

Leadership Procedure Form

Activity: Club Rush Week

Person(s) in Charge: ASB Officers (Naomi, Avery, Lydia, Abby)

Date of Event: Aug. 20 - Aug. 27

**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: B+ 88%

**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: 29/29

AD Evaluation of Execution of Event Score: 10/10


Committee Form Score (if applicable): N/A

Procedure Form Score: 21/27

How to List Score: 15/20 more depth needed

Total Points/Final Score: 81/92

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	8.17	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	8.17	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	8.20	2 /2
Complete the Checklist	Organize Checklist of tasks according to Check Date	yes	8.23	5 /5
Check in with Advisor	Meet with Advisor and get Signature: 	yes	8.31	3 /3
Complete Leadership Procedure Form	Complete the Leadership Activity Event Procedure Form according to the regulations and required paperwork along with signatures for RHS.	yes	9.2	2 /2
Complete the Committee Form (if applicable)	Complete the committee form based on the list of requirements.			/2
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date.	yes	9.1	5 /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	9.2	3 /3
				Total /34

29/29

Event Planning Outline (Breakdown)

STEP 1: The Basic Overview

Event Name: Club Rush week Event Date: 8-20-8-27

Event Location: student store / amphitheater / library

Brief Description of Event:

A whole dress up week recognizing different groups on our campus and bringing students together to bring back our clubs

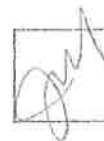
We will know this event is a success when

Students dress up throughout the week and show up to sign up for clubs

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

Welcome / Greeting	Main Attraction	Close/Shut Down
We start publicizing a week before to inform students of dress up days and our club rush day. Our promotion will make students want to participate and be involved on campus.	Our main attraction is promoting spirit throughout the week and having all clubs out with us at lunch to help the student body get involved. The whole week leads up to 8-26 in support of all organizations and clubs on campus.	Our shutdown will include taking down all tables used, class t-shirts, and pride tribe shirts after the lunch period. We will post on social media later thanking Kona Ice and all students for showing their support and wanting to get involved at RFB.

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
call Kona Ice	Naomi	8-18	8-23	yes	* for hour long w/neh
Cash box form	Abby	8-19	8-23		* for My Intent project
attend club meeting	Naomi + Avery	8-18	8-18	yes	
check in w/ classes	Naomi	8-17	8-23	yes	* for selling class shirts
check in w/ David	Lydia	8-19	8-23		* club layout
Social media Post	Grabby D.	8-19	8-19	yes	
email admin	Naomi	8-19	8-20	yes	* for permission to have kona on campus

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.

1 week before

- submit an announcement form
 - ↳ club rush day and all spirit days
- attend monthly club meeting to see how clubs are operating and so I know what's going on w/ my own clubs
- check in w/ David to check the club layout and if he needs any help
- create all social media posts for ASB insta and turn into Morty
- call Kona Ice to see if they're available for Club Rush Lunch
 - ↳ contact admin for permission

3 days before

- Create posters for class t-shirt sales
 - ↳ help classes see the vision of posters
- check in w/ classes to see if they have cash boxes done

DAY OF

- Set up leadership clubs and class shirt sales
- check in w/ classes
 - ↳ how are orders going
- look @ club layout

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">- Publicity was really good throughout the week even though we had alot going on- The layout of clubs was good because we were all spread out and it allowed for people to see everything we're offering- I think we did a good job at recognizing the importance of all different organizations on campus<ul style="list-style-type: none">↳ share our why	<ul style="list-style-type: none">- Although I liked the layout, there were some clubs that were too far out by the amphitheater that I missed, so others may have missed it too

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

Yes, we had good participation with spirit and there were so many people signing up for clubs

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

* BBQ isnt necessary anymore!

Committee (Standing or Special) Evaluative Form

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 goal of the Committee. Explain here:			/3
Brainstorm	Facilitative Leadership Discussion of specifics to the committee work. Take notes and attach here.			/3
Committee Break Down	Facilitative Leadership: Discuss who will be responsible for the completion of specific jobs of the event.			/2
Complete the Checklist	Organize Checklist of tasks according to Check Date			/5
Check in with Advisor	Meet with Advisor and get signature: _____			/3
Gratitude	Thank you cards done. must be completed and turned in at the time of the procedure form due date.			/5
				Total /21

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 Week</u>			Date of Event: ⁸⁻²⁰ 8-20 - 8-27		
1.	PIC: Person in Charge	Naomi & ASB	1 point	1/1	
2.	Committee Members and/or Individuals in Charge	Naomi W., Avery R., Lydia W, ABBY C.	1 point	1/1	
3.	Facility Form: Student will print a copy of the confirmation of event through the following site:	yes	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. _____ b. _____ c. _____ Must be signed off by the ASB Bookkeeper here: _____ *A copy must be provided an attached to this form.	5 points	1/5	
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. 8-19, Naomi b. one * A copy of all announcements must be attached to this form! c. 8-19 d. 8-19, Naomi e. 8-19 - 8-26	5 points	5/5	

6.	Publicity a. Date posters/flyers made b. Date publicity put up & by whom c. Date event placed on Social Media	a. <u>8.17</u> b. <u>8.19, Grabby D.</u> c. <u>8.25</u>	3 points	<u>3</u> / 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. <u>8.17, Naomi</u> b. <u>8.17</u> c. <u>8.17</u> <i>Must be signed off by the ASB Bookkeeper here:</i> <u>Wiz</u>	4 points	<u>4</u> / 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. _____ a. _____ b. _____ c. _____	6 points	<u>0</u> / 6	<i>this was done Avery in charge copy of dance form DJ contract copy?</i> <i>Morty provided 9-1-21</i>
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. <u>8.16, library</u> b. <u>Morty</u> c. <u>8.16</u>	4 points	<u>4</u> / 4	
Completed form to be signed off by the ASB President:			1 point	<u>1</u> / 1	
<u>Naomi</u> Completed form to be signed off by the Activities Director:			1 point	<u>1</u> / 1	
<u>Qu Mortensen</u> Total amount of point value and points received:				<u>13</u>	Grade:

21 / 27

Activities Director Evaluation of Event Completion

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.	Point Value: 2 /2	Comments:
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	Well done! Just missing some key paperwork



Jill Mortensen <jmortensen@riponusd.net>

Ripon Unified School District Club Rush - Approved

2 messages

info@masterlibrary.com <info@masterlibrary.com>

Tue, Jul 13, 2021 at 7:19 AM

Reply-To: mlsnotes+244_433d8505-5be4-4885-8c6c-8459720976a1@masterlibrary.com

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 Date/Time	8/26/2021 10:00:00 AM - 8/26/2021 1:00:00 PM
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.

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1K

Jill Mortensen <JMortensen@riponusd.net>

Tue, Aug 31, 2021 at 11:37 AM

To: Emma Phelps <62802722@riponusd.net>, Makenzie Loechler <62804498@riponusd.net>

[Quoted text hidden]

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)

ANNOUNCEMENTS

Daily Bulletin



Facebook

Date(s) to be read/posted

August 19 - August 26

Hey RHS! We are kicking off our club rush week tomorrow with Fanny Pack Friday, so wear your favorite fanny pack! We will continue our Spirit week on Monday by wearing class color green or sports, Tuesday is class color orange or cultural wear, Wednesday is class color blue and military attire, Thursday is class color yellow and FFA professional dress. We hope to see you on club rush day signing up for clubs!

Must be signed by Advisor and/or Administrator



Jill Mortensen <jmortensen@riponusd.net>

Club Rush, Thursday 8.26

1 message

Jill Mortensen <JMortensen@riponusd.net>

Fri, Aug 20, 2021 at 9:07 AM

To: Abigail Van Vuren <avanvuren@riponusd.net>, Robert Mayfield <RMayfield@riponusd.net>, Ann Pendleton <apendleton@riponusd.net>, David Schmith <dschmith@riponusd.net>, Celeste Morino <cejones@riponusd.net>, Laura Ochoa <lochoa@riponusd.net>, Natalie Gillihan <ngillihan@riponusd.net>, Chris Brown <cbrown@riponusd.net>, Cameron Burton <CBurton@riponusd.net>, Jill McPherson <JMcPherson@riponusd.net>
Cc: David Wang <62806254@riponusd.net>

Good day Advisor of a Club(s),

Below is some key information for Club Rush Day on the 26th.

Attached you will find the Map (doesn't have to be exact) of our clubs and locations during the event. I just need each group to be 6ft apart from one another.

Attached you will find the schedule for Club Rush Day.

A few reminders from our meeting this past Wednesday:

Your club will be responsible for the following:

- a. Table, Chairs, decorations, sign up sheets, goodies to give away, etc. You may also want a canopy for shade. If you need a table and chair, you can email LJ and he may be able to get you access to some that we have here.
- b. Your advisor will need to excuse you ten minutes prior to lunch starting to set up and excuse you ten minutes at the end of lunch to clean up your area.
- c. Set up location will be along the E wing by the grass area near the amphitheater. We will work on a chart spacing clubs to meet the guidelines of COVID safety protocols. You may want to bring an overhead awing due to sun, though our goal is to find a place for everyone in the shade.
- d. Student leaders and advisor should be present at the table.

Here is the list of clubs I have participating in our event next week:

1. Chess Club
2. Scrubs Club
3. Environmental/Bug Club
4. Speech Club/Math Club/Book Club
5. Pride Tribe
6. JROTC
7. Kindness Club
8. FFA
9. Girls League
10. Yearbook
11. Multicultural Club

12. Red Cross Club
13. eSports Club
14. Yoga/Mindfulness Club
15. Progressive Youth
16. GSA
17. Crystals Club
18. Disney Club
19. Spikeball Club
20. Drama Club

21. My Intent
22. United
23. Block R Sports

I am very excited to see our clubs come back strong for the student body at RHS. Thank you for your support and participation.

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

2 attachments

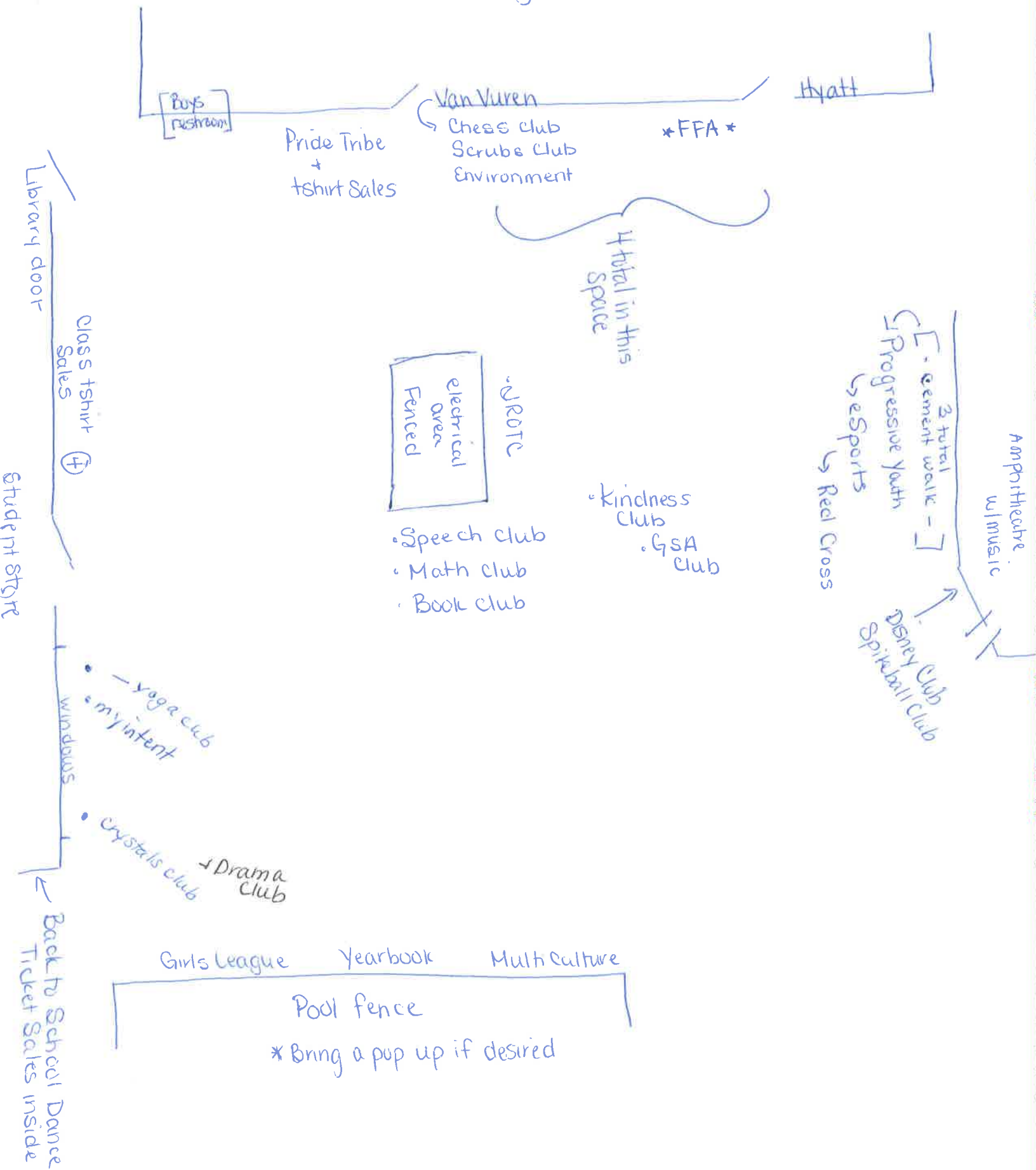


E Wing.pdf
375K



Club Rush schedule long lunch.docx.pdf
18K

E Wing



DARIN FRAZIER
HYPNOTIST • SPEAKER • EMCEE/DJ
P.O. BOX 693461 | STOCKTON, CALIFORNIA 95269-3461 | TEL. 209.688.8574

CONTRACT | ENGAGEMENT AGREEMENT

AGREEMENT made this 23rd day of August, 2021, by and between Ripon High School ASB, hereinafter referred to as the "Purchaser(s)", and DARIN FRAZIER, hereinafter referred to as DJ/ENTERTAINER.

In consideration of the promises and the agreements herein contained and intending to be legally bound hereby, the Parties agree as follows:

1. The Purchaser(s) hereby engages the DJ/ENTERTAINER to provide DJ Services. The service to be performed as follows:

Event :	<u>RIPON HIGH – BACK TO SCHOOL NIGHT</u>
Venue:	<u>After Hours Official School Function</u>
	<u>301 N. Acacia Avenue</u>
	<u>Ripon, California 95366</u>
Coordinator:	<u>Jill Mortensen, Adviser</u>
Telephone:	<u>209.599.4287</u>

2. DJ/ENTERTAINER agrees to provide DJ service for the Purchaser(s) at the above mentioned location.
3. The said DJ service shall primarily consist of providing musical entertainment by means of recorded music format, hosting, and all associated announcement related to the event. DJ/ENTERTAINER will further work with the client to determine specific songs and correct genre of music to be played.
4. DJ/ENTERTAINER hereby agrees to render his professional services and will maintain control of his program at all times.
5. The Parties hereby agree that the DJ/ENTERTAINER service shall be provided and accepted on the following date(s) and time(s) of engagement:
Date(s): August 28, 2021
Start Time: 8:00 PM (Active play from 8:00 pm – 11:00 pm)
End Time: 11:00 PM
6. The Purchaser(s) in consideration of the DJ/ENTERTAINMENT service to be rendered by the DJ services to be rendered by the DJ/ENTERTAINER, and the mutual promises contained herein, hereby agree to pay the DJ/ENTERTAINER as follows:

The Performance Fee is \$850.00 for the **3-hour** time frame outlined above. It shall also include set-up of all equipment and lighting (**1 pm – 3 pm**) prior the event, and break down and removal of all equipment within 1 hour of the conclusion of the event. Services requested that exceed the time frame agreed upon will be charged at the rate of **\$150.00 per hour**, payable the day of the engagement. It may not always be possible to provide additional performance time. However, when feasible, requests for extended playing time will be accommodated.

Page 1 – Purchaser Initials _____ DJ/ENTERTAINER Initials 

DARIN FRAZIER – CONTRACT PAGE 2

Additional Terms and Conditions

This agreement guarantees that the DJ/ENTERTAINER will be ready to perform at the start time of the engagement. No guarantee is made as to the DJ's time of arrival, however, the DJ/ENTERTAINER requests that they be permitted **1 hour** (minimum) before the engagement and **1 hour** (minimum) after the engagement for setup and takedown.

Special provisions & Additional Services Requested

The agreement of the DJ/ENTERTAINER to perform is subject to proven detention by accidents, riots, strikes, epidemics, acts of God or any other legitimate conditions beyond their control. If such circumstances arise, all reasonable efforts will be made by the DJ/ENTERTAINER to find replacement entertainment of equal or better quality. Purchaser(s) agree that the DJ/ENTERTAINER liability shall be exclusively limited to an amount equal to the performance fee and that the DJ/ENTERTAINER shall not be liable for indirect or consequential damages arising from any breach of contract.

SPECIAL PROVISION (COVID): PAYMENT DUE IN FULL DAY OF EVENT PRIOR TO SET-UP / PLAY. NO DEPOSIT REQUIRED. IF EVENT IS CANCELLED FOR ANY REASON BY THE PURCHASER, THE PURCHASER SHALL BE LIABLE FOR 50% OF THE AGREED UPON FEE (\$425.00). SIGNED CONTRACT MUST BE RETURNED VIA EMAIL BY 5:00 PM ON TUESDAY, AUGUST 24, 2021 TO BE VALID.

It is further agreed that the Purchaser(s) shall be held liable for any injury or damages to the DJ/ENTERTAINER, or the property of the DJ/ENTERTAINER, while on the premises of said engagement, if damage is caused by the Purchaser(s), any of their guests, members or employees of the venue, engagement invitees, or any others in attendance, whether invited or not.

It is understood that this is a "Rain or Shine" event. The DJ/ENTERTAINER'S pay is in no way affected by unexpected bad weather, but precautions may be taken to protect the equipment necessary to facilitate the event. The DJ/ENTERTAINER reserves the right, in good faith, to stop or cancel the performance should the weather pose a danger to him, his employees, or his equipment. If the event is canceled due to bad weather, and no other reasonable arrangements can be accommodated, the DJ/ENTERTAINER'S compensation shall not be affected by such cancellation.

No other conditions are expressed or implied, and shall not be deemed valid unless included as an "Addendum" to this contract, and is signed by both parties. The laws of the State of California shall govern this agreement, and it is hereby agreed that this contract is issued and signed in SAN JOAQUIN COUNTY, CA, and it shall have jurisdiction should any legal action be necessary to enforce any portion of this agreement.

THE PARTIES hereby promise to abide by the terms and conditions of this agreement and intend to be legally bound herein.

Purchaser:

Signature – Purchaser

Date: _____

Printed Name – Purchaser



Date: 8.23.21

DJ/ENTERTAINER DARIN FRAZIER