

# Leadership Procedure Form

Activity: Senior Class Merch Sales

Person(s) in Charge: April Yan

Team Members: Senior Class Officers

Date of Event: 8-3-22, 8-24-22, 8-25-22, 8-26-22  
\*\*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: 97.1 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: 22/24 /30 (point value can change due to activity)

AD Evaluation of Execution of Event Score: 9 /10

Total Points/Final Score: 91/94 /100



## Team Leader Checklist (and Your Grading Criteria)

STEP	Your Responsibilities	Date Completed	Point Value (To be complete by AD)
Overview	<b>Facilitative Leadership:</b> As a class/group discuss the overall event/theme/goal of activity. **Attach minutes or notes.	7/26	4 /4
Message Purpose	<p>Explain the message/purpose of this activity here:</p> <p style="font-size: 1.2em;">Sell class shirts to boost class &amp; school spirit</p>	7/26	10 /10
Give Ask Give	<p>Explain how this event/activity will follow the GIVE-ASK-GIVE model by Envolv Student Leadership</p> <p style="font-size: 1.2em;">Give - cute merch ASK - buy Give - candy on spirit days</p>	7/26	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"> <li>1. included</li> <li>2. spirited</li> <li>3. positive</li> </ol>	7/26	5 /5
Complete the Event Breakdown, Checklist, & How To...	<p>Organize Checklist of tasks &amp; responsibilities by student leaders. 5 points Breakdown page, 5 points checklist, 10 points How To...</p> <p style="text-align: center; font-size: 1.2em;">well done!</p>	8/29	20 /20
Complete Leadership Procedure Form	Complete the Leadership Activity Event Procedure Form according the regulations and required paperwork along with signatures for RHS.	8/29	1 /1
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date.	8/31	5 /5
Evaluate Event	Complete an After Action Report (AAR)	8/29	5 /5
Total Point Value		60 points	60 /60



## Event Planning Outline (Breakdown)

### STEP 1: The Basic Overview

Event Name: Class Merch Sales Event Date: 8-3, 8-24, 8-25, 8-26

Event Location: Gym/Front of Student Store

Brief Description of Event:

Selling class merch to boost class spirit  
and school spirit for the CO'23

Toolbox for event (supplies needed) N/A

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

Welcome / Greeting BUILD TRUST	Main Attraction GIVE	Close/Shut Down BENEFIT
- Create 2 designs for t-shirts/crew and sweatshirt	Sell merch to seniors during registration and club rush.	Obtain funds for senior year

### STEP 3: Team Leader Check In with your advisor





**Checklist (Registration):**

<b>Task</b>	<b>Who is Responsible</b>	<b>Due Date</b>	<b>Done?</b>	<b>Notes</b>
Meeting with Class	April	5-3-22	Yes	
Create T-Shirt Design	April	7-15-22	Yes	Everyone helped
Create Crewneck Design	April	7-15-22	Yes	Everyone helped
Create Sweatshirt Design	April	7-15-22	Yes	Everyone helped
Create Publicity for Instagram	Brianna	7-23-22	Yes	
Share Publicity with Morty	Brianna	7-23-22	Yes	
Cash Box Request Form	Emily	7-28-22	Yes	
Set Up Table at Registration	April	7-3-22	Yes	Everyone helped
Work Table at Registration	April	7-3-22	Yes	Everyone helped
Take Down Table at Registration	April	7-3-22	Yes	Everyone helped
Meeting with Morty	April	8-23-22	Yes	



**Checklist (Club Rush):**

<b>Task</b>	<b>Who is Responsible</b>	<b>Due Date</b>	<b>Done?</b>	<b>Notes</b>
Create Schedule for Shifts	April	7-10-22	Yes	
Turn in Cash Box Request	Emily	8-16-22	Yes	
Announcements	Brianna	8-10-22	Yes	
Turn in Announcements	Brianna	8-23-22	Yes	
Fill Out PO	Emily	8-26-22	Yes	
Set Up Table at Club Rush	Gracie	8-24-22 8-25-22 8-26-22	Yes	Bri helped; April and Emily had Burton
Work Table at Club Rush	April	8-24-22 8-25-22 8-26-22	Yes	Everyone helped
Take Down Table at Club Rush	April	8-24-22 8-25-22 8-26-22	Yes	Everyone helped
Organize Sheet by Sizes	Gracie	8-26-22	Yes	
Count Sizes	April	8-26-22	Yes	
Obtain Budget from Davina	Gracie	8-26-22	Yes	
Email Kerry about Missing Hoodie Design	April	8-25-22	Yes	Don't have a response yet
Turn in POs	Emily	8-31-22	Yes	
Order Merch	Gracie	8-31-22	Yes	Not hoodie yet

### **How To (Registration):**

#### **One Month Ahead:**

- Decide T-Shirt & Crew Neck Design
- Decide Sweatshirt Design
- Create Design on Website
- Confirm with class and Morty

#### **Two Weeks Ahead:**

- Turn in Cash Box Request Form to Davina
- Create Publicity for Instagram
- Send publicity post to Morty to go on ASB Instagram
- Create Schedule for Selling

#### **One Week Ahead:**

- Continue to Publicize
- Secure Table and Chairs
- Print/Make Sign for Table

#### **Day of:**

- Obtain Cash Box from Davina
- Set Up Table and Chairs
- Sell Shirts According to Schedule



- Take Down Table After
- Return Cash Box to Davina

**One Week After:**

- Take Down Table After
- Return Cash Box to Davina

**How To (Club Rush):**

**One Month Ahead:**

- Confirm Designs with Morty and class

**Two Weeks Ahead:**

- Turn in Cash Box Request Form to Davina
- Create Publicity for Instagram
- Send publicity post to Morty to go on ASB Instagram
- Create Schedule for Set-up/Shifts

**One Week Ahead:**

- Continue to Publicize
- Secure Table and Chairs
- Remind Morty of Excusal Emails

**Day of:**

- Obtain Cash Box from Davina
- Set Up Table and Chairs
- Sell Shirts According to Schedule
- Take Down Table After
- Return Cash Box to Davina



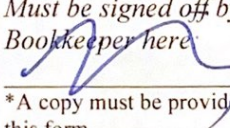
**One Week After:**

- Count Quantity Per Item
- Sort by Sizes
- Verify Numbers with Davina
- Fill Out POs
- Place Order for Shirts

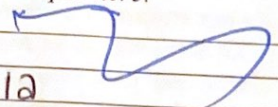
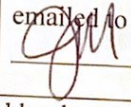
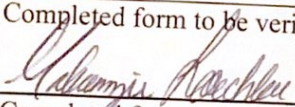
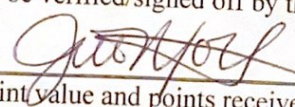


### Leadership Activity Event Procedure Form

**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>Senior Class Merch Sales</u>		Date of Event: <u>8-3, 8-24, 8-25, 8-26</u>			
1.	<b>Facility Form:</b> Student will print a copy & attach the confirmation of event through the following site: <a href="https://www.riponhigh.net/use-of-facilities">https://www.riponhigh.net/use-of-facilities</a>	Student Leader Activities Director (assist as needed)	1 point	0 / 1	copy ?
4.	<b>Purchase Order:</b> 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>Emily</u> b. <u>8-31, 8-31, 9-6</u> c. <u>8-31, 8-31, 9-6</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.	<b>Announcement(s)</b> 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>Brianna</u> b. _____ * A copy of all announcements must be attached to this form? c. _____ d. _____	5 points	4 / 5	
6.	<b>Publicity</b> a. Form of publicity used b. Date publicity put up & by whom	a. <u>Canva - Instagram</u> b. <u>Bri, 7/27, 7/28, 8/1, 8/2, 8/20, 8/21</u>	2 points	2 / 2	
7.	<b>Cash Box Form:</b> 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>7-28</u> b. <u>7-28</u> c. <u>7-28</u>	3 points	3 / 3	



		Must be signed off by the ASB Bookkeeper here: 			
8.	<b>Dance Forms</b> (if applicable)	n/a	6 points	/6	
	- <b>Dance Procedure Form:</b> Get from the Vice Principal a. Date form is picked up b. Date form is complete c. Date turned into the attendance office	a. n/a b. n/a c. n/a *please include a copy of completed form			
	- <b>DJ:</b> 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. n/a b. n/a c. n/a			
9.	<b>Minutes:</b> a. Date of meeting & location b. Date minutes emailed to AD	a. <u>MORAY'S office; 8-24</u> b. <u>8-24-22</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:			130	Grade:

22/24

**After Action Report (Registration):**

**What We Liked:**

- All officers the whole time was good when people had to leave to get their own schedules
  - Everyone had a job to make the line more efficient
- The atmosphere was positive and spirited
- The designs
  - Both of them were reacted to positively by class

**Give-Ask-Give:**

- Cute Designs for Affordable Price
- Buy the Merch
- Spirit Wear for Fridays

**Score of Event:** 1 being poor, 10 being great

9/10

**Additional Changes in the Future:**

- Remind people they can't pay with card, only cash or check



### **After Action Report (Club Rush):**

#### **What We Liked:**

- Having two officers set up and two work was flexible
- People in the class knew about merch sales
  - Good publicity: they remembered only cash and check
- Positive atmosphere, people excited and asking when the merch will come in

#### **Give-Ask-Give:**

- Cute Designs for Affordable Price
- Buy the Merch
- Spirit Wear for Fridays

**Score of Event:** 1 being poor, 10 being great

9/10

#### **Additional Changes in the Future:**

- Poll on the class insta asking the class their input on if the shirt design should match the hoodie or crew neck

# Club Rush and Pre-Hoco Minutes

August 23, 2022

In attendance: April Yan, Gracie Winchell, Emily Sesser, Brianna Alvarez

Start Time: 12:26

End Time: 12:53

## 1. Club Rush

- a. Check for complete cash box -
  - i. Yes, it is complete.
- b. Check for announcement forms -
  - i. Bri is completing today
- c. Status of procedure form -
  - i. Yes, it is complete.
- d. Establish shifts -
  - i. Gracie and Bri - everyday set up
  - ii. Em working - Wednesday, Thursday, Friday
  - iii. April working - Wednesday, Thursday, Friday
- e. Ask: are we excused early from fourth - Bri and Gracie need signed notes

## 2. Spirit Items

- a. What to order (April has a list started)
  - i. Beads and pom poms - Yes
  - ii. P.O. done and ordered within a week
- b. Class Gift -
  - i. previously gave mugs w names - all seniors got one
  - ii. More signs for front are encouraged
- c. Do with hoco P.O. or before
  - i. Ask: if we do it before, is all we need po and minutes
    1. Yes - PO and minutes needed and from there good to go

## 3. Storage Containers

- a. Status of search?
  - i. In progress
- b. Go in person? Yes, senior officers - just to look at options.
  - i. Ask: does morty need to be there if we buy in person?
    1. If purchasing in person, then yes.

## 4. Hoco



- a. Expectations of class
  - i. Class officers - Mandatory, Commissioners, ASB - Welcome but not mandatory (goes for all, float, lipsync, etc),
  - ii. Invite other classmates through google form and in person - push out form on social media as well.
- b. Status of social media - In progress
- c. Status of procedure form - On track
- d. Ask: anyone doing science camp? - Bri might go. Em, Gracie, and April are not going.

**5. Disney Trip**

- a. ask: what are our direct responsibilities
  - i. Permission slips go out in april - not our responsibility just fyi
  - ii. Dates not yet confirmed (asked for may 5th)
  - iii. Purchase juice and muffins, pay for subs or pay admin for their friday, ask senior advisors to advise (on the trip) however we can take other admin, CHECK IN WITH VASHE, ask Vashe when people can start paying.

President April Yan

Admin Emily Sesser

Advisor [Signature]



Ripon High School  
301 N. Acacia Ave.  
Ripon, CA 95366  
(209) 599-4287

**Student Body Purchase Order/Requisition Form**

(ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASED)

Student Body Account: C/O 2023

Date: 8/26/2022

Event: Crewneck (senior merch)

Requesters Name: April Yan

Description of Product for Purchase:	Quantity	Unit Price	Amount
Crewneck		\$40	Do not exceed \$1,100

Requesting a:

Purchase Order

Check

Payable to: readesign.com

Address: \_\_\_\_\_  
\_\_\_\_\_

Return to me by this date: \_\_\_\_\_

OR Other Directions: (please circle):  Mail Check

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

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

Club Advisor: [Signature] Date: 8/31/22  
Assistant Athletic Director: [Signature] Date: 8/31/22  
Student Officer: [Signature] Date: 8-31-22  
(Principal, Treasurer of club/organization or ASB Treasurer)  
Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only  
PO # \_\_\_\_\_  
Check # \_\_\_\_\_  
Date Paid \_\_\_\_\_  
Amount Paid \_\_\_\_\_



Ripon High School  
 301 N. Acacia Ave.  
 Ripon, CA 95366  
 (209) 599-4287

**Student Body Purchase Order/Requisition Form**  
 (ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASED)

Student Body Account: C/O 2023  
 Event: T-shirt (Senior Merch)

Date: 8/26/2022  
 Requesters Name: April Yan

Description of Product for Purchase:	Quantity	Unit Price	Amount
T-shirt		\$20	Do not exceed \$1,400.

Requesting a:

Purchase Order       Check

Payable to: 12adesign.com  
 Address: \_\_\_\_\_

Return to me by this date: \_\_\_\_\_  
 OR Other Directions: (please circle):      Mail Check

- Ordering Uniforms - Uniforms **MUST** be approved by Principal or Athletic Director **BEFORE** ordering  
 \_\_\_\_\_ Date \_\_\_\_\_  
 Principal or Athletic Director Signature
- Approved budget on file - available funds verified by \_\_\_\_\_  
 ASB Bookkeeper
- OR
- Minutes of Club approving expenditures (copy of minutes must be attached)

Coach/Advisor: [Signature] Date: 8/31/22  
 Activities/Athletic Director: [Signature] Date: 8/31/22  
 Student Officer: [Signature] Date: 8-31-22  
 (President/Treasurer of club organization or ASB Treasurer)  
 Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only
PO # _____
Check # _____
Date Paid: _____
Amount Paid: _____



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**Student Body Purchase Order/Requisition Form**  
(ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASED)

Student Body Account: C/O 2023  
Event: Senior Merch Sales

Date: 9/6/22  
Requesters Name: April Yan

Description of Product for Purchase:	Quantity	Unit Price	Amount
Senior hoodies	54		Do not exceed \$2000

Requesting a:

Purchase Order       Check

Payable to: zadengn.com  
Address: \_\_\_\_\_

Return to me by this date: ASAP  
OR Other Directions: (please circle)      Mail Check

Ordering Uniforms - Uniforms **MUST** be approved by Principal or Athletic Director BY ESCB ordering.

\_\_\_\_\_  
Principal or Athletic Director Signature      Date

Approved budget on file - available funds verified by \_\_\_\_\_  
ASB Bookkeeper

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

Cochs Advisor: [Signature]      Date: 9-6-22  
Activities/Athletic Director: [Signature]      Date: 9-6-22  
Student Officer: [Signature]      Date: 9/6/22  
(President/Treasurer of club/organization or ASB Treasurer)  
Principal: \_\_\_\_\_      Date: \_\_\_\_\_

**Office Use Only**

PO # \_\_\_\_\_  
Check # \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_



# PURCHASE ORDER



\*\*\*PO-648\*\*\*

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
09/01/2022	648

TITLE / DESCRIPTION
C/O 2023 Senior Hoodies

REQ. #	REQ. DATE
	09/01/2022

REQUESTED BY	AUTHORIZED BY
Mortensen, Jill	

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
C/O 2023 Senior Hoodies					1,200.00
<b>TOTALS:</b>					<b>\$ 1,200.00</b>
VOIDED					

\_\_\_\_\_ Student Representative \_\_\_\_\_ Date

\_\_\_\_\_ Faculty Advisor \_\_\_\_\_ Date

\_\_\_\_\_ Principal/Site Administrator \_\_\_\_\_ Date

# PURCHASE ORDER



\*\*\*PO-653\*\*\*

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
09/06/2022	653

TITLE / DESCRIPTION
C/O 2023 Senior Merch Hoodies

REQ. #	REQ. DATE
	09/06/2022

REQUESTED BY	AUTHORIZED BY
Mortensen, Jill	

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
C/O 2023 Senior Merch Hoodies					2,000.00
TOTALS:					\$ 2,000.00

_____	_____
Student Representative	Date
_____	_____
Faculty Advisor	Date
_____	_____
Principal/Site Administrator	Date



# PURCHASE ORDER



\*\*\*PO-647\*\*\*

Ripon High School  
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 Phone: (209)599-4289

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

DATE	PURCHASE ORDER NO
09/01/2022	647

TITLE / DESCRIPTION
C/O 2023 Senior Crewnecks

REQ. #	REQ. DATE
	09/01/2022

REQUESTED BY	AUTHORIZED BY
Mortensen, Jill	

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
C/O 2023 Senior Crewnecks					1,100.00
TOTALS:					\$ 1,100.00

_____	_____
Student Representative	Date
_____	_____
Faculty Advisor	Date
_____	_____
Principal/Site Administrator	Date



# PURCHASE ORDER



\*\*\*PO-649\*\*\*

Ripon High School  
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 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
09/01/2022	649

TITLE / DESCRIPTION
C/O 2023 Senior T-Shirts

REQ. #	REQ. DATE
	09/01/2022

REQUESTED BY	AUTHORIZED BY
Mortensen, Jill	

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
C/O 2023 Senior T-Shirts					1,400.00
TOTALS:					\$ 1,400.00

_____	_____
Student Representative	Date
_____	_____
Faculty Advisor	Date
_____	_____
Principal/Site Administrator	Date



## Activities Director Evaluation of Event Completion

		Point Value:	Comments:
<p>Event Team Leader Debrief &amp; Communication Factor</p>	<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>	<p>2 /2</p>	
<p>Professionalism &amp; Respect</p>	<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>	<p>2 /2</p>	
<p>Overall Evaluation</p>	<p>ADs perspective of the overall completion of activity.</p> <ul style="list-style-type: none"> <li>*Deadlines met</li> <li>*Were constant reminders from the AD necessary</li> <li>*All team members present or were there excuses</li> <li>*Did the team execute a strong activity or was there disappointment and improvement that could have been made?</li> </ul>	<p>5 /6</p>	
<p><b>Total Points:</b></p>		<p>9 /10</p>	