

# Leadership Procedure Form

Activity: Homecoming 2021

Person(s) in Charge: Senior Officers

Date of Event: September 16 - Oct 1

\*\*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: 98% 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 List Score: 31/31

AD Evaluation of Execution of Event Score: 14/16

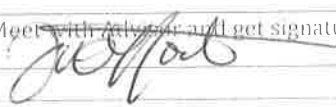
Committee Form Score (if applicable): 21/21

Procedure Form Score: 22/22

How to List Score: 18/20

Total Points/Final Score: 108/110

## Team Leader Checklist (and Your Grading Criteria)

STEP	Your Responsibilities	Done? (Yes or No)	Date Completed	Point Value (To be completed by AD)
Overview	<b>Facilitative Leadership:</b> As a class/group discuss the overall event/theme/goal of activity.	Yes	9-11	2 /2
Brainstorm	<b>Facilitative Leadership</b> 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	9-11	2 /2
Event Break Down	<b>Facilitative Leadership:</b> Discuss who will be responsible for the completion of specific jobs of the event. Event Form job breakdown next pages.	Yes	9-11	2 /2
Complete the Checklist	Organize Checklist of tasks according to Check Date	Yes	9-30	5 /5
Check in with Advisor	Meet with Advisor and get signature: 	Yes	10-16	3 /3
Complete Leadership Procedure Form	Complete the Leadership Activity Event Procedure Form according the regulations and required paperwork along with signatures for RHS.	Yes	10-1	2 /2
Complete the Committee Form (if applicable)	Complete the committee form based on the list of requirements.	Yes	9-24	2 /2
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date.	Yes	10-7	5 /5
Evaluate Event	Complete an After Action Report (AAR)	Yes	10-5	5 /5
Finalize Paperwork	The Procedure Form is completed and the deadline is met one week after the event was held.	Yes	10-11	3 /3
<b>Total</b>				<b>31 /31</b>

# Event Planning Outline (Breakdown)

**STEP 1: The Basic Overview**

Event Name: Homecoming 2021 Event Date: Sept 16-17

Event Location: Ripon High Amphitheatre & Field


Brief Description of Event:  
The entirety of the homecoming events. Lip-sync, Float,  
PVC Pipe Poster, Window decorations and spirit

We will know this event is a success when  
we win 1st place in two <sup>main</sup> events or win at least 2nd place overall

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

Welcome / Greeting	Main Attraction	Close/Shut Down
<ul style="list-style-type: none"> <li>- planning / creating</li> <li>- sign up forms (class participation)</li> </ul>	<ul style="list-style-type: none"> <li>- Spirit</li> <li>- Float</li> <li>- lip-sync</li> <li>- decorations (window)</li> <li>- PVC Pipe Poster</li> <li>- dress up days</li> </ul>	<ul style="list-style-type: none"> <li>- Parade</li> </ul>

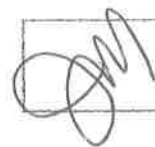
**STEP 3: Team Leader Check In with your advisor**



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
Social media	Abby T.	9-3	9-11	Yes	
Announcements	Abby T.	9-3	9-11	Yes	
Minutes	Bryan O.	9-3	9-13	Yes	
Purchase orders	Bryan O.	9-3	9-17	Yes	
Find a driver	Anthony S.	9-3	9-13	Yes	
Get a location	Emma P.	9-3	9-13	Yes	
Get a trailer	Emma P.	9-3	9-13	Yes	
Choreograph lip-sync	Naomi W.	9-6	9-16	Yes	
forming committees	Anthony S.	9-6	9-11	Yes	
decorations	Abby T.	9-6	9-17	Yes	
Thank You's	Bryan O.	9-3	10-8	Yes	
Music for lip-sync	Ana D. & Senior officers	9-6	9-15	Yes	
Props	Officers	9-6	9-20	Yes	
Flyer	Abby T.	9-6	9-16	Yes	

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 month before have school vote on theme and work on Senior theme (Adventure Land)
- 3 weeks before have class officer meeting to discuss ideas and get plans set for the themes Plans for Lip-Sync, Float, PVC Pipe, and Window.
- 2 weeks before begin preparation for all of homecoming
  - google form sign ups for committees
  - groups to work on specific events i.e. lip-sync, float etc.
  - Order items using Purchase Order
- 1 week before work on lip-sync mainly and then rest of homecoming. lip-sync is during this week and should be prioritized, while also working on float, PVC Pipe, and Window.
  - Choreography → Performance of Lip Sync (practice everyday)
  - Buy wood for float, sketch post paper for window & PVC Pipe
- Week of Event: Promote Spirit and hand out items, decorate front of the school with PVC Pipe poster, Help whole class set up for coronation, decorate quad area with window decorations, work on final touches of float
- Last Day of homecoming: Finish float, take float to location by 1:30, participate in Parade with the class, and decorate football field for homecoming game.

# After Action Report

What worked.... What we liked... What we should definitely do again...	What we would do differently...
<p>Publicizing Post made on line</p> <p>Sketch of all events to be prepared</p> <p>Class Spirit &amp; handing out spirit items.</p> <p>Purchase order made ahead of time so items came faster Could begin much faster</p> <p>Reusing different decorations, use wood</p>	<p>Communication o Instead of gossiping should have figured out the problems</p> <p>Have a class meeting where people could pay attention and understand. o Yes google forms for sign ups but have a time where everyone will understand</p> <p>Plan Earlier</p>


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

Yes, took 1st place overall and won homecoming

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

More tasks for committees,  
Better Time frame

## Committee (Standing or Special) Evaluative Form

STEP	Your Responsibilities	Done? (Yes or No)	Date Completed	Point Value (To be completed by AD)
Overview	<p><b>Facilitative Leadership:</b> As a class/group discuss the overall goal of the Committee.                      Explain here: <i>Committee for honoring: Float &amp; LP sync.</i></p>	Yes	9-15	3 /3
Brainstorm	<p><b>Facilitative Leadership</b>                      Discussion of specifics to the committee work. Take notes and attach here.</p>	Yes	9-15	3 /3
Committee Break Down	<p><b>Facilitative Leadership:</b> Discuss who will be responsible for the completion of specific jobs of the event.</p>	Yes	9-15	2 /2
Complete the Checklist	<p>Organize Checklist of tasks according to Check Date</p>	Yes	9-16	5 /5
Check in with Advisor	<p>Meet with Advisor and get signature:  </p>	Yes	9-23	3 /3
Gratitude	<p>Thank you cards done. must be completed and turned in at the time of the procedure form due date.</p>	Yes	10-7	5 /5
				Total 21 /21







6.	<b>Publicity</b> a. Date posters/flyers made b. Date publicity put up & by whom c. Date event placed on Social Media	a. <u>9-10</u> <u>9-17</u> b. <u>9-12</u> <u>9-20</u> c. <u>9-13</u> <u>9/27-10/1</u>	3 points	3/3	
7.	<b>Cash Box Form:</b> <i>form found in Morty's office or with the Bookkeeper in Attendance Office</i> 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. _____ b. _____ c. _____  <i>Must be signed off by the ASB Bookkeeper here:</i> _____	4 points	/4	
8.	<b>Dance Forms</b>		6 points	/6	
	- <b>Dance Procedure Form:</b> <i>Get from Front Office</i> 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	a. _____ b. _____ c. _____			
	- <b>DJ:</b> <i>Sounds in Motion 522-5999</i> 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. _____			
9.	<b>Minutes:</b> 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>9-11</u> <u>9-13</u> <u>9-17</u> b. <u>Bryan Ochoa</u> c. <u>9-25</u>	4 points	4/4	
Completed form to be signed off by the ASB President: <u>Naoum</u>			1 point	1/1	
Completed form to be signed off by the Activities Director: <u>Quint</u>			1 point	1/1	
Total amount of point value and points received:				<del>12</del>	Grade:

22/22

## Activities Director Evaluation of Event Completion

		Point Value:	Comments:
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.	2 /2	
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  <b>Total Points:</b> 16 /16	

# Senior Officers

## 9-11-21

**\*Meeting called to order at 6:50 P.M**

All Officers present

### **1. Homecoming Lip Sync**

- a. Coming up with ideas for the lip sync
  - i. Introduction as though you are getting into a ride - "Keep all hands and feet..."
  - ii. Separate stops of Adventure Land ie (Mimic the ride) Pirates of the Caribbean theme song, Moana, the Lion King, Lilo & Stitch, Aladdin, Tarzan, Jungle Cruise, Indiana Jones Adventure, Enchanted tiki room; Not all will be used for the sake of time
  - iii. End with "We are now coming up to our final destination"
  - iv. Projector to have movie in background
  - v. Fog machine

### **2. Homecoming Float**

- a. Coming up with ideas for float
- b. Jungle Cruise Boat
  - i. Print posters using large printer
  - ii. Use wood for building of float

### **3. Window Decoration**

- a. Make a detailed poster
  - i. Teachers faces on characters
  - ii. Can also be used for float
  - iii. Plants and vines for surrounding area

### **4. PVC Pipe Poster**

- a. Adventure land sign

### **5. Purchase orders**

- a. Making purchase orders for decorations, float, and lip sync

### **6. Purchase order for Decorations**

- a. Yellow Plastic Hand Clappers - Set of 12 (x2) for a unit price of \$10.45, Fun Express We're Number One Boom sticks (set of 12) (x1) for a unit

price of \$8.39, 12 pack Yellow cheerleading Pom poms (x2) for a unit price of \$14.99, and School Spirit Yellow Foam Hands 8"x18" (x2) for a unit price of \$8.99, A Total of \$99.38 Purchase order will be made to \$109.38

b. Emma motions to approve said use of funds, Abby second that motions.

All are in favor

**7. Finalized Purchase Order For Decorations**

**\*Meeting adjourned at 7:42 P.M**

Approval of Minutes

Justin Fortenber Abby Emma Phelps

# Senior Officers

## 9-13-21

**\*Meeting called to order at 9:01 P.M**

All Officers present

### **1. Purchase Order**

- a. Making Purchase Orders for Float, Window decorations, and Front of the school Poster
- b. FLOAT
  - i. Safari Party Hats, Bates Paint Roller, 10 Piece professional Painters, MorroMorn Lifebuoy Wall Hanging Decor, Stonebriar Beach House Sea Buoy, Hampton Nautical, Estart 2 Sets of Hanging Wooden Nautical Fish, JewelKeeper Paperboard suitcases, COLIBROX Fishing Net, Natural Fish Net Party Decor, WINOMO Decorative Fishing Net, Sailors Ship Wheel, LED Vintage Camping Lantern Total of ≈ \$400
- c. WINDOW
  - i. 2 Pack Artificial Palm Plant, Fun Express Colorful Paper Flower, pack of 25 Bamboo Stake, Tiki Totem Pole Cutouts, 30 piece tropical bird cutouts ≈ \$300
- d. PVC PIPE
  - i. Natural Raffia door curtain ≈ \$70
- e. Bryan makes the motion to approve said usage of funds for homecoming. Emma seconds that motion.

### **2. Finalization of Purchase Order**

**\*Meeting adjourned at 9:47 P.M**

Approval of Minutes



# Senior Officers

## 9-17-21

**\*Meeting called to order at 12:21 P.M**

All Officers present

### **1. Forming Committees**

- a. Deciding what committees to form for homecoming and who will be in charge of which
  - i. Two Main committees, Float & Lip-sync. Float committee will include Window decorations and making of PVC Pipe Poster.
  - ii. Emma Phelps and Abby Thompson will be in charge of float and Anthony Sausedo in charge of Lip-Sync. Bryan Ochoa will be in charge of communications with each committee and formalizing everything.
  - iii. Anthony motions to approve the creation of the committees and what role each officer would play. Abby seconds that motion

### **2. Finalization of forming committees**

- a. Google form for people to sign up
- b. Creating group chats for each committee

**\*Meeting adjourned at 12:48 P.M**

Approval of Minutes

*Justin Perlenberg*      *Bryan Ochoa*      *Emma Phelps*



# PURCHASE ORDER



\*\*\*PO-277\*\*\*

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

DATE	PURCHASE ORDER NO
09/15/2021	277

TITLE / DESCRIPTION
C/O 2022 Homecoming Decorations

Amazon

REQ. #	REQ. DATE
	09/15/2021

REQUESTED BY	AUTHORIZED BY
Mortensen, Jill	

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
C/O 2022 Homecoming Decorations					120.00
TOTALS:					\$ 120.00

Student Representative	Date
Faculty Advisor	Date
Principal/Site Administrator	Date

# PURCHASE ORDER



\*\*\*PO-276\*\*\*

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

DATE	PURCHASE ORDER NO
09/15/2021	276

TITLE / DESCRIPTION
C/O 2022 Homecoming Float Supplies

Amazon

REQ. #	REQ. DATE
	09/15/2021

REQUESTED BY	AUTHORIZED BY
Mortensen, Jill	

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
C/O 2022 Homecoming Float Supplies					130.00
TOTALS:					\$ 130.00

\_\_\_\_\_ Date

Student Representative

\_\_\_\_\_ Date

Faculty Advisor

\_\_\_\_\_ Date

Principal/Site Administrator

# PURCHASE ORDER



\*\*\*PO-275\*\*\*

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

DATE	PURCHASE ORDER NO
09/15/2021	275

TITLE / DESCRIPTION
C/O 2022 Homecoming Float

Amazon

REQ. #	REQ. DATE
	09/15/2021

REQUESTED BY	AUTHORIZED BY
Mortensen, Jill	

ITEM	QTY	UNIT COST	TAX	FREIGHT	TOTAL
C/O 2022 Homecoming Float					160.00
TOTALS:					\$ 160.00

Student Representative	Date
Faculty Advisor	Date
Principal/Site Administrator	Date





Dawn Goudeau <dgoudeau@riponusd.net>

# Fwd: Ripon Unified School District HOCO Recruitment Committees - Submitted Successfully

1 message

**Bryan Ochoa** <62802730@riponusd.net>  
To: Dawn Goudeau <dgoudeau@riponusd.net>

Mon, Oct 11, 2021 at 12:18 PM

----- Forwarded message -----

From: **Emma Phelps** <62802722@riponusd.net>  
Date: Fri, Sep 10, 2021 at 11:50 AM  
Subject: Fwd: Ripon Unified School District HOCO Recruitment Committees - Submitted Successfully  
To: Abigail Thompson <62802520@riponusd.net>, Bryan Ochoa <62802730@riponusd.net>

----- Forwarded message -----

From: **Jill Mortensen** <JMortensen@riponusd.net>  
Date: Fri, Sep 10, 2021 at 11:44 AM  
Subject: Fwd: Ripon Unified School District HOCO Recruitment Committees - Submitted Successfully  
To: Emma Phelps <62802722@riponusd.net>, Makenzie Loechler <62804498@riponusd.net>, Kylee Brown <62807247@riponusd.net>, Claire Morris <62804398@riponusd.net>

----- Forwarded message -----

From: <info@masterlibrary.com>  
Date: Fri, Sep 10, 2021 at 11:44 AM  
Subject: Ripon Unified School District HOCO Recruitment Committees - Submitted Successfully  
To: <jmortensen@riponusd.net>

Ripon Unified School District

## Submitted

Your Request with Ripon Unified School District has been submitted and is going through the necessary approval steps now. You will be notified when it has been approved/declined.

This request consists of the following Request #'s: 6756, 6757.

### EVENT INFORMATION

<b>Site</b>	Ripon High School
<b>Space</b>	Hallway: Student Store/Library
<b>Group</b>	RHS Student Council
<b>Group Manager</b>	Jill Mortensen
<b>Group E-mail</b>	jmortensen@riponusd.net

**Address** 301 N. Acacia Avenue Ripon, CA 95366  
**Phone** (209)599-4287  
**Event Name** HOCO Recruitment Committees  
**Date/Time** 9/13/2021 12:15:00 PM - 9/13/2021 12:45:00 PM  
**Actual Event Date/Time** 9/13/2021 12:15:00 PM - 9/13/2021 12:45:00 PM  
**Event Notes** I will need 4 tables, 8 chairs please  
**Budget Code**

Login to view the Request.

Powered by MasterLibrary™ ML Schedules™ Facility Use Request Software.  
Learn more at MasterLibrary.com

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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](mailto:jmortensen@riponusd.net)  
209-599-4287 (work)  
209-541-6907 (cell)

Websites: [www.riponhigh.net](http://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

## ANNOUNCEMENTS

Daily Bulletin \_\_\_\_\_

Facebook \_\_\_\_\_

Date(s) to be read/posted 9/13-9/15 \_\_\_\_\_

Hey seniors! Homecoming is coming up and there are many ways for you to get involved. We will be having sign ups to participate in the class skit, float decorations, and more during lunch outside of the library on September 13<sup>th</sup> (today) and Wednesday September 15<sup>th</sup>. Hope to see you there!

Must be signed by Advisor and/or Administrator \_\_\_\_\_

