Publicity a. Form of publicity used b. Date publicity put up & by whom	a. <u>Instagram Post / Story</u> b. <u>July 18, July 11th, Aug 24th</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>5/5/23</u> b. <u>5/12/23</u> c. <u>5/12/23</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. _____ b. _____ c. _____ *please include a copy of completed form	X		
	- DJ: Sounds in Motion 522-5999 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	a. _____ b. _____ c. _____	X		
9.	Minutes: a. Date of meeting & location b. Date minutes emailed to AD	a. <u>July 1st, Van Vorens room</u> b. <u>8/30/23</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:				730 23/24	Grade:

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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>8/30/23</u> c. <u>8/30/23</u> <i>Must be signed off by the ASB Bookkeeper here:</i>  *A copy must be provided an 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>Aug 13th, Sofia Grewal</u> b. <u>Aug 14th</u> * A copy of all announcements must be attached to this form! c. <u>Aug 14th</u> d. <u>Aug 14-18th, Aug 21-26</u>	5 points	5 /5	
6.	Publicity a. Form of publicity used b. Date publicity put up & by whom	a. <u>Instagram Post /story</u> b. <u>July 18, July 11th, Aug 24th</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>5/5/23</u> b. <u>5/12/23</u> c. <u>5/12/23</u>	3 points	2 /3	

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?
<p>Something that we really liked about selling class t-shirts this year was sending out the poll to the student body and having them vote on the shirt designs we created. This really allowed them to have a say in their own class shirts and this time around, there was far less complaining about how the t-shirt looked. We also liked that it was not just the class officers involved in making the t-shirt designs, but rather it was everyone including the commissioners. We would definitely like to do this again in the future as well as send out a poll to the student body so therefore we have a lot more voices and opinions heard so that in the end we can all reach a mutual decision as one united class.</p>	<p>The give ask give part of this event had 3 parts. The first give was that we gave the junior class 2 t-shirt designs and gave them a chance for their voice to be heard. Then we asked them to purchase the shirts at pow wow and club rush. Finally when they purchased the shirts, we handed out candy as well as ordered their shirts so we can give them to them. Along with the shirts, we have given them a chance to be spirited on every Friday for the rest of the year.</p> <p>We built trust among the student body by asking for their opinion, but not only that, we also valued their opinion by honoring the t-shirt they chose and finalizing that one for our sales during Pow wow and Club Rush.</p>

Score your event - 1 being poor, 10 being great

8

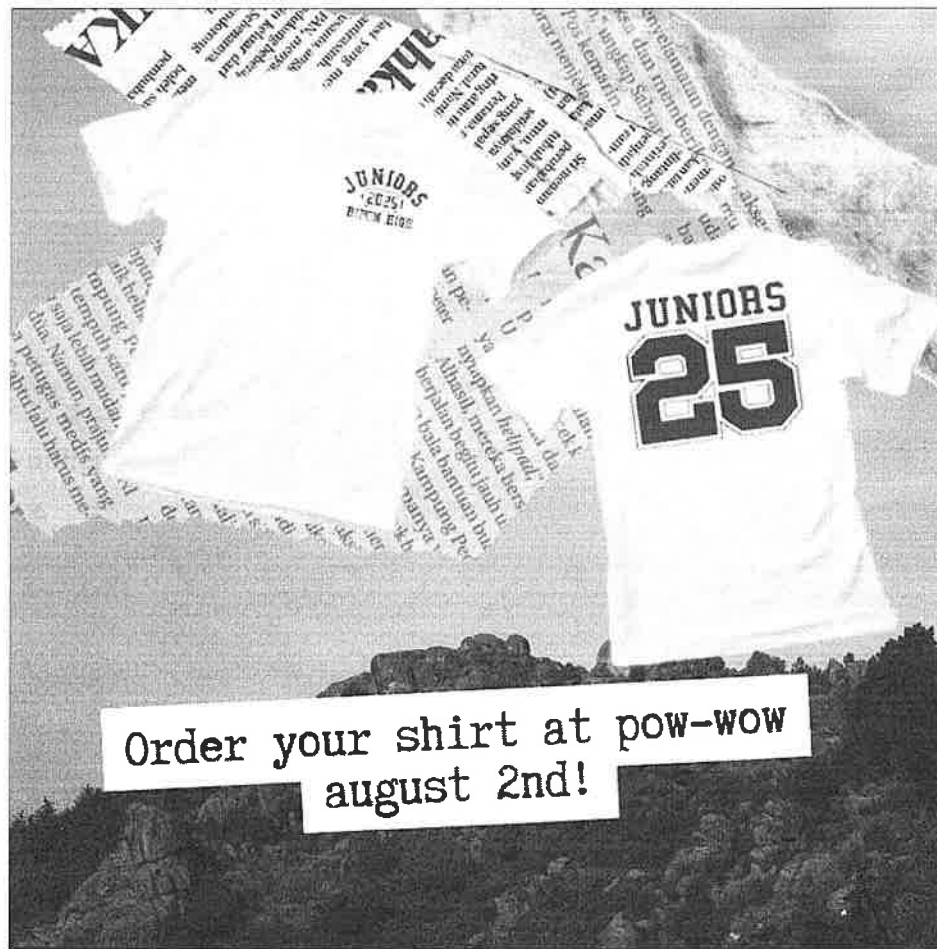
Additions or changes you would make to your Checklist for future groups:

One thing we would change in the future is to make sure we have a lot of publicity, even more than we think we need. There will always be the student who say, "I didn't know" but our job is to reduce that number so we need to put out more publicity and explore the option of putting up tangible posters. Also, in the future we need to be really careful with the cash box as there were mistakes in the process this time that can not happen again.

Activities Director Evaluation of Event Completion

Event Team Leader Debrief & Communication Factor	<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>	Point Value: 2 /2	Comments:
Professionalism & Respect	<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>	2 /2	
Overall Evaluation	<p>ADs perspective of the overall completion of activity.</p> <p>*Deadlines met</p> <p>*Were constant reminders from the AD necessary</p> <p>*All team members present or were there excuses</p> <p>*Did the team execute a strong activity or was there disappointment and improvement that could have been made?</p>	6 /6	
Total Points:		10 /10	

Publicity:



riponhighco25
Frank Ocean · Crack Rock

0:11

Welcome back

JUNIORs

Like Comment Share

Liked by isaiah_green_ and 66 others

riponhighco25 Shirt's are going to be sold for \$20!
Get your class shirt at Pow-Wow! ❤️



JUNIOR CLASS
SHIRTS \$20

Hey class of 25 !!

It's time to choose your class shirt!

JUNIORS
(2025)
BIPON HIDE

JUNIORS
25

Option I

JUNIORS! WHICH CLASS SHIRT
DO YOU LIKE?

front

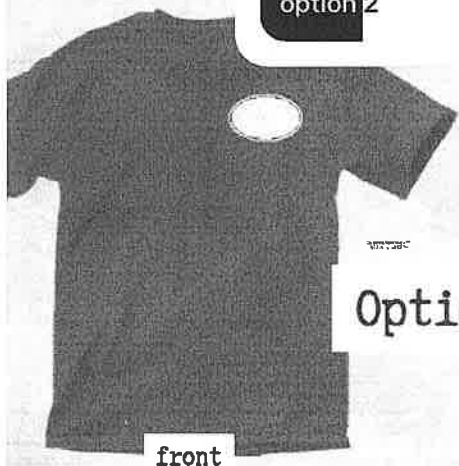
option 1

73%

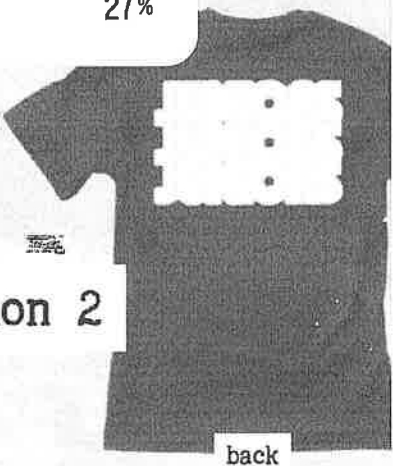
back

option 2

27%



front



back

Option 2

Announcement

Junior Class T- Shirt Announcement



me Aug 13
to Jill ▾



Dates to be read: August 14,15,16,17,18

Hey class of 2025, did you miss your chance to buy Junior class shirts at POW WOW? Don't worry because we are selling them again on Wednesday, Thursday, and Friday next week during club rush! Remember shirts are 20 dollars and we only take cash.

Cash Box Forms:

Cash Box Request Form

Name of Activity Class Town Sleep

Date & Time of Activity August 24, 3

Group Organizing the Event Junior Class Officers

Address in Charge Monty

Contact Person Charles, Monty, Maria, Sara, Brandon

When is Cash Box Needed? Evening of Aug. 24, 3

Recent Bank yes no

How Much Change Needed in Cash Box _____

How much are you charging for admittance, products, etc.
\$20

Amount of cash raised: \$6.00 -
\$4.00 -
\$2.00 -
\$10.00 -

Approved By [Signature]

This form must be submitted and turned in to the Treasurer at least 24 hours before the activity or event. The cash box is to be returned.

Ripon High School
Cash Box Request Form

Name of Activity Club Rush Class T-Shirt Sales
Date & Time of Activity At lunch on August 21st through 25th
Group Organizing the Event Junior Class Officers - ASB
Advisor in Charge Marty
Contact Person Clare Morris, Sofia Grewal
When is Cash Box Needed During lunch on August 21st - 25th
Receipt Book YES NO
How Much Change Needed in Cash Box _____
How much are you charging for admittance, products, etc.
20

Amount of cash issued
\$0.25 - _____
\$1.00 - _____
\$5.00 - _____
\$10.00 - _____
Total: _____

Approved By [Signature]
Activities/Athletic Director


This form MUST be approved and turned in to the Bookkeeper 5 days prior to the activity
to allow time for cash boxes to be prepared.

PO:

Now In: Garments


Get Quote

GARMENTS ADDRESS PAYMENT & SHIPPING ORDER REVIEW



Edit (designedit.aspx?GarmentColorID=1681&Side=B&decoration=Print&ReturnURL=cart.aspx)
Original:
 JUNIORS
 2025

Your Text:
 JUNIORS
 2025



Edit (designedit.aspx?GarmentColorID=1681&Side=B&decoration=Print&ReturnURL=cart.aspx)
Original:
 JUNIORS
 25

Your Text:
 JUNIORS
 25

GARMENT STYLE	COLOR	SIZES

https://www.12tdesign.com/cart.aspx?ReturnURL=cart.aspx

NEW! 2 IN 1

Garment: 146-Graben-6-1-oz-Ultra-Cotton-T-6359.aspx Graden - 6.2 oz. Ultra Comfort T-6209

Size: ☐ S ☐ M ☐ L ☐ XL ☐ 2XL ☐ 3XL ☐ 4XL ☐ 5XL

UPDATE PRICING

2% Discount: \$89.20

Cart Total: \$1,694.80

Order Notes

Enter any special instructions or notes about this order:

Add to your order

- Add Garment (garmenttypes.aspx)
- Individual Names/Titles/Numbers (individuals.aspx)
- Sleeve Personalization (sleeves.aspx)

Start Over Save for Later Continue (enter your address next)

Please Note

- All pricing includes setup and printing.
- A proof of your design will be e-mailed to your prior to printing.
- Download your class signature templates (info-class-signature-templates.aspx).
- Please email group names for back prints in .doc, .txt, or .rtf format to isa@12tdesign.com (mailto:isa@12tdesign.com).
- All selected garments will have the same design and ink/thread colors.
- If the PRINT or EMBROIDERY method is selected, then all styles will change to this method or removed if not.

https://www.12tdesign.com/cart.aspx?ReturnURL=cart.aspx

Alison High School
 341 N. Avenue Ave.
 Elgin, CA 95020
 (916) 988-6277

Student Body Purchase Order/Requisition Form

(ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASING)

Student Body Account: Class of 25' Date: 8-30-23

Event: Class of 25' T-shirts Requester Name: CO 25'

Description of Product for Purchase:	Quantity	Unit Price	Amount
Junior Class T-shirts	120		Do Not Exceed \$17,000

Requesting as: ☐ TRANSFER FROM ACCT

☒ Purchase Order ☐ Check Payable to: 12T Design

Address: _____

Distribute Approval/Check by:
 Choose One: (please circle) Mail Check Fax Purchase Order Other: _____

☐ Ordering Uniforms - Uniforms **MUST** be approved by Principal or Athletic Director **BEFORE** ordering.

☒ Principal or Athletic Director Signature _____ Date: _____

Approved budget on file - available funds verified by: _____ ASB Bookkeeper

OR

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

Coach/Advisor: Just for text Date: 8/30/23

Activities/Athletic Director: Just for text Date: 8-30-23

Student Officer: Just for text Date: 8-30-23

(President, Treasurer of club organization or ASB Treasurer)

Principal: _____ Date: _____

(Principal School Administrator)

Office Use Only

PO: _____

Check # _____

Date Paid: _____

Amount Paid: _____

Emails:

Re: Junior T-shirt Poster for Club Rush

Inbox x

🖨️ 🔗

M

Mina Armanious

to me ▾

7:51 PM (5 minutes ago) ☆ ↶ ⋮

On Wed, Aug 16, 2023 at 7:50 PM Mina Armanious <62809003@riponusd.net> wrote:
Hello Morty,

Hope your day was good today, can you please print this poster for our table for club rush. Please let me know if this is the right size for the printer. I just used a standard 18x24 poster template. Thank you!

Mina Armanious

Junior Pow Wow Poster

🔗

S

Sofia Grewal <62808319@riponusd.net>

to Jill ▾

Mon, Jul 24, 8:08 PM ☆ ↶ ⋮

One attachment • Scanned by Gmail

📎



Junior Class Officers

July 1, 2023

***Meeting motioned at 2:52 on July 1st, 2023 by Claire Morris**

Members absent: Mina Armanious

- I. Junior Class President**
 - A. Organize shifts for Pow Wow
 - B. Bring tablecloth and balloons for table
 - C. Make sure that everyone shows up on time for the sales
 - D. Help clean up table after selling
- II. Junior Class Vice President**
 - A. Bring chairs for our Pow Wow table
 - B. Work the morning shift with claire
 - C. Clean up table after the shift
- III. Junior Class Administrative Assistant**
 - A. Double check cash box information with Davina
 - B. Pick up cash box Morning of sales
 - C. Pick of poster for the class t-shirt table
 - D. Bring Candy for the table
 - E. Return cash box to Davina
 - F. Get the budget during the first week of school
- IV. Junior Class Publicity Officer**
 - A. Create publicity for the day of
 - 1. Instagram story

- B. Publicize the design of our shirts
- C. Publicize that class t-shirt sales are cash and check only

Adjourned at 3:14 on July 1st, 2023 by Claire Morris

Approval of Minutes

ASB Administrative assistant

ASB President

Head Advisor

No. 9622

EVENT INFORMATION**Pending**

Submitted	06/21/2023 05:27 PM		
Site	Ripon High School	Space	N. Gym Foyer
Group	RHS Student Council	Address	301 N. Acacia Avenue Ripon, CA 95366
Phone	(209)599-4287	Event Name	Spirit/Class Clothing Sales to the Student Body
Date/Time	08/02/2023 07:00 AM - 08/02/2023 12:00 PM		
Actual Event Date/Time	08/02/2023 07:00 AM - 08/02/2023 12:00 PM		
All Occurrences	Pending 08/02/2023, 08/03/2023		
Event Notes			

Additional Information

Is this a Fundraising Activity?	Yes	Total Estimated Attendance	500
Purpose of Activity	Spirit Gear	Sponsoring Organization	Student Council

Equipment

# of Chairs / Notes	# of Tables / Notes
Other Equipment Needed	

Personnel

Custodial / Notes	No
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Doors To Be Opened

Snack Bar	No	Open (Unlock) - Specify Time (AM/PM)	7am
Restrooms - Specify Location	North Gym		

APPROVAL HISTORY

Tammy Paxton on 07/17/2023 10:30 AM
Tammy Paxton on 07/28/2023 08:03 AM
Tammy Paxton on 07/28/2023 08:03 AM

