

Leadership Procedure Form

Activity: Club Rush

Person(s) in Charge: ^{ASB Board Member}
Dillan Saltsman

Team Members: ASB Team, Club Presidents

Date of Event: 8/26/2022

**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: 92.1 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: 53 /60 Dates of completion missing

RHS Paperwork Procedure Form Score: 16/16 /30 (point value can change due to activity)

AD Evaluation of Execution of Event Score: 10 /10

Total Points/Final Score: 79/96 /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.	?	3 /4
Message Purpose	Explain the message/purpose of this activity here: This is meant to give clubs an opportunity to recruit new people while giving curious students an easy space to learn about our clubs all at once.		9 /10
Give Ask Give	Explain how this event/activity will follow the GIVE-ASK-GIVE model by Envolv Student Leadership We give guidance to clubs seeking to participate. We ask clubs and students to come together in an organized event. We give clubs the time to recruit and students an opportunity to expand their extracurricular involvement.		9 /10
Anchoring	Provide 3 ways that we want the students of RHS to feel during this activity: 1. Excitement coming to school and getting involved. 2. A sense of belonging on campus. 3. Informed about the resources available to them on campus.		4 /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...		19 /20
Complete Leadership Procedure Form	Complete the Leadership Activity Event Procedure Form according to the regulations and required paperwork along with signatures for RHS.		1 /1
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date.		4 /5
Evaluate Event	Complete an After Action Report (AAR)	✓	4 /5
Total Point Value		60 points	53 /60

Event Planning Outline (Breakdown)

STEP 1: The Basic Overview

Event Name: Club Rush Event Date: 8/26/22

Event Location: Amphitheater/Student Store/E-wing

Brief Description of Event:

Clubs and students come together for a lunch
of sharing information about awesome club activities for this year.

Toolbox for event (supplies needed) Tables and chairs, blue tape, paper

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

Welcome / Greeting	Main Attraction	Close/Shut Down
BUILD TRUST The Black Light Rally and Club Rush Spirit Week aim to get students excited about our clubs on campus while Club Showcase spotlights them as a preview to Club Rush.	GIVE Clubs set up all over the map which represents a hub center in the middle of the school. These clubs set up their creative booths and promotional materials. They then give up an entire lunch to tell about their clubs and the awesome things our clubs do. Students experience this involvement within our organized event.	BENEFIT Students are able to experience all of our best clubs at one time in the presence of friends. It is a very open opportunity for our clubs to grow while students who choose to become involved in this way at RHS have numerous options. Others will at least find it to be entertaining.

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
Club Committee Meeting Insta post	Dillan	8/18	Yes	
Club Rush Map	Dillan	8/19	Yes	
Announcement Forms	Dillan	8/22	Yes	
Confirm club participation - email	Dillan	8/23	Yes	
Social media for Club Rush Day	Payton	8/23	Yes	
Social media for Club Rush Day	Katie R.	8/23	Yes	
Digitalize Club Rush Map	Dillan	8/24	Yes	
Submit for tables/chairs	Morty	8/25	Yes	
Send out Club Rush Map	Morty	8/24	Yes	
Social media reminder	Payton	8/25	Yes	
Social media reminder	Katie	8/25	Yes	
Poster	Payton	8/25	Yes	
Music the day of	Gideon	8/26	Yes	
Table setup	Dillan	8/26	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 Plan an RHS Club Rush 2022-2023

First week of school (3 weeks before)

- Communicate with Morty ASAP for Procedure Form and Club Committee Agenda.
- Confirm and print the Facilities Form.
- Publicize the first Club Committee meeting on ASB social media.
- Club Committee meeting that Friday.
 - Keep meeting notes to send to Morty and include in the Procedure form
 - Keep a paper sign-up sheet at the meeting for clubs who wish to participate in the Club Rush event.
 - Including table/chair count, have Leadership order them for all clubs instead of obligating clubs to do that individually
 - Explain the purpose (think **give ask give**)
 - Keep lines of communication open by making contact information for the AD and Team Lead available for all clubs who may have questions.

Week 2 (2 weeks before)

- Use the sign-up sheet to take a tally of how many clubs there are (table count is most important).
- Start a task list (check in frequently with your team and give generous deadlines that you know will work for everyone, communication is key).
 - Have a meeting in class that allows an easy way for you to involve the rest of the class in planning the event and enlist the help of your fellow leaders.
 - Keep meeting notes to include in the Procedure form.
- Create a map based on the intended location of Club Rush and use the table count to create spots (add extra so you have the ability to be adaptable, since there will definitely be clubs that RSVP last minute)
 - Proper set up will reduce the gathering of crowds. Don't be afraid to have things separated. You do not want any club to be covered by a crowd and not get the attention they deserve. Pay special attention to entrances and exits that are intended for where students will be walking or lining up during various times in the event.
 - Get this confirmed with AD, once you do this then you can digitize it ASAP (I recommend Canva)
- Send out emails asking whether clubs have a preference on placement
- Thursday- organize Club Rush publicity

- Monday- nothing because it is too chaotic
- Tuesday- announcement #1, social media post #1, reuse the social media design as a physical poster
- Wednesday- announcement #1,
- Thursday- announcement #2, social media post #2
- Friday- announcement #3
- Friday- Get your paperwork signed
 - Announcement forms (Make three different versions with a similar message asking students to attend Club Rush, in order to avoid monotony)
 - Team Lead Check In (on the Event Planning Outline)

Week 3 (1 week before)

- Monday
 - Send reminder to the Public Relations Coordinators for publicity.
 - Add any clubs to the map that got back to you late. Confirm map final draft with AD.
- Tuesday
 - Email to confirm club participation (include both advisors and club presidents)
 - Public Relations put up posters (regular paper-size)
 - Be active on the ASB and your personal social media accounts reposting any club/superfan/yearbook posts to your story
 - Post social media #1
- Wednesday
 - Send the Club Rush Map out to all club advisors and presidents, and post it on ASB social media.
- Thursday
 - Submit to custodians for tables/chairs
 - Social media post #2
 - Confirm music with technology commissioners and make sure there is a clean playlist, so we can have music the day of Club Rush.
 - Communicate with club advisors to make sure they have necessary passes to let students out of class for setup during 4th period.

Day of Club Rush Friday

- Bring extra supplies
 - Pens

- Tape the paper map to the wall above the table/chair stacks
- Print out sign-up sheets that clubs can use to recruit and organize
- Lunch (10 minutes before the start)
 - Leave the tables and chairs stacked as the custodians left them, since it is easier for club presidents to access them and then create a set up as desired.
 - Allow clubs to modify their setup within reasonable limits, since the map is not created to scale.
 - Have a copy of the map for yourself so you can make sure all of the clubs are in attendance that said they would be.
 - Walk around during this time to make sure all club presidents get assistance setting up if they need it.
- Lunch (during and directly after the event)
 - Get music set up on the amphitheater.
 - Give a 5 minute reminder for cleanup at the end of lunch.
 - Stack tables and chairs where you found them initially so you don't make anything difficult for the custodians.
 - Help stack tables/chairs to make the process happen faster.
 - Clean up any trash that is left behind.
 - Check in with your AD before you leave the event. You do not want to abandon any tasks undone.

Week after Club Rush

- Have a class meeting to debrief on pros/cons of the event.
 - Keep meeting notes to include in the Procedure Form.
- Get meeting notes and the Procedure Form signed by the appropriate parties. Do not do this the day that the paperwork is due.
- Write thank you notes based on your tasks list to show gratitude towards those who volunteered their time and effort to help your event be a success.
- Turn in the completed Procedure Form one week after Club Rush has ended (Friday).

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>Club Rush</u>		Date of Event: <u>8/26/22</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. _____ b. _____ c. _____ Must be signed off by the ASB Bookkeeper here: _____ *A copy must be provided an attached to this form.	4 points	/4	N/A
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>8/20, Dillan</u> b. <u>8/22</u> * A copy of all announcements must be attached to this form! c. <u>8/22</u> d. <u>8/23, 8/24, 8/25, 8/26</u>	5 points	5/5	
6.	Publicity a. Form of publicity used b. Date publicity put up & by whom	a. <u>Instagram, ASB Account</u> b. <u>8/10, 8/20, 8/23, 8/25</u> <u>ASB, RHS 1023, Peyton Kabe, Peyton Kabe</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. _____ b. _____ c. _____	3 points	/3	N/A

		Must be signed off by the ASB Bookkeeper here: _____			
8.	Dance Forms (if applicable)		6 points	/6	N/A
	- 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			N/A
	- 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. _____ b. _____ c. _____			N/A
9.	Minutes: a. Date of meeting & location b. Date minutes emailed to AD	a. 8/12, Library 8/11, Ochoa's Room b. 8/21, 8/21 **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 16/16	Grade:

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> <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? 	6 /6	
Total Points:		10 /10	

Facilities Confirmation

Class Tshirt Sales

+ Add to Calendar

Print

Date:

Wed 08/24/2022 11:30 AM - 01:00 PM

Location:

Ripon High School

Hallway: Student Store/Library

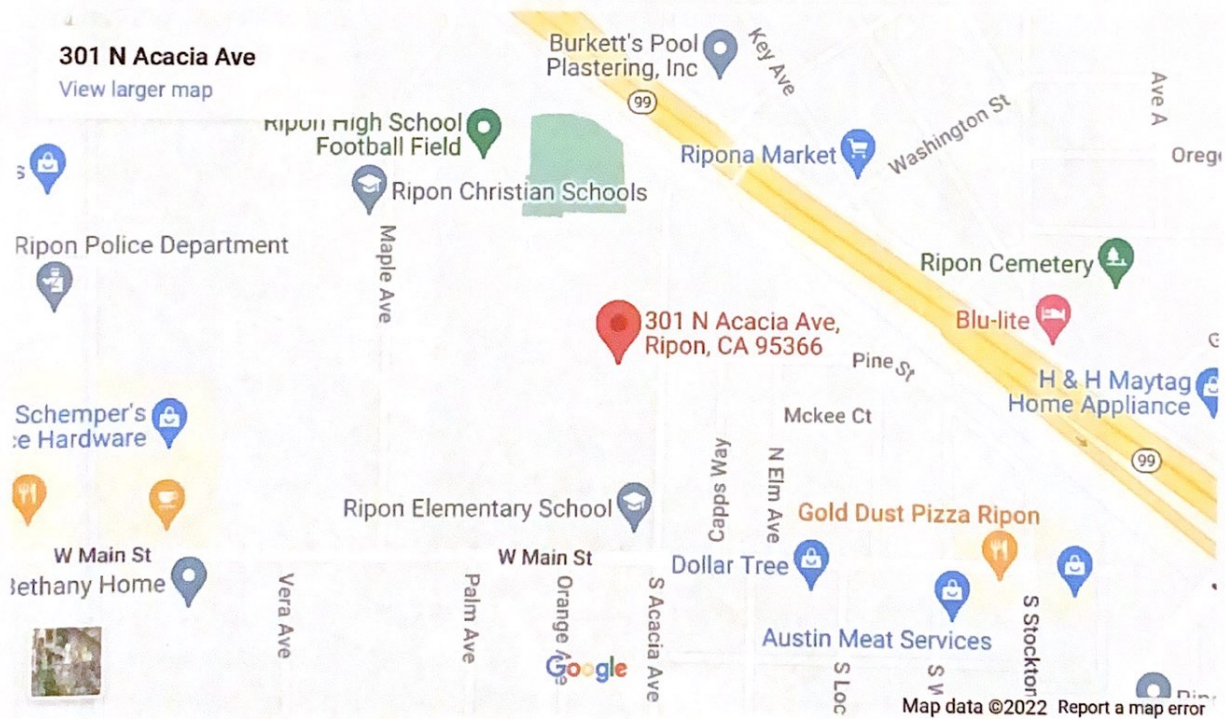
301 N. Acacia Avenue

Ripon, CA 95366

Group:

RHS Student Council

Share this event:



Calendar Information:

ANNOUNCEMENTS

Daily Bulletin

Facebook

Date(s) to be read/posted

8/22, 8/23, 8/24

hey RHS! If you want to become more involved or learn about the awesome things our clubs are doing, then make sure to be at Club Rush this Friday! You don't want to miss it!

Must be signed by Advisor and/or Administrator



ANNOUNCEMENTS

Daily Bulletin

Facebook

Date(s) to be read/posted

8/25

Club Rush is tomorrow at lunch, and our clubs are so excited to show off what makes them great! We hope to see you there!

Must be signed by Advisor and/or Administrator



ANNOUNCEMENTS

Daily Bulletin

Facebook

Date(s) to be read/posted

8/26

Club Rush is today, so bring some friends and stop by the booths set up at lunch near the student store! Our clubs appreciate your support!

Must be signed by Advisor and/or Administrator

[Signature]

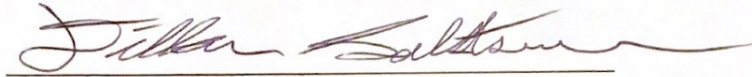
Club Committee Notes

*Meeting on 8/12/22 at 12:24pm, Ochoa's room

1. Morty sent email to all presidents and advisors with a list of active clubs
2. Club paperwork
 - a. Need active constitution (consult Mayfield for an example)
 - b. Need budget forms
 - c. Need facilities request for any club events on campus (MLB website)
 - d. Need fundraising paperwork for any club fundraiser
 - e. Need cash box for any club fundraiser
3. Club Rush 8/26
 - a. Rally
 - b. Talk to Dillan or Morty ASAP if you want to be in Club Rush
 - c. Morty is creating map for table set up
 - i. Will be located by the E-wing, student store, Ripon pool, and amphitheater
4. Club Showcase 8/19
 - a. @ lunch at the MUB walkway
 - b. Do something your club would normally do during the year, as a preview to your club before the actual day of Club Rush

- c. Talk to Makenzie before the end of this meeting if you want to participate, including a summary of what you are doing and how many tables/chairs are needed.

Team Leader Signature



Advisor Signature



RHS Leadership Club Rush/BTSD Outline Notes

Meeting on 8/11/22 during class

1. Club Committee meeting tomorrow led by Morty, Dillan in attendance
 - a. Need to start Club Rush Procedure form
2. Public relations, Dillan- Club Rush Publicity Insta Posts
3. Club showcase
 - a. Clubs can set up outside the MUB and hand out something to give a preview of their club on Friday 8/19, so students know about the clubs before Club Rush
 - b. Dillan, Makenzie- large poster listing active clubs
 - c. More info at Club Committee Meeting 8/12
4. Blacklight Rally + Fashion Show
 - a. Happening on 8/22
 - b. Cheer is performing
 - c. Balloon Arch Committee- Red carpet and balloon arch (neon?), streamers
 - i. Purchase order may be necessary
 - d. Rally commissioners- Create an Insta Reel to publicize
 - e. ASB- Make sure the lights work
 - f. Freshmen (Kylee Machado), Sophomores (Kylee Brown), Juniors (Claire), Seniors (April), Tech Commissioners- music and names of fashion show models due Wed 8/17

5. Club Rush Spirit Days

- a. Friday 8/19- Red & White, old class t-shirt, fanny pack friday
- b. Seniors- FFA Professional, blue
- c. Juniors- Military, orange
- d. Sophomores- Multicultural Day, green
- e. Freshmen- Sports, yellow
- f. Makenzie- Friday 8/26 Red & White, Neon

6. Club Rush

- a. Freshmen, Sophomores, Juniors, Seniors- sell Class t-shirts Wed 8/24, Thurs 8/25, Fri 8/26
- b. ASB- sell BTSD tickets Wed 8/24, Thurs 8/25, Fri 8/26
 - i. Emphasize to buy on Wed or Thurs because Fri is chaotic
- c. Club Rush day is on 8/26

7. BTSD

- a. ASB- make sure curtains work for the dance in the MUB

Team Leader Signature



Advisor Signature



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?
The music playlist got a lot of compliments and added to the atmosphere of the event. All of the lines generally ran smoothly throughout the event which meant a lot of people got to see so many clubs during the hour-long lunch. Utilizing multiple modes of publicity also made sure as many people as possible knew about the event. I created variety in our plans because students are less likely to tune us out if the message is less monotonous.	We fulfilled all intentions that were created in the prior outline which means we acted with purposeful integrity. Overall in doing so, we achieved our desired outcome in the results. 29 total clubs participated and were included in Club Rush. Due to student willingness to participate, many clubs said they got between 50 to 100 sign ups. Overall, students were receptive to our plan and helped create a great foundation for our clubs this school year.

Score your event - 1 being poor, 10 being great

8

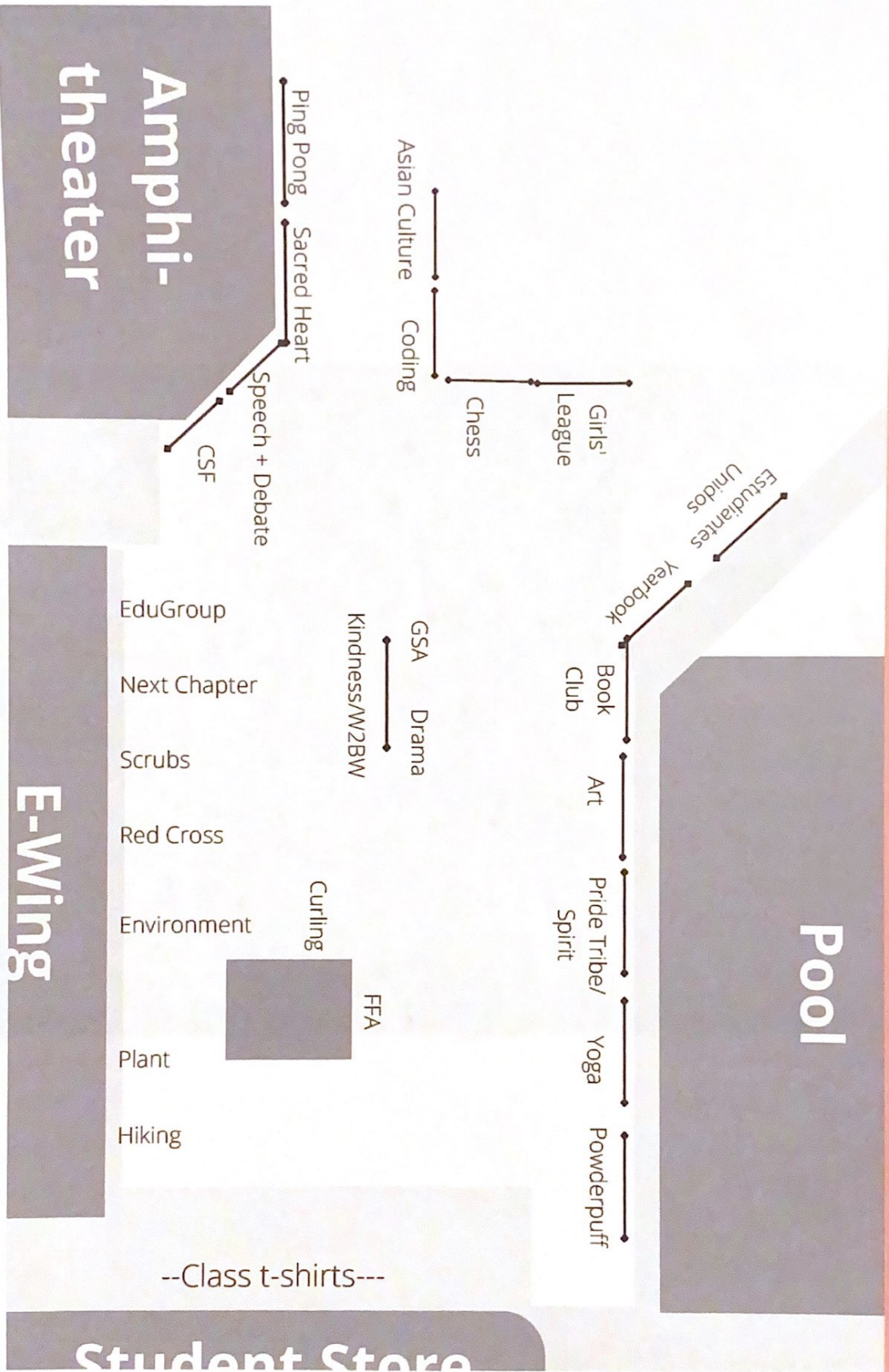
Additions or changes you would make to your Checklist for future groups:

Communication between club presidents/advisors and the Team Lead should be prioritized. It is the most difficult aspect because even above adequate communication still left some clubs confused. There is a need to overcommunicate in order to achieve clarity and make sure all people understand your plans or directive.

Club Rush Map 2022-2023

August 26th

(not done to scale, adjust accordingly)





Club List

Estudiantes Unidos

Yearbook

Art Club

Pride Tribe/Spirit

Yoga Club

Powderpuff

Chess Club

Book Club

Girls' League

Asian Culture

Drama Club

GSA

Kindness Club

Work 2 Be Well

Coding Club

Sacred Heart

Speech and Debate

CSF

FFA

Curling Club

EduGroup

Next Chapter

Scrubs Club

Red Cross Club

Environmental Club

Plant Club

Hiking Club

Ping Pong Club

Club Rush 2022

who? → Mak
Club Showcase?

Next Chapter } 2 tables } together on map

Edu Group } 4 chairs

Book club 1 table, 3 chairs

Pride Tribe 1 table, 2 chairs

Curling Club 1 table, 2 chairs

CSF 1 table, 2 chairs

Art Club 1 table, 2 chairs

Hiking Club

Scrubs Club 1 table, 2 chairs

Environmental 1 table, 2 chairs

Chess Club 1 table, 2 chairs

~~Kindness Club~~ 1 table, 2 chairs

Plant Club 1 table, 2 chairs

Yoga Club 1 table, 2 chairs - Katie Rhodes

Speech + Debate 1 table, 2 chairs

Sacred heart 1 table, 2 chair

Powder Puff 1 table 3 chairs

Coding Club 1 table 2 chairs

Asian Culture club 1 table 3 chairs

2 students 1 table 2 chairs

Girls League 1 table 2 chairs

FFA ~~nothing needed~~ 1 table 2 chairs

Yearbook 1 table 2 chairs

Kindness/W2BW 1 table, 2 chairs

Drama/GSA 1 table, 2 chairs

Red Cross 1 table 3 chairs

Van Vuren
all together

David

together

Aug 24 2022

% 23

% 24 } 4 tables

% 25 } 8 chairs

% 26

Spirit 1 table

4 chairs

ASB table - 2 chairs

w/ ping pong table