

## The Legacy Portfolio

Leadership offers many essential lessons that you will take with you beyond the walls of RHS. In order to reflect upon the many lessons that you will become skilled at, you will be required to produce a leadership portfolio. This assignment is a key component of the A-G College Prep approval process.

This portfolio will be a part of your grade throughout the year. You will have directions regarding each page along with due dates. You must keep this important portfolio organized and fully complete with each due date.

As one of your final projects in leadership, you will be passing on the knowledge and ideas that you have built over this past year to next year's class. This portfolio is based off of the knowledge gained and events completed this current year. No data, photos, or information will be accepted from years past.

Follow this step-by-step directive that will explain what is required for each page of the portfolio along with the due date. **NO LATE work will be accepted** and if this assignment is incomplete at the end of each semester, your grade will be significantly affected.

This will be a tool that will be passed on to future generations and a useful digital resume for employers and colleges. Keep in mind all components must be completed. Renaissance late passes will be accepted if the student speaks to Mrs. Mortensen privately.

Assignment	Due date
<b>Theme Page (different theme each year!)</b> <ul style="list-style-type: none"> <li>- You need a theme for the Digital Portfolio</li> <li>- Your Name</li> <li>- Your position</li> <li>- The current school year</li> </ul>	<b>Friday, August 12<sup>th</sup>, 2022</b>
<b>The Initial Letter – Section 1</b> <ul style="list-style-type: none"> <li>- Write a one-page typed letter (double spaced, times new roman, 12-point font) that discusses your initial thoughts entering into the school year and your expectations for the year ahead. Perhaps some insight will come from Core Camp or past experiences in the program. What do you ultimately want to get out of the program?</li> </ul>	<b>Friday, August 12<sup>th</sup>, 2022</b>
<b>Part I: Favorite Quotes – Section 2</b> <ul style="list-style-type: none"> <li>- What are some of the quotes that you find powerful? What spoken words make an impact in your life and why? You must vary the people and the minimum requirement is 3 quotes. <b>Veterans: try to come up with new ones. Don't repeat!</b></li> </ul>	<b>Friday, September 9<sup>th</sup>, 2022</b>
<b>Part II: Quote –Section 3</b> <ul style="list-style-type: none"> <li>- Find a quote that represents you as a leader and the effort that you placed in the leadership program this year. Describe what this quote means to you as a leader and how it can impact the future students in this course. Why is the quote important? Why is reflection important? How can a simple statement make the biggest impact on the future? Think about it...</li> <li>- This cannot truly be completed well if done at the start of the year. Explore words and symbolism within your year of leadership.</li> </ul>	<b>Thursday, April 6<sup>th</sup>, 2023</b>
<b>Part I: Goals – Section 4</b> <ul style="list-style-type: none"> <li>- You should have an idea of what these are since we worked on goals, themes, intentions, and agreements at Core Camp. You must have two goals for yourself connected to Leadership, 2 short-term goals for your life, and 2 long-term goals (for your future). 6 total!</li> <li>- Make them meaningful. What do you hope to accomplish? <b>Veterans: try to come up with new ones this year. Don't repeat!</b></li> </ul>	<b>Friday, September 9<sup>th</sup>, 2022</b>

<p><b>Part II: Goals – Section 5</b></p> <ul style="list-style-type: none"> <li>- Look back on the goals that you listed at the start of the year. Write a reflection on each one (6 total) to see if you have made strides to accomplish those goals. Explain in great detail.</li> </ul>	<p><b>Thursday, April 6<sup>th</sup>, 2023</b></p>
<p><b>Part I: People Magazine Cover –Section 6</b></p> <ul style="list-style-type: none"> <li>- You will need to do this one on the computer in order to make it look like a real People Magazine Cover. The headlines should be about you and something that you want to accomplish in your lifetime. For example, you might be a person that gives back to your community, works for a charity, and becomes famous. It should relate to what you want to do with your life. There are websites online that allow you to drop your picture into a People magazine cover or use another format my techy crew 😊</li> </ul>	<p><b>Thursday, October 13<sup>th</sup>, 2022</b></p>
<p><b>Part II: People Magazine Article – Section 7</b></p> <ul style="list-style-type: none"> <li>- This is an article all about you. It should be about you and what you plan to accomplish. This will be single-spaced, Times New Roman, 12 pt font. <u>This article should <b>not</b> be in 1<sup>st</sup> person, rather 3<sup>rd</sup> person.</u></li> </ul>	<p><b>Thursday, October 13<sup>th</sup>, 2022</b></p>
<p><b>Role Model – Section 8</b></p> <ul style="list-style-type: none"> <li>- Who is someone that you admire and who has made an impact on your life? This can be both positive and negative so long as it has changed you for the better. Reflect on the souls around you and see the gift they have given to you.</li> <li>- You will need to do a little research for your write-up. You will need to have a picture and a paragraph. <b>Veterans: try to come up with new ones. Don't repeat!</b></li> </ul>	<p><b>Thursday, November 10<sup>th</sup>, 2022</b></p>
<p><b>Inner Animal... - Section 9</b></p> <ul style="list-style-type: none"> <li>- What animal describes your personality best? Please provide a picture and a 10-20 sentence paragraph discussing why this animal represents you. <b>Veterans: try to come up with new ones. Don't repeat!</b></li> </ul>	<p><b>Thursday, November 10<sup>th</sup>, 2022</b></p>
<p><b>Part I: The Best Things About Me – Section 10</b></p> <ul style="list-style-type: none"> <li>- This is a page of a collage of pictures of you, family, and friends.</li> </ul>	<p><b>Thursday, December 15<sup>th</sup>, 2022</b></p>
<p><b>Part II: The Impact of Sound &amp; Words –Section 11</b></p> <ul style="list-style-type: none"> <li>- You must pick a song that represents you. This page will have the lyrics included along with a 5-7 sentence paragraph explaining why this song is all about you.</li> <li>- Music is a powerful outlet for the expression and processing of this thing we call life. All music is accepted within this area due to the impact it makes on you.</li> </ul>	<p><b>Thursday, December 15<sup>th</sup>, 2022</b></p>
<p><b>Homecoming Activities Photo Gallery – Section 12</b></p> <ul style="list-style-type: none"> <li>- This section illustrates you working on committees, the float, working on the spirit decorating day, helping and performing in the skit, powder puff, etc.</li> <li>- This is a page solely of a pictorial spread.</li> </ul>	<p><b>Thursday, October 13<sup>th</sup>, 2022</b></p>
<p><b>What I Like Best About Being a Member of Leadership – Section 13</b></p> <ul style="list-style-type: none"> <li>- You need to write about three of your favorite leadership memories on this page in paragraph style. This information is related to the current school year. No pictures or caption but actual writing. <b>Veterans: try to come up with new ones. Don't repeat!</b></li> </ul>	<p><b>Thursday, January 19<sup>th</sup>, 2023</b></p>
<p><b>A Reflection of a Peer in Leadership – Section 14</b></p> <ul style="list-style-type: none"> <li>- I want a story of something that they did that was good when they thought of someone else– when they weren't being selfish but helping someone else – being kind, being giving, and loving. Please include a picture of this person. <b>Veterans: try to come up with new ones. Don't repeat!</b></li> </ul>	<p><b>Thursday, January 19<sup>th</sup>, 2023</b></p>
<p><b>RHS Pride Photo Gallery – Section 15</b></p> <ul style="list-style-type: none"> <li>- Don't use the same pictures that you have already used. This can be Winter Formal, Homecoming, band stuff, dance, drama, sports, clubs, that that you do at RHS. When the word Pride is stated, it means your direct involvement in the school/activity. Multiple photos are required, fill up the page.</li> </ul>	<p><b>Friday, February 10<sup>th</sup>, 2023</b></p>

<p><b>What I love to do... - Section 16</b></p> <ul style="list-style-type: none"> <li>- Please put a collage of pictures of a hobby or things that you enjoy doing. Include pictures of this activity and a typed paragraph (10 sentences) describing your hobby.</li> </ul>	<p><b>Friday, March 3<sup>rd</sup>, 2023</b>  <b>Morty will be at CADA, but this is still due!</b></p>
<p><b>Letter to Parents – Section 17</b></p> <ul style="list-style-type: none"> <li>- This is a letter from you to your parents thanking them for their support, love, dedication, sacrifices, etc. A letter of how much you appreciate them for all they have done for you throughout this year and your life so far.</li> </ul>	<p><b>Friday, March 3<sup>rd</sup>, 2023</b>  <b>Morty will be at CADA, but this is still due!</b></p>
<p><b>Your True Legacy</b>  <b>General Advice – Section 18</b>  <b>The Letter</b> (this letter should have its own page)</p> <ol style="list-style-type: none"> <li>Write a letter to the officer or commissioner that will be replacing you for next year. <ul style="list-style-type: none"> <li>- Any information you wish you had known at the beginning of the year.</li> <li>- Recommendations for improvements next year.</li> <li>- Things to be aware of (ex: any campus modifications must be approved).</li> <li>- Be Specific: giving advice in a general manner will not be as meaningful.</li> </ul> </li> </ol>	<p><b>Thursday, May 4<sup>th</sup>, 2023</b></p>
<p><b>Do’s and Don’ts List – Section 19</b>  (this document should be a separate page from the letter)</p> <ol style="list-style-type: none"> <li>Think of all the things you learned in your position this year. Create a general list; giving advice that you think would help your successor! Example: <ul style="list-style-type: none"> <li>- DO: Plan publicity for at least ONE week prior to event.</li> <li>- DO: Turn in your project proposal on time – or your event being canceled!</li> <li>- DO: Have “check-ins” once a week, where everyone tells the team what he or she is working on. This meeting will help you keep your group on the same page and be sure that there are no duplication of efforts.</li> <li>- DON’T: Assumer it will be easy for you to find supervision for events. Plan at least 2 weeks ahead.</li> <li>- DON’T: Let only Leadership students sign up for your events – involved lots of outside students</li> </ul> </li> </ol>	<p><b>Thursday, May 4<sup>th</sup>, 2023</b></p>
<p><b>The Contact List –Section 20</b></p> <ul style="list-style-type: none"> <li>- Every student must have at least three contacts on this list with phone number, address, email address and title of individual(s)/company. Using Mrs. Mortensen as a contact is ok, but will not count as one of your three contacts required.</li> <li>- Write down all the contact information for everyone that you interacted with this year. For example: Prom contacts, DJs, Grand Events, email addresses, phone numbers, photographers, etc.</li> <li>- You may want to keep track of your contacts throughout the entire year.</li> </ul>	<p><b>Thursday, May 4<sup>th</sup>, 2023</b></p>
<p><b>The Professional – Section 21</b></p> <ul style="list-style-type: none"> <li>- As a class we have worked on many forms of professional learning with the goal of developing the professional leader. Please choose two aspects that were discussed this year and explain the topic and what each topic encompassed. Your goal in this section is to provide knowledge of a professional leader and share with next year’s position holder what you learned in this specific area.</li> </ul>	<p><b>Friday, March 24<sup>th</sup>, 2023</b></p>
<p><b>Change – Section 22</b></p> <ul style="list-style-type: none"> <li>- Write a one-page reflection on the year for you as a leader. Within this document, describe a time of frustration, lack of efficiency, or a problem that</li> </ul>	<p><b>Friday, March 24<sup>th</sup>, 2023</b></p>

<p>occurs (as an individual or class). Next, provide a change for the future class. A positive change that could improve the inner workings of the student council program.</p>	
<p><b>The Ideal Leader – Section 23</b></p> <ul style="list-style-type: none"> <li>- Describe what an ideal leader is in your words. What should a student in this program be expected to do regarding daily class activity, planning and event, and completing homework. What is acceptable and what is not acceptable behavior for a course such as this one at RHS.</li> </ul>	<p><b>Friday, April 21<sup>st</sup>, 2023</b></p>
<p><b>You – Section 24</b></p> <ul style="list-style-type: none"> <li>- The final page is simply a picture of you and one single word that represents your entire being, your true character.</li> <li>- You can use your studio shot that Morty takes of you if you wish, but not required. This will also depend on when your pictures have been taken and edited.</li> </ul>	<p><b>Friday, April 21<sup>st</sup>, 2023</b></p>
<p><b>Your Projects (Multiple Pages)</b></p> <ul style="list-style-type: none"> <li>- You are required to use information that has already been developed. You can use old Leadership Procedure Forms and scan a copy of the work. You can describe what a social media should look like and create one on the computer. You can include old homework assignments that have been graded by Mrs. Mortensen. EVERYTHING in this section should not look as though you threw it together last minute. Quality is key in this section and can harm your grade overall within this assignment. <b>Start early on this section; do not procrastinate!</b></li> <li>- Include a copy of all the various projects (required; listed below) you accomplished while in your position. More projects can be added by you and what you accomplished this year as well. <ol style="list-style-type: none"> <li>1. Leadership procedure form – speak with Morty about gaining a copy</li> <li>2. Evaluation from one of the quarters by both the AD and ASB President - 1<sup>st</sup> or 2<sup>nd</sup> quarter, and your 3<sup>rd</sup> quarter self-evaluation.</li> <li>3. PO with an official number from ASB Bookkeeper, Purple form &amp; white form</li> <li>4. Your class or ASB budget – depends on your position</li> <li>5. ASB Formal Mtg Report – graded by Morty</li> <li>6. Minutes: Class minutes or ASB minutes pending your position.</li> <li>7. One social media post (copy)</li> <li>8. More could possibly be added by AD throughout the year.</li> </ol> </li> </ul>	<p><b>Thursday, May 4<sup>th</sup>, 2023</b></p>

**Final Portfolio DUE DATE: May 4<sup>th</sup>, 2023**  
**I expect it to be thorough and well done.**  
**NO LATE WORK IS ACCEPTED!**

**Pay attention to due dates! Write them down in your JOURNAL!**