

# Important Paperwork

*Including:*

*Prom Procedure Form/PO*

*Class of 2023 Budget*

*College Reveal Committee PO*

*Class of 2023 Minutes (4)*

*@rhsco23 Instagram Post*

*ASB Meeting Report Nov./Dec.*

# Leadership Procedure Form

Activity: Prom 2022

Person(s) in Charge: Makenzie Loechler

Team Members: Junior Class Officers

Date of Event: April 30, 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: \_\_\_\_\_

\*\*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

RHS Paperwork Procedure Form Score: \_\_\_\_\_/30 (point value can change due to activity)

AD Evaluation of Execution of Event Score: \_\_\_\_\_/10

Total Points/Final Score: \_\_\_\_\_/100

**Checklist:**

<b>Task</b>	<b>Who is Responsible</b>	<b>Due Date</b>	<b>Done?</b>	<b>Notes</b>
Meet w/ Mayfield	Officers	12-13	Yes	Debrief what prom is, how we can do it w/ COVID
Minutes from Meeting	Gracie	12-13	Yes	
Meet with Morty	Makenzie	12-17	Yes	Ticket prices, venue
Decide Day	Makenzie	12-17	Yes	April 30th
Contact Venue	Makenzie	12-20	Yes	Mayfield has been in contact
Tour Venue	Makenzie	12-28	Yes	Rustic Ranch
Tour Minutes	April	12-28	Yes	
Contact DJ	Makenzie	12-28	Yes	Already paid for
Get DJ Contract	Makenzie	2-10	Yes	
Turn in Contract	Makenzie	2-10	Yes	Mayfield turned it in
Contact Decorator	Makenzie	12-28	Yes	From Mr. Hern (Rustic Ranch)
Contact Caterer	Makenzie	12-28	Yes	From Mr. Hern (Rustic Ranch)
Contact Photo	Makenzie	12-28	Yes	Already paid

Booth				for
Decide Theme	Makenzie	12-20	Yes	Enchanted Forest
Decide Ticket Prices	Makenzie	1-26	Yes	\$65; \$70 on Friday
Guest Pass Due Date	Makenzie	1-26	Yes	4-6
Announcement for Guest Pass and Ticket sales	Dillan	1-31	Yes	To be read month of March and April
Announcement for Instagram	Dillan	1-31	Yes	Dress and Prom
Google Form for Playlist	Makenzie	1-6	Yes	
Create Prom Instagram	Makenzie	1-6	Yes	Posted date, playlist, and theme
Create Dresses Instagram	Makenzie	1-6	Yes	
Get Dance Procedure Form	Makenzie	<u>2-10-22</u>	Yes	
Turn in Dance Procedure Form	Makenzie	2-16-22	Yes	
Get Cash Box Form	Makenzie	<u>2-10-22</u>	Yes	
Fill Out Cash	Gracie	2-10-22	Yes	

Box Form				
Turn in Cash Box Form	Makenzie	2-10-22	Yes	
Purchase Order for 4 Crowns	Gracie	2-24	Yes	Done and processed!
Purchase Order for 6 Sashes	Makenzie	2-24	Yes	Done and processed!
Order Crown and Sashes from eBay	Makenzie	2-	Yes	
General Announcement	Makenzie	3-14	Yes	Everyday until Spring Break
Make Posters for Publicity	Makenzie		Yes	
Hang up Posters	Makenzie	4-1-22	Yes	Junior Class helped
Make Posters for Ticket Sales	Makenzie	4-6-22	Yes	Hung up outside Student Store
Make Google Form for Ticket Sales	Makenzie	4-2-22	Yes	QR codes to scan at door
Find Teachers to Help @ Ticket Sales	Makenzie	4-8-22	Yes	Mayfield, Flanders, Gillihan, and Kisse
Sell Tickets @ Lunch	Makenzie	4-11 to 4/15	Yes	All officers and teachers present

Make Check-In List	Makenzie	4-25-22	Yes	
Take Down Posters	April	4-29-22	Yes	
Bring Crowns and Sashes to Venue	Makenzie	4-30-22	Yes	
Thank You Cards	Gracie	5-2-22	Yes	
Pay DJ, Venue, and Decorator	Makenzie	5-2-22	Yes	

## **How To:**

### **Five Months Ahead:**

- Meeting with Advisor
- Discuss potential venues and DJs
- Discuss date of Prom
- Discuss ticket prices and when selling
- Discuss guest passes and when due
- Make instagram accounts

### **Three Months Ahead:**

- Purchase Orders for Crowns and Sashes
- Confirm venue, DJ, caterer, and photobooth
- Confirm theme, ticket prices, and guest pass due date
- Meet with Mayfield again to confirm
- Announcements about ticket sales, guest pass due date, and instagrams
- Keep posting on Instagram and have Juniors share it
- Constant communication with venue, caterer, DJ, decorator, and photobooth
  - ie) DJ Contract, tell decorator theme
- Make google form for playlist with DJ and share it with them

### **One Month Ahead:**

- Order Crowns and Sashes

- More Announcements
- Be in constant communication with venue, caterer, DJ, decorator, and photobooth
- Make Google Sheets for each class
- Meet with Mayfield

**Three Weeks Ahead:**

- Sell tickets
- Check in with all contacts
- Publicize
- Announce Promposal winner
- Finalize Guest Passes

**One Week Ahead:**

- Check with DJ, decorator, photo booth, and caterer
- Send out google form for Queen & King
- Send out google form for Prince & Princess
- Send out google form for Cutest Couple
- Make check-in lists in alphabetical order (several for chaperones)

**Day of:**

- Go early to check decorations



- Print Awards for Queen, King, Prince, Princess and Cutest Couple
- Print check-in list
- Bring crowns and sashes to venue

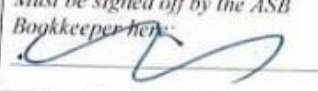

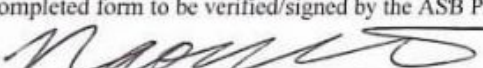
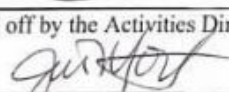
**One Week After:**

- Thank You Cards
  - Mayfield, Chaperones, DJ, Venue, Photographer, and Decorator
- Pay DJ, Venue, Photographer, and Decorator

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>Prom</u>		Date of Event: <u>4-30-22</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	/1	
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>Makenzie</u> b. <u>2-25-22</u> c. <u>2-25-22</u> Must be signed off by the ASB Bookkeeper here: <u>[Signature]</u> *A copy must be provided an attached to this form.	4 points	/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>Makenzie</u> b. <u>1/31, 3/14</u> * A copy of all announcements must be attached to this form! c. <u>1/31, 3/14</u> d. <u>Feb-April 8 every Thursday @ Advisor</u>	5 points	/5	
6. <b>Publicity</b> a. Form of publicity used b. Date publicity put up & by whom	a. <u>Canva-Insta: Poster</u> b. <u>1/6, 1/11, 1/20, 2/10, 2/24, 3/17, 3/31, 4/1-4/4</u>	2 points	/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>2-10-2022</u> b. <u>2-10-2022</u> c. <u>2-16-2022</u>	3 points	/3	

		Must be signed off by the ASB Bookkeeper here: 			
	<b>Dance Forms (if applicable)</b>		6 points	/6	
	- <b>Dance Procedure Form: Get from the Vice Principal</b> a. Date form is picked up b. Date form is complete c. Date turned into the attendance office	a. <u>2-10-22</u> b. <u>2-10-22</u> c. <u>2-16-22</u> *please include a copy of completed form			
	- <b>DJ: Sounds in Motion 522-5999</b> a. Date called & by whom b. Date contract is filled out and returned 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	a. <u>2-10-22, Makin' it</u> b. <u>2-16-22</u> c. <u>4-22-22</u>			
9.	<b>Minutes:</b> a. Date of meeting & location b. Date minutes emailed to AD	a. <u>12/13, 12/20, 1/26, 4/5; P9</u> b. <u>12/17, 12/28, 1/26, 4/5</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	
	Completed form to be verified/signed by the ASB President:		3 points	/3	
	Completed form to be verified/signed off by the Activities Director:		3 point	/3	
	Total amount of point value and points received:			/30	Grade:

## Team Leader Checklist (and Your Grading Criteria)

STEP	Your Responsibilities	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. **Attach minutes or notes.		/4
Message Purpose	<p><b>Explain the message/purpose of this activity here:</b></p> <p>The purpose of this event is to bring joy to the upperclassmen with a dance and meal</p>	12-3	/10
Give Ask Give	<p>Explain how this event/activity will follow the GIVE-ASK-GIVE model by Envolv Student Leadership</p> <p>Give - Dance w/ Music Ask - Buy tickets Give - Meal and Fun</p>	12-3	/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. Happy</li> <li>2. United</li> <li>3. Cared for</li> </ol>	12-3	/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...	4-30	/20
Complete Leadership Procedure Form	Complete the Leadership Activity Event Procedure Form according to the regulations and required paperwork along with signatures for RHS.	5-3	/1
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date.	5-3	/5
Evaluate Event	Complete an After Action Report (AAR)	5-3	/5
Total Point Value		60 points	/60

**After Action Report:**

**What We Liked:**

- Paid decorator
- Photo booth and props
- Catered food and dessert
- Venue

**Give-Ask-Give:**

- Cute Theme and Decorations
- Buy a Ticket
- Fun night with dancing, food, and pictures

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

9/10

**Additional Changes in the Future:**

- Double check with Generator
- Different DJ

### Activities Director Evaluation of Event Completion

<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>Point Value:</p> <p style="text-align: center;">/2</p>	<p>Comments:</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 style="text-align: center;">/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 style="text-align: center;">/6</p>	
<p><b>Total Points:</b></p>		<p style="text-align: center;">/10</p>	

# Prom Minutes 12/30/21

Officers in Attendance: Makenzie, April, Dillan, with Advisor Mayfield

**Start Time:** 10:54 am

**End Time:** 11:37 am

## 1. Experiences of last year:

- a. Looked through pictures with Kimmie, very well lit up at night
- b. DJ: needs list of music beforehand
- c. Only two bathrooms, but there were short lines and no complaints of hold-up, but we could get port-a-potties if we deem it necessary
- d. Car policy: once leaving dance floor/seating to the parking lot, must leave venue

## 2. Tickets

- a. Sold for around \$55 last year, we could sell around \$65
- b. Sold online last year, but we would sell in person for eligibility, and check in at the gate

## 3. Prom Royalty

- a. Take votes during ticket sales or during check-in
- b. Need to buy sashes and crowns for king, queen, prince, princess, and cutest couple
- c. Potentially have class officers count night of, if votes taken at check-in

4. DJ and Photo Booth both agreed to move to new date, April 30th

## 5. Need to Do

- a. Get quote from Mr. Hern
- b. Finalize Rustic Ranch venue over River Mill
- c. Finalize ticket pricing
- d. Compile list for DJ
- e. Decide color scheme/overall theme

# Prom Minutes 12/28/21

Officers in attendance: Makenzie, April, Dillan, with Advisor Mayfield

**Start Time:** 11:53 am

**End Time:** 12:45 pm

## 1. Ranch Tour with Mr. Hern

- a. Gravel drive up, leading to parking lot in the back
  - i. Would be monitored by attendants to direct students
- b. Enclosed area for dance floor, eating, pictures, bathrooms
  - i. Bathrooms have plumbing
  - ii. Gate entry to check people in
  - iii. Spot for photo booth under the gazebo
  - iv. Food kept under the gazebo, but seating under the trees
- c. Large trees, with lights strung up to keep it lit during the night

## 2. At Venue

- a. Decorator through Mr. Hern: she would set up and clean up completely (we don't need to do anything other than decide color theme/scheme)
- b. Catering by Mr. Hern: he would cater again, a full dinner served buffet style and drinks like hot chocolate, coffee
- c. Bundt Cakes through Mr. Hern: he can possibly ask her to cater again, if we so choose

## 3. Need to Do

- a. Mr. Hern will soon give a quote including decorating, catering, use of venue
- b. DJ: already paid, but ask to move to the new date, April 30th
- c. Chaperones: Mayfield will talk to teachers
- d. Photo booth: already paid, but ask to move to the new date, April 30th
- e. Ticket pricing: potentially sold around \$50 last year, need to talk to Kimmie, who handled it last year



# ANNOUNCEMENTS

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

ADVISORS EVERY WEEK UNTIL APRIL

✓ Facebook \_\_\_\_\_

Date(s) to be read/posted 2/3, 2/10, 2/17, 2/24, 3/3, 3/10, 3/17, 3/24, 3/31

ALL JUNIORS AND SENIORS, GUEST PASSES FOR  
HOME FROM ARE DUE APRIL 6TH! IF YOU WOULD LIKE  
TO BEING A GUEST ANSIDE OF RIPPON HIGH AND UNDER  
THE AGE OF 21, YOU MUST FILE OUT A GUEST PASS AND HAVE  
IT RETURNED BY WEDNESDAY APRIL 6TH! DON'T  
PROCEASTINATE!

Must be signed by Advisor and/or Administrator



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: CLASS OF 2023 Date: 2-24-22  
 Event: PROM Requesters Name: WHELANE LOEHLER

Description of Product for Purchase	Quantity	Unit Price	Amount
PROM QUEEN + KING CROWN WOMEN COUPLE TIARAS	4		DO NOT EXCEED \$80.00

Requesting a:  TRANSFER FROM ACCT \_\_\_\_\_

Purchase Order  Check Payable to: U.S. BANK  
 Address: \_\_\_\_\_

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

- 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: 2-25-22  
 Activities Athletic Director: [Signature] Date: 2-25-22  
 Student Officer: [Signature] Date: 2-25-22  
 (President/Treasurer of club/organization or ASB Treasurer)

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

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

Ripon High School

**Balance Sheet**  
As Of: April 29, 2022

**Assets**

1101	Accounts Receivable	Accounts Receivable	0.00
9021	Bank of Stockton New Account	Bank	1,700,104.29
9000	Checking - Bank of Stockton DNU	Bank	(861,505.59)
1301	Fixed Assets	Fixed Asset	0.00
1401	Inventory	Inventory	0.00
9010	PACE Underpiled Funds	Other Asset	1.00
9002	Petty Cash Account	Cash	150.00
1201	Undeposited Funds	Undeposited Funds	0.00
	<b>Total Assets</b>		<b>\$ 838,749.70</b>

**Liabilities**

2001	Accounts Payable	Accounts Payable	230.00
4003	Administrative Expenses	Trust	1,500.00
5044	All Sports Season Pass	Trust	1,680.80
8057	AP Human Geography	Trust	8,229.32
4113	ASB Bookkeeper	Trust	1,439.33
4006	ASB Reserve Account	Trust	14,676.51
5030	ASB Sticker Sales	Trust	55,327.77
1114	Athletic Administration	Trust	2,841.04
1113	Athletic Conferences	Trust	1,500.89
1110	Athletic Reserve Account	Trust	1,192.10
1124	Athletics	Trust	16,325.26
7033	Band	Trust	6,700.81
4015	Bank Charges	Trust	(489.22)
1010	Baseball	Trust	2,762.51
7012	Block R	Trust	1,636.74
7015	Book Club	Trust	3,520.86
1011	Boys Basketball	Trust	14,862.19
5042	Boys Basketball Season Pass	Trust	106.70
1012	Boys Golf	Trust	2,630.85
1013	Boys Soccer	Trust	3,176.63
7034	Cannon Club	Trust	268.34
7013	Cheerleading	Trust	3,918.85
2013	Chess Club	Trust	34.00
7026	Choir	Trust	3,972.02
1215	CIF/Section/League Dues	Trust	287.12
2009	Class OF 2020	Trust	130.00
2011	Class of 2021	Trust	1,351.81
2030	Class of 2022	Trust	5,632.04
2040	Class of 2023	Trust	21,251.02
2041	Class of 2024	Trust	13,072.22
2010	Class of 2025	Trust	3,408.39
4111	Clearing Account Misc	Trust	335.02
7113	Competitive Cheer	Trust	3,212.46
2151	Core Camp Donations	Trust	4,360.72
4016	Credit Transaction Fee	Trust	4,560.95
1014	Cross Country	Trust	8,929.95
7014	CSF	Trust	4,278.03
7056	Curling Club	Trust	475.00
2130	Dinner Dance	Trust	38,004.25
4104	District Transfers	Trust	1,815.00
7031	Drama Club	Trust	3,434.44
7054	Environmental Advocacy	Trust	159.00
7016	Estudiantes Unidos	Trust	3,882.57
2060	Every 15 Minutes	Trust	929.66
7018	FFA	Trust	25,028.31



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: 4/6 2022 Date: 4-20-22  
Event: College Reveal Requesters Name: Morty

Description of Product for Purchase:	Quantity	Unit Price	Amount
Purchase of lunch for college reveal info prep mtg Pizza Plus	5		Do not exceed \$150

Requesting a:  TRANSFER FROM ACCT What account?  
 Purchase Order  Check Payable to: US Bank  
Address: \_\_\_\_\_

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

- Ordering Uniforms - Uniforms **MUST** be approved by Principal or Athletic Director **BEFORE** ordering
- 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: 4-20-22  
Activities/Athletic Director: [Signature] Date: 4-20-22  
Student Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(President/Treasurer of club/organization or ASB Treasurer)  
Principal: [Signature] Date: 4/20/22

**Office Use Only**  
PO # 520  
Check # \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

# Junior Class Meeting - Dude Be Nice/Prom

October 11, 2021

**Start Time:** 12:23 pm

**Attendance:** Makenzie, April, Dillan, and Gracie

- **Dude Be Nice - Nov. 1- Nov. 5**
  - **What exactly needs to be done?**
    - **Juniors head the event**
    - **Ex: FFA wants hot coco for wednesday morning, Juniors talk to cafeteria about getting everything set up and to FFA for wednesday**
    - **FFA, Leadership, Yearbook, JROTC, GSA, any more?**
    - **T-shirts**
    - **Dude/Dudette?**
    - **How do we surprise dude/dudette?**
  - **PO/Supplies?**
    - **Possibly depending on what the clubs decide they want to do**
    - **Juniors do paperwork, ASB pays**
  - **Procedure Form**
    - **Started 10/11, Print and double check everything before turning in**
  - **Rally**
    - **Outdoors in cold?**
    - **Jaydin and Ava - script**
    - **Order of clubs?**

- **PROM - Apr. 9**
  - **Venue**
    - **We have: Date (April 9th)**
    - **The venue -Rivermill is reserved (covid protocols) (Inside? Outside? COVID?)**
    - **Late January - Early February visit the venue - pick meals**
  - **Budget**
    - **Down Payment is done but we need to pay them back**
    - **\$1,500 Deposit**
    - **Venue provides decorations, just have to pay**
      - **Usually the cheapest ones (table clothes)**
    - **\$20,000 total**
  - **Theme**
    - **They provide a theme and decorate themselves**
  - **Prom Instagram**
    - **Dillan - Prom dresses/Promposal Insta?**
  - **Tickets**
    - **\$80-\$90 per person**
      - **\$36 per person for food**

**End Time: 12:32 pm**

**President Signature:** \_\_\_\_\_

**Admin Assistant Signature:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_

# Dude Be Nice Plan

Oct. 20 2021

- A. Clubs Days (11/1 - 11/5)
  - a. Monday (11/1) - Chalk on sidewalks (Kindness and Drama) -
  - b. Tuesday (11/2) - Tunes Tuesday (Leadership, need to ask Rangel) -
  - c. Wednesday (11/3) - Sweet Treat, costco cookies (United and GSA) break
  - d. Thursday (11/4) - Fall leaves w/ kind message, gratitude video during advisory, photo booth, 8x11 poster for teachers (FFA, Leadership, JROTC, Yearbook) lunch
  - e. Friday (11/5) - Hot Chocolate (FFA), Instagram Live (all clubs, ask Rangel) break? school?
- B. Club Gifts (11/5)
  - a. Leadership - Basket
  - b. Drama - Candy (reese's pieces peanut butter cups)
  - c. Kindness - Balloons
  - d. United - Flowers
  - e. GSA - \$20 Dutch Gift Card
  - f. FFA - Personalized gift (cup with engraving possibly)
  - g. JROTC - Positive cards/thank you cards (30)
  - h. Yearbook - Signed picture frame
- C. Instagram live (11/5) @ lunch
  - a. Jaydin and Ava open
  - b. Proposal for Instagram Live - [Proposal](#)
  - c. Turn off comments but keep on likes
  - d. All clubs present in Dude Be Nice shirts w/gifts
  - e. Hunt down Sam and reveal
- D. PO
  - a. Costco - \$200
    - i. Cookies/Sweet Treat (250?)
    - ii. Hot chocolate cups (250?)
  - b. Amazon - \$300
    - i. Dutch Bros or Chipotle gift card (\$20)
    - ii. Leadership gift basket - English flag
    - iii. Reese's Pieces Peanut Butter Cup
    - iv. Yearbook Picture Frame
    - v. Chalk
  - c. Main Street Floral - \$100
    - i. Flowers (ask Ulrich to figure out favorite flower?)
  - d. RUSD Food Service - \$100
    - i. Hot Chocolate



# January Meeting

January 26, 2022  
@ Mayfield' Room  
Start Time: 3:45 pm  
End Time: 4:06 pm  
Prom

1. Paperwork
  - a. Fundraiser Form -
  - b. Dance Approval Request -
2. Ticket Sales
  - a. \$65 - Finalized
  - b. Guest passes - announcements & insta, advisory teachers, automatic call
    - I. Due 4.6.22 -
    - II. Sell 4.11.22 - 4.15.22 - possible \$70 on 15th
    - III. Middle of February - beginning of April
3. Instagramms
  - a. @rhsprom\_2022 -
  - b. @rhsprom2022\_dresses -
  - c. Announcements (1st week in February) -
4. Crowns/Sashes
  - a. PO done, ordering this week -
5. Promprosals
  - a. On prom insta -
  - b. Announcements -
  - c. Beginning of March-
  - d. Free Tickets - 2 only
6. DJ
  - a. ~40 responses - will accept more requests
  - b. Announcements - send in more songs
  - c. DJ has playlist - paid for
7. To-do
  - a. Catering? - get in touch with decorator
    - \$50 for everything
    - \$15-20 profit
  - b. Decorations - Jennifer @ Stages (209)-402-0158
  - c. Photo Booth - Vicky @ darlingphotography 209-406-1374
  - d. Estimate? - 50 per person
  - e. Start and End Time? - 7-11:30 pm

- Crowning @ 11ish?

f. Voting

- Preferred the week of (advisory?)

- Night of - ballot style

# Prom Meeting 4/5/22

Officers in Attendance: Mackenzie, Gracie, Dillan

**Start Time:** 12:20pm

**End Time:** 12:30pm

## 1. Ticket Sales: April 11th - 15th

- Need Eligibility List - **4-11-22**
- Mayfield on Eligibility and Checklist for students who bought a ticket
  - **Check with Devina for receipts**
  - **Check with Morty for Clearance Cards**
- Gracie on Seniors Sheet
- Dillan on Juniors Sheet
- Mackenzie Underclassmen and Dates Sheets
- April on Cash Box

## 2. Cash Box from Devina

## 3. Google Sheet

- Seniors
- Juniors
- Underclassmen
- Everyone and date

## 4. Poster for Ticket Sales

## 5. Announcement form

- Read all week
- Add that credit card can be used with Devina **ONLY** before or after school **ONLY**

## 6. Guest Pass Date Extended

- Ask Ramirez for Monday or Friday of ticket sales

## 7. Potential Tent for Rain

## 8. DJ was paid

## 9. Dance Procedure Form - Mayfield

## 10. Chaperones are taken care of

President Signature \_\_\_\_\_

Admin Assistant Signature \_\_\_\_\_

Advisor Signature \_\_\_\_\_



rhsc023



1/4

# Congratulations



Max Davis



Chloe Price



Liked by **jilljmortensen** and **69 others**

rhsc023 Congratulations to our Sun King, Max Davis, and Star Queen, Chloe Price! Happy Winterfest!!

January 18



**Name:** Dillan Saltsman

**Position:** Junior Class Publicity Officer

**Date:** 9 December 2021

**Position Assessment:** November started with extensive work coordinating the Dude Be Nice Event. We met with the rest of the Leadership class to brainstorm what would happen for each of the days of Dude Be Nice Week. Leadership itself would purchase all supplies needed for all clubs and other organizations who chose to participate. The Junior officer team requested from Rangel that music be played between passing periods that Tuesday. Then Leadership and the Junior Class Officers formed the basket to give to Sam, our dudette, and Juniors were present during the reveal. Then I volunteered to do two conference presentations for the National Student Council LEAD Conference. An individual presentation done by me was on the topic, "The Meaning of Passion." I also did a group presentation with David, Abby, and Devin titled, "The Power of Time Management." This was also put into an article in the Discover Ripon magazine and will be presented at the city board meeting in December. I also worked in my CASL group that had the topic of student mental health. Gabby Melgarejo, Emma, and Brianna were in my group and we brainstormed with the class to come up with ideas of how student mental health is supported. Then the Junior Class Instagram finally ran their Junior Spotlights for the month of November. The three superlative titles were, "Most Likely to Brighten Your Day," "Best Person to Share an Abandoned Island With," and "Most Opinionated." Overall, it was a seven post series with three google forms and ended when Thanksgiving started. Most recently, I have created a google form asking the students for song recommendations with artist names for a formal DJ playlist. In the future, we will be creating an RHS Prom 2021-2022 account to do what is very similar to what sophomores did for Winter Formal. It will post ticket/venue information, prom dresses, and promposals. In addition, the Juniors are working on their Holiday tree for Warm and Fuzzy Week and will be doing a shopping cart, and pillar for Winterfest in January.

#### **Standing Committee:**

I do not believe that I have partaken in any special committees at the moment because both the Halloween dance and Winter Formal dance didn't need the assistance from other Leadership members.

#### **Special Committee:**

Multiple special committees were created to help make Warm and Fuzzy Week successful. The first one that I was a part of was creating snowflakes for distribution during the spirit week. The second was my group with Spencer, April, Payton, and Nathan Gaines to wrap the doors of several staff members around campus. We had some of the neatest doors at the school but I can say that everyone's doors were appreciated as I have witnessed the gratitude from many of the teachers. I was also signed up to help sophomores do chalk art around campus but due to unforeseen weather, this did not actually happen. I was also involved in the Coin Wars event organized by Leadership Vice Presidents in both the coin counting committee and coin

collecting committee. I helped total amounts of coins in the jars during class and during lunch, I was with Emma setting up a table to collect more coins.

### **Mentorship:**

There have been a few times I have been at the same table as my mentor buddy over the past couple of months. I helped her set up her professional page of the website and there have also been times we have just talked. Most recently, I went to lunch again with my mentor person. We spoke about the professional website, warm and fuzzy week, homecoming, ASB reports, Winterfest, and other fun things which was a great opportunity to reconnect again. I have branched out from just helping my mentor because my mentor buddy is super awesome and usually has things figured out. Therefore, I've been reaching out to the Freshman and also occasionally the sophomores just to offer my help in those areas. I recently helped relay information for their holiday tree for warm and fuzzy week. I've also just offered my help for whenever they may be in need of it and hopefully they utilize the opportunity if they ever find themselves stuck.

### **Concerns:**

I think that the most we can plan ahead for an event, the better. I know we brought this up last night. The counter argument was that even if we open the opportunity to work ahead, we are going to procrastinate anyways. However, I do appreciate having the game plan actually a month ahead just so I can just see what we have to tackle and it gets spaced out better.

### **Positive comment:**

The class groups are working together so well and it makes me very happy to see that. Each one is such a cohesive team and they always put in their effort with spirited fun. When we get a great group of people together, the work we do every day feels meaningful and worth our while. I get the feeling that I'd love to do Leadership events every day because I look forward to the dependability and welcoming nature of those who embody the program. Most inspiring recently was how everyone came together to support our sophomores. The sophomore class did absolutely phenomenal on their Warm and Fuzzy Week and Winter Formal considering the situation they were put under. However, we understood that our help could be beneficial to them and stepped in to assist every way we can. Even during door decorating, we still persevered and got the project done. It was very heartwarming to see how everyone came together as one big Leadership family to create something truly magical. With our events lately, the energy or what some would describe as a "vibe," is more important than the actual event. I have heard from students on campus that they can sense our motivating, confident, spirited, and welcoming atmosphere and they participate because they enjoy being surrounded by that. We are fulfilling the mental needs along with their physical needs by providing such a positive atmosphere of school culture.

### **Change:**

I wonder if there could be a way for every person in Leadership to have an avenue to connect with each other. I know that the classes have group chats, there is a guys and girls group chat, and we could have access to everyone's phone numbers, but if there was something established that already connected every one of us in communication, it could be beneficial. It could be a way to send out reminders to everyone and also for people to ask whatever questions they have. It is just an idea.

### **My Impact:**

This week, I wasn't afraid to jump out of my comfort zone a bit and actually host a school-wide club event. It was exciting that I was able to open my platform on that kind of scale. My club organized a school thrift swap where for a week, we asked for clothes donations and then the week following, we sold the clothes for \$1 each. A portion of the funds would go towards charitable causes while the rest would be used to create the first budget for our club. I had the support of so many amazing people around me. The students were also very receptive and interested which was awesome. We got about 5 bins full of clothes donated. Then we sold over 100 articles of clothing. The rest will be donated to the Salvation to support the health and mental wellbeing of less fortunate people. It has been requested and is very likely that this event will occur again at the change of season in the spring since people said they really enjoyed it and it was also great for our club. We ran our first in person event, created our first budget, did great publicity in the announcements, are now well known in the community, and created our first social media account. It was monumental and will make a difference in the lives of many people.

Money raised is planned to go towards our participation in the Holiday Tree Competition. Our idea is that we will have mini potted Christmas trees arranged to look like a larger tree. Then the club members were challenged to create ornaments made of either entirely recycled or natural materials. This reflects our mission of being environmentally conscious. After the event, the potted trees will be given out to club members to be replanted and it is a way to give back to the community with some wonderful greenery. I am very excited!