

Leadership Procedure Form

Activity: Winter fest 2022 (As a whole + Senior Class)

Person(s) in Charge: Senior Officers

Team Members: Emma Phelps, Anthony Sausedo, Bryan Ochoa,

Date of Event: January 14 2022 - January 21 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: 100% 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: 100 /60

RHS Paperwork Procedure Form Score: 20/20 ~~130~~ (point value can change due to activity)

AD Evaluation of Execution of Event Score: 10 /10

Total Points/Final Score: 90/90 ~~1100~~

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?

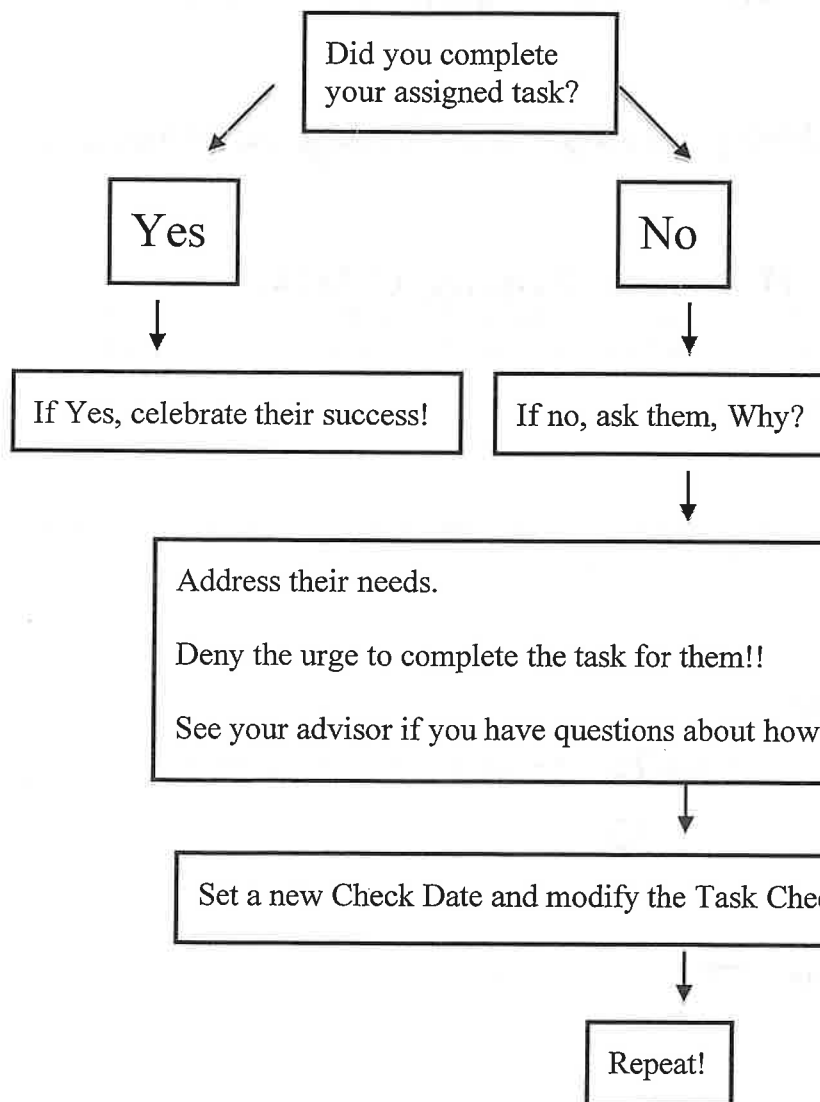
Being a Team Member is about contributing and completing.
Being a Team Leader is about facilitating, delegating, supporting, and celebrating.

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

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. | 10-25-26 | 4 / 4 |
| Message Purpose | <p>Explain the message/purpose of this activity here:</p> <p>To spread Ripon High spirit after winter break. Lowkey homecoming</p> | 11-8-21 | 10 / 10 |
| Give Ask Give | <p>Explain how this event/activity will follow the GIVE-ASK-GIVE model by Envolv Student Leadership</p> <p>Give - Decorations, spirit, court (Give Energy) Ask - Participation, & energy Give - Winner of winterfest, outlet for spirit</p> | 12-2-21 | 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. Energized at Ripon High 2. Spirited to be at school after winter break 3. Have fun through all of winterfest (Excited) | 12-2-21 | 5 / 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... ✓ ✓ wonderful! | 1-14-22 | 20 / 20 |
| Complete Leadership Procedure Form | Complete the Leadership Activity Event Procedure Form according the regulations and required paperwork along with signatures for RHS. | 1-28-22 | 1 / 1 |
| Gratitude | Thank you cards done, must be completed and turned in at the time of the procedure form due date. <i>nicely done!</i> | 1-28-22 | 5 / 5 |
| Evaluate Event | Complete an After Action Report (AAR) | 1-28-22 | 5 / 5 |
| Total Point Value | | 60 points | 60 / 60 |

Event Planning Outline (Breakdown)

STEP 1: The Basic Overview

Event Name: winter fest Event Date: Jan 14-21

Event Location: Ripon High

Brief Description of Event:

A week long event that focuses on spirit with class

competition to motivate the student body returning from winter break.

Toolbox for event (supplies needed) Shopping carts, Sashes, basketball, spirit items,

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

| Welcome / Greeting | Main Attraction | Close/Shut Down |
|---|---|--|
| <p style="text-align: center;">BUILD TRUST</p> <ul style="list-style-type: none"> - kick off rally on Friday - court voting on Thursday announce it at rally - letterman jacket Day <hr/> <p>888</p> | <p style="text-align: center;">GIVE</p> <ul style="list-style-type: none"> - spirit week - winter decoration - cart decoration - poster - pillar | <p style="text-align: center;">BENEFIT</p> <ul style="list-style-type: none"> - coronation at the basketball game - bring anything but a backpack. |

STEP 3: Team Leader Check In with your advisor



Event Planning Outline (Breakdown)

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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 |
|-----------------------------------|---|--------------------------|-----------------------|-------|
| Class meeting about winterfest | Officers | 10-25-21 | Yes | |
| Finalization of winterfest | Officers | 10-27-21 | Yes | |
| Create schedule | Officers | 10-28-21 | Yes | |
| winterfest voting for theme | Marty | 10-29-21 thru 11-2-21 | Yes | |
| PO for Sashes | Bryan Ocho | 11-5-21 | Yes | |
| PO for Basketball | Bryan Ochoa | 11-8-21 | Yes | |
| Video to announce theme | Jaylin & Ava | 12-17-21 | No | |
| Decorations/Supplies | Bryan Ochoa & Emma Phelps | 12-17-21 | Yes | |
| PO Supplies cont. | Bryan Ochoa | 1-5-22 | Yes | |
| PO Winterfest video | Tech commissioners | 1-18-22 | Yes | |
| Poster | Officers | 1-18-22 | Yes | |
| Window | Officers | 1-19-22 | Yes | |
| Pillar | Officers | 1-20-22 | Yes | |
| Cart | Officers | 1-21-22 | Yes | |
| Red carpet | Officers | 1-21-22 | Yes | |
| Reveal Court | Officers but Bball player Anthony | 1-21-22 | Yes | |
| Publicity Post | Abby | All of winterfest | Yes | |

Conto

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

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Overall Winterfest

End of October/Beginning of November

- Debrief with the entire class for what Winterfest will entail
 - Figure out schedule for winterfest
 - Will be in the month of January
 - Choose overall theme and class themes
 - Decide competitions and dress up days

Week after Meeting (2nd week of November)

- Finalize everything Winterfest
- Order sashes and basketball
 - Ordering sashes months in advance will allow for errors to be fixed and sizes to be adjusted
 - Ordering basketball months ahead so you don't worry about it as January approaches
- Discuss with Morty about any tasks that need to be done for Overall Winterfest

1st week of December

- Begin to plan for publicity and how to motivate student body to participate after Winterbreak
- Discuss with Rally and Tech commissioners about a possible video discussing Winterfest theme, dress up days, and competitions

Finals Week In December

- Announcement that when students come back from break Winterfest will almost begin

January (2 weeks before event)

- Publicize winterfest from now until end of Winterfest
- Debrief On winterfest once more to remind them of competitions
 - Shopping cart letter of Request

1 week before

- Voting During advisory
- Reveal Court on Friday
 - Friday Reveal is also kick off for Winterfest with a Spirit Day

Week of Winterfest

- Bedazzle Basketball
- Talk to basketball coaches for halftime reveal (Should be done a bit before in no one plays basketball; *having someone on basketball allows for easier discussion*)
- Ask Rally Commissioners to decorate basketball game & Ask Balloon Arch Crew

Last Day Of Winterfest

- Bring anything buy a backpack day competition (winner reveal week after)
- Get red carpet to create a royal court scenery
- Reveal Winner for Class Competitions
- Reveal Winner of Winterfest

Senior Class Winterfest

2 months before (December)

- Plan for Winterfest and how to present Mathlete vs Athlete

Right before Winterbreak

- Make all PO's for decorations and order items
 - Items for supplies
 - Items for spirit items
 - Items for Pillar, Poster, Window, and Shopping Cart

During Winterbreak

- Create plan and schedule for Winterfest taking into account everyone individual schedule
- Figure out what items will go for what competitions
- Create sketches of each competition

2 weeks before Week of Winterfest

- Begin creation of all decorations
 - Posters for Window & MUB Poster
 - Only sketch needs to be created for the sake of time management
 - Organize all items ordered

1 week before Week of Winterfest

- Get shopping cart
- Finish decorations for Pillar Competitions
- Begin Finalizing creations for MUB Poster and Window
- Begin decoration of shopping cart
- Publicize Friday Spirit Day, Court voting, and Court Reveal
 - Letterman Jacket Day Friday = Kick off Spirit Day

Week of

- Finish all Decorations/competitions not yet finished
- Pass out Spirit Items for each spirit day
 - Spirit Day points can make up for loss in competition
 - Buy items in bulk to pass out and give to people outside of leadership to pass out as well
- Publicize everything Winterfest including results of competitions

Last Day of Winterfest

- Take shopping cart to the MUB after school for decoration of basketball game where Ballon arch will be present
- Encourage people to go to basketball game and be spirited
- Reveal Winterfest winners

Introduction

The purpose of this study is to investigate the effects of various factors on the performance of a specific task. The study is designed to explore the relationship between these factors and the resulting outcomes, providing a comprehensive analysis of the underlying mechanisms.

The research is structured into several key sections. The first section provides a detailed overview of the study's objectives and the theoretical framework that guides the investigation. This is followed by a description of the methodology used, including the selection of participants, the experimental design, and the data collection procedures.

The results of the study are presented in a series of tables and graphs, which illustrate the significant findings. These results are then discussed in the context of existing literature, highlighting the contributions of this research to the field. The final section offers conclusions and suggestions for future research, based on the insights gained from this study.



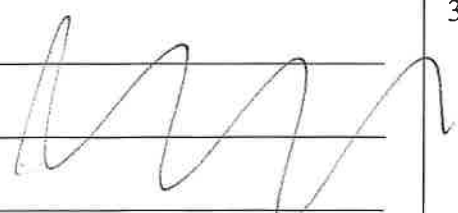
The study's findings indicate that there is a strong correlation between the variables examined. The data suggests that the proposed model accurately predicts the outcomes, supporting the theoretical assumptions. These results have important implications for both academic research and practical applications in the field.

In conclusion, this research provides a thorough examination of the topic at hand. The findings are robust and offer valuable insights into the complex relationships between the variables studied. The study's methodology and results are well-documented, ensuring the reliability and validity of the conclusions.

The authors would like to express their gratitude to the funding agencies and the participants who made this study possible. Their support and cooperation were essential in the successful completion of this research project.




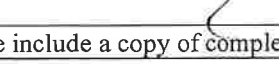



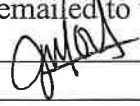

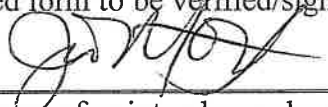
Leadership Activity Event Procedure Form

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.

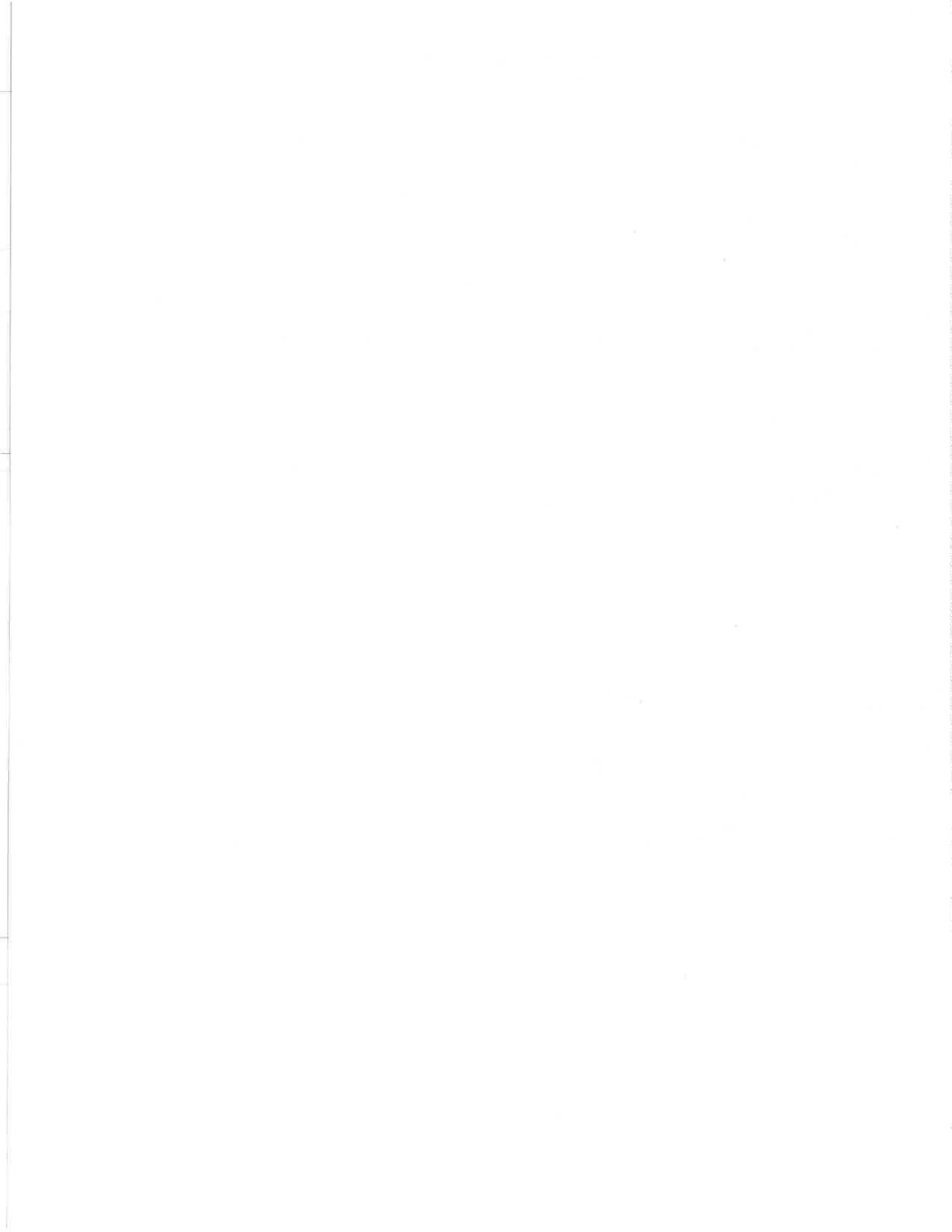
| | Procedure | Individual(s) Responsible | Point Value | Points Received | Comments/Notes |
|--|--|---|-------------|-----------------|---|
| Name of Event: <u>Winterfest 2022</u> Date of Event: _____ | | | | | |
| 1. | Facility Form: Student will print a copy & attach the confirmation of event through 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. <u>Bryan Cochran</u> b. <u>11-4</u> c.  Must be signed off by the ASB Bookkeeper here: _____ *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>Abby 1-12-22</u> b. <u>1-12-22</u> * A copy of all announcements must be attached to this form! c. <u>1-12-22</u> d. <u>1-13-22</u> | 5 points | 5/5 |  |
| 6. | Publicity a. Form of publicity used b. Date publicity put up & by whom | a. <u>Announcements social media</u> b. <u>Week before end of winterfest</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 | |

How To...

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

| | | | | | |
|---|---|--|----------|-----|--------|
| | | Must be signed off by the ASB Bookkeeper here:  | | | |
| | 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 | | | |
| | - 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.  | | | |
| 9. | Minutes: a. Date of meeting & location b. Date minutes emailed to AD | a. <u>10-28 & 28,</u> b. <u>10-27</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: | | | | 180 | Grade: |

20/20



After Action Report

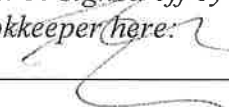
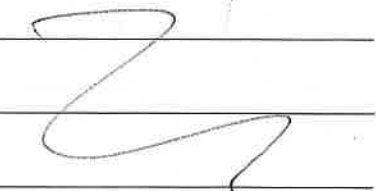

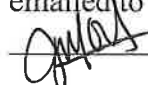

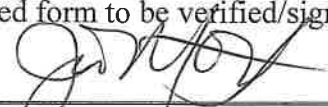
| What worked.... What we liked... What we should do again... **What were the benefits of this activity? | Did you GIVE - ASK - GIVE? Did you build trust amongst the student body? |
|--|--|
| <ul style="list-style-type: none"> • Spirit days were incredible and many people participated, • Decorations were available for everyone to see. • The final reveal was fun at the basketball game <hr/> <p>Truly invigorated the student body and gave the excuse needed to be spirited. A chance to have fun,</p> | <p>Cons</p> <ul style="list-style-type: none"> • Publicity was mainly digital and many ^{many} did not know until week of • too many decorations for an event that was more lowkey, <hr/> <p>Yes Give - Ask - Give Trust was definitely built as many students dressed up</p> |

Score your event - 1 being poor, 10 being great

10

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

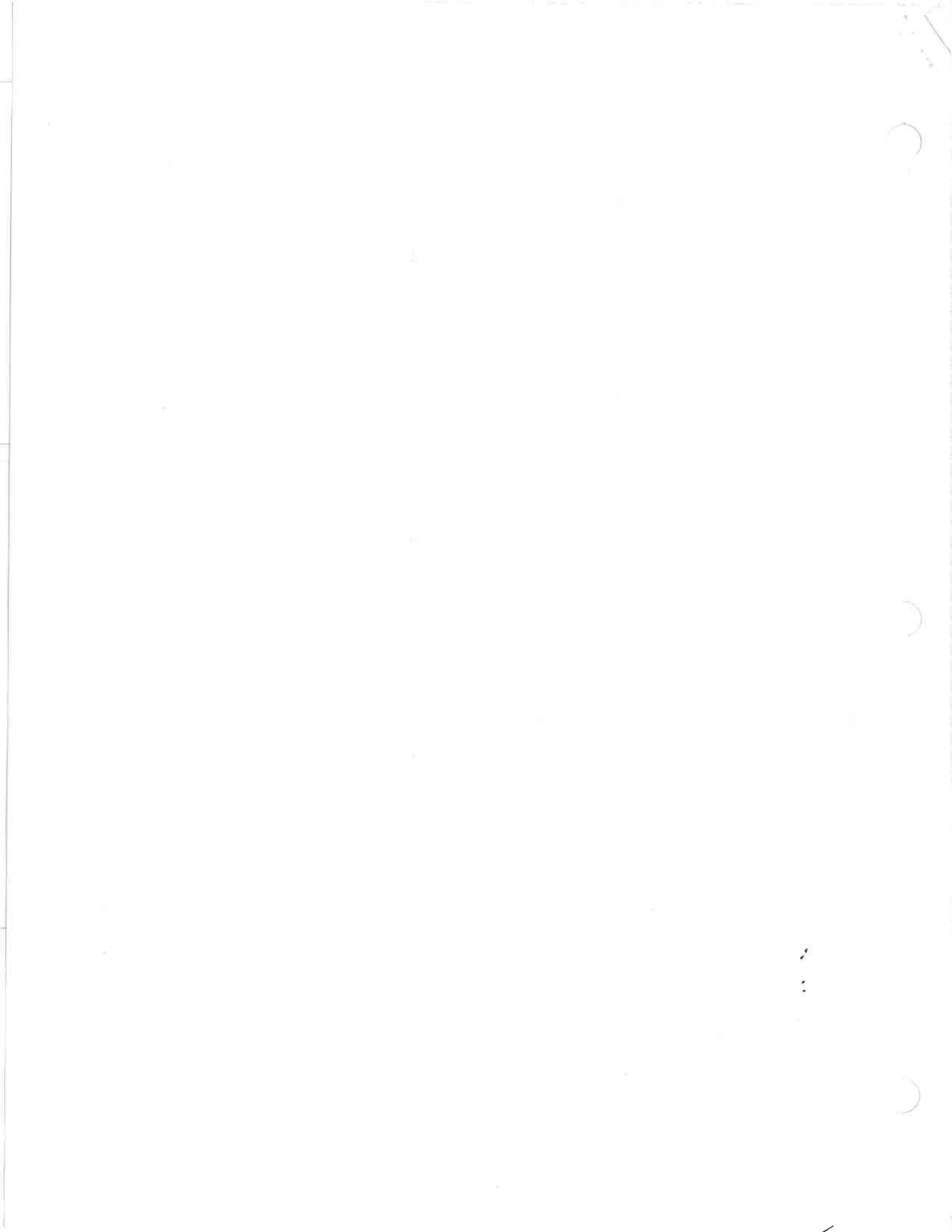
- Work with staff to publicize better
- Keep using winterfest to experiment with events
- ☑ Don't overload on events.

| | | | | | |
|---|--|---|----------|---------------|--------|
| | | Must be signed off by the ASB Bookkeeper here:  | | | |
| | 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 | | | |
| | - 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. _____ | | | |
| 9. | Minutes: a. Date of meeting & location b. Date minutes emailed to AD | a. 10-26 & 27, _____ b. 10-27 _____ **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: | | | | 30 | Grade: |

20/20

Activities Director Evaluation of Event Completion

| | | | |
|---|---|--|------------------|
| <p>Event Team Leader Debrief & 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>Point Value:</p> <p style="text-align: center;">2 / 2</p> | <p>Comments:</p> |
| <p>Professionalism & 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 style="text-align: center;">2 / 2</p> | |
| <p>Overall Evaluation</p> | <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? | <p style="text-align: center;">6 / 6</p> | |
| <p>Total Points:</p> | | <p style="text-align: center;">10 / 10</p> | |



Rippon High School
 301 N. Acers Ave.
 Rippon, WI 53086
 (269) 994-1287

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

Student Body Account: Class of 22 Date: 11-29-21
 Event: Winterfest ~~Senior~~ Sales Requesters Name: Severoff, Jay

| Description of Product for Purchase: | Quantity | Unit Price | Amount |
|--|----------|------------|----------|
| Customize Sash personalized Sash - wardrobe with ties Etsy | x8 | \$15.94 | \$127.52 |
| | | | \$75.00 |

Requesting as:

Purchase Order

Check

Payable to: US Bank
 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

ASB Bookkeeper _____

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

Cash/Advisor: [Signature] Date: 11-29-21

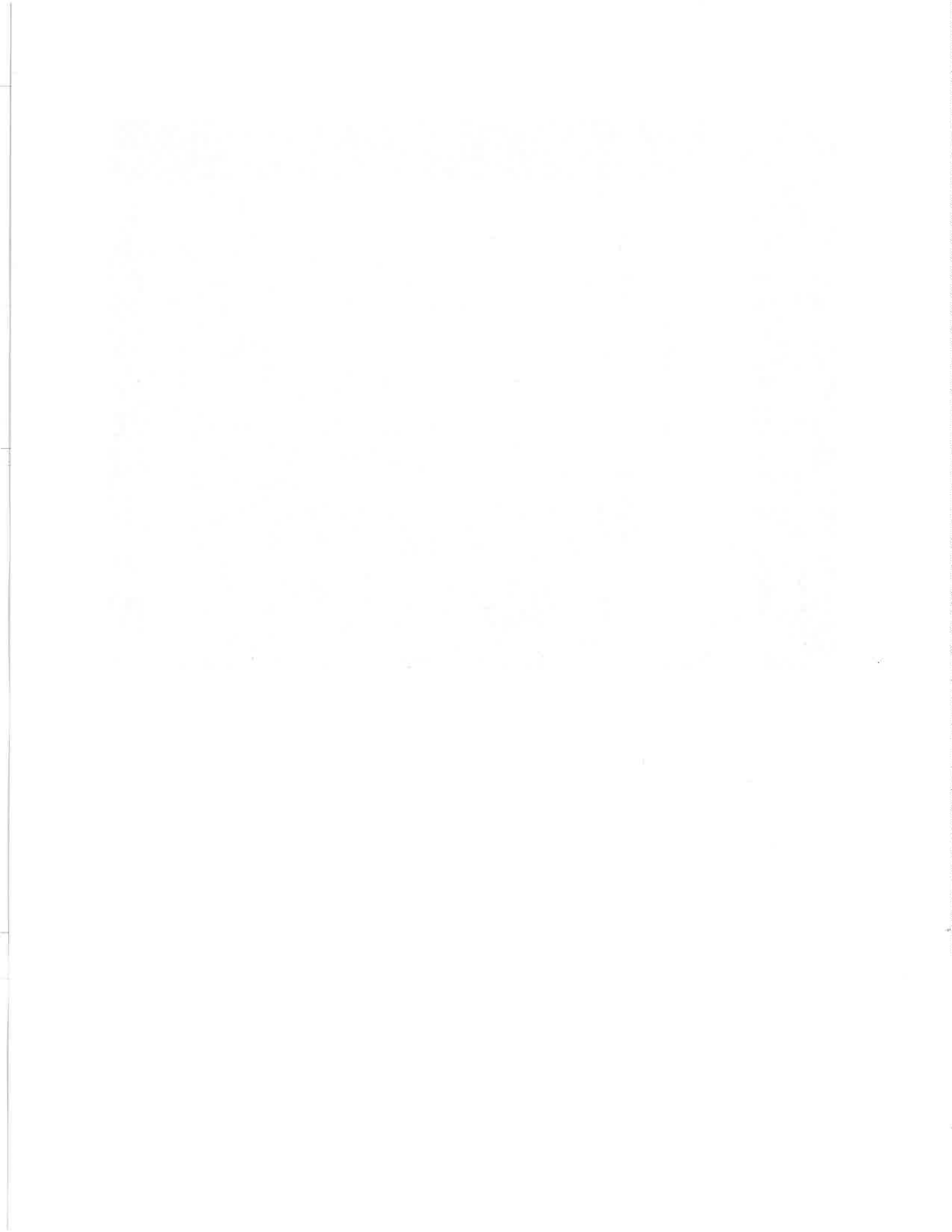
Activities/Athletic Director: [Signature] Date: 11-29-21

Student Officer: [Signature] Date: 11-29-21

(President/Treasurer of Club/organization or ASB Treasurer)

Principal: _____ Date _____

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



- Hey Ripon High! As we jump into the new year, we are getting ready to start our annual Winterfest. For those of you who do not know, Winterfest is a winter homecoming event that involves nominations in all four classes, spirit days, competitions, and a reveal at the basketball game. We kick off Winterfest with voting today during advisory and our first spirit day tomorrow the 14th. Make sure to wear red and white or your letterman's jacket.
- For those of you planning on trying out for softball there will be a quick meeting today, January 13th at 4pm to discuss the upcoming softball season. The meeting will be in Coach Wright's classroom.
- Ripon High Students – are you looking for volunteer opportunities? On Saturday, Garden Joy needs help at their work day from 12:30-3:30. The Ripon Community Garden also needs help building garden boxes on Saturday, January 22. Please check SuperFan Social Media for more details and contact information for both projects.
- Reminder – if you attend athletic events in the gym, please bring water only into the gym. We want to keep things clean and keep the ants and mice away!
- RHS – watch for some fun Winterfest fan polls on the SuperFan App. Some polls will be worth bonus points and others will be worth some RHS Spirit prizes.

PURCHASE ORDER



PO-413

Ripon High School
 301 N. Acacia Ave
 Ripon, CA 95366
 Phone: (209)599-4289

| DATE | PURCHASE ORDER NO |
|------------|-------------------|
| 01/13/2022 | 413 |

| TITLE / DESCRIPTION |
|---------------------------------------|
| C/O 2022 Main St Floral Flowers/Roses |

US Bank

| REQ. # | REQ. DATE |
|--------|------------|
| | 01/13/2022 |

| REQUESTED BY | AUTHORIZED BY |
|-----------------|---------------|
| Mortensen, Jill | |

| ITEM | QTY | UNIT COST | TAX | FREIGHT | TOTAL |
|---------------------------------------|-----|-----------|-----|---------|-----------------|
| C/O 2022 Main St Floral Flowers/Roses | | | | | 75.00 |
| TOTALS: | | | | | \$ 75.00 |

| | |
|------------------------------|------|
| Student Representative | Date |
| Faculty Advisor | Date |
| Principal/Site Administrator | Date |

PURCHASE ORDER



PO-406

Ripon High School
 301 N. Acacia Ave
 Ripon, CA 95366
 Phone: (209)599-4289

| DATE | PURCHASE ORDER NO |
|------------|-------------------|
| 12/15/2021 | 406 |

| TITLE / DESCRIPTION |
|-----------------------|
| C/O 2022 Spirit Items |

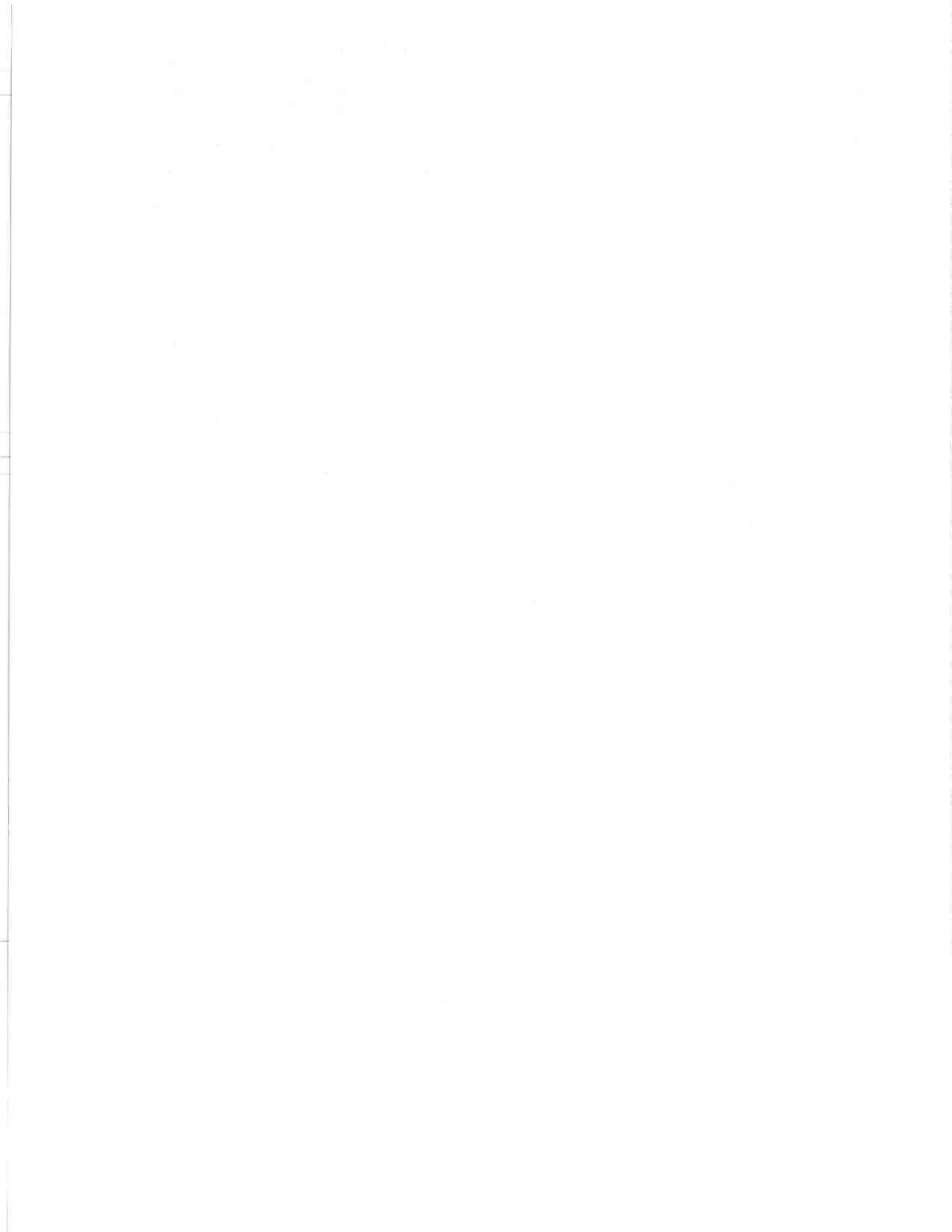
Amazon

| REQ. # | REQ. DATE |
|--------|------------|
| | 12/15/2021 |

| REQUESTED BY | AUTHORIZED BY |
|-----------------|---------------|
| Mortensen, Jill | |

| ITEM | QTY | UNIT COST | TAX | FREIGHT | TOTAL |
|-----------------------|-----|-----------|-----|---------|-----------|
| C/O 2022 Spirit Items | | | | | 275.00 |
| TOTALS: | | | | | \$ 275.00 |

| | |
|------------------------------|------|
| Student Representative | Date |
| Faculty Advisor | Date |
| Principal/Site Administrator | Date |



Ripon High School
 301 N. Acacia Ave
 Ripon, CA 95366
 Phone: (209)599-4289

PURCHASE ORDER



PO-401

| DATE | PURCHASE ORDER NO |
|------------|-------------------|
| 12/10/2021 | 401 |

| TITLE / DESCRIPTION |
|---------------------------------|
| C/O 2022 Winterfest Decorations |

Amazon

| REQ. # | REQ. DATE |
|--------|------------|
| | 12/10/2021 |

| REQUESTED BY | AUTHORIZED BY |
|-----------------|---------------|
| Mortensen, Jill | |

| ITEM | QTY | UNIT COST | TAX | FREIGHT | TOTAL |
|---------------------------------|-----|-----------|-----|---------|-----------|
| C/O 2022 Winterfest Decorations | | | | | 190.00 |
| TOTALS: | | | | | \$ 190.00 |

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

