

Communications

Evidence of council members' writing or oral presentations:

Before every event, our members must create a powerpoint of the proposed event. Once it gets approved, then they must fill out the Activity Planning Guide. Below are some powerpoints from past events:

Senior Class Social

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Background... Layout... Theme... Transition...



Click to add speaker notes

Budget- \$1100

- **Decorations**
- **Los Golondrinas and ice cream/salad**
- **Games**
- **Magician**

Games

- **Musical chairs**
- **Mummy wrap contest- buy toilet paper**
- **Chicken in a Hen House (depending on time)**

Food

- **Los Golondrinas- mini burritos, mini taquitos**
- **Costco Ice cream**
- **Costco Salad**
- **Costco chips**
- **Water**
- **Plates, napkins, spoons, forks, bowls**

Decorations

- **Orange streamers and balloons on railing**
- **Halloween themed plates, cups, etc.**
- **Halloween music will be played**

Advertisement

- **3 Different graphics will be made and posted by ASU seniors throughout the week before the event**
- **Weekly message advertisement**
- **Morning announcement**
- **Marquee advertisement**
- **2 Different posters put up about the event**
- **Website advertisement**

Activity Planning Guide

This form is to be submitted for approval by the Executive Board before any event or activity is calendared. (Comm. 6.1-3, 8.1-17)

Proposed Activity: Senior Class Social

Proposed date of activity: October 29th

Event Objective: (Who does the event target? How will the event make the school better? Remembering that Every Dolphin Matters: Every student has a future and no student succeeds without a teacher/mentor, #ShareTheLove, how will you include this important message into your event? (Comm. 4.2, 4.3; PSD 2.1, 2.3, 4.1; SL 1.1-3, 2.1-3, 3.1-3; Bus. 4.1)

This event targets the senior class as we try to increase student involvement. By including many different activities, we are targeting all types of students, rather than just those that commonly attend.

What is the overall plan for the activity? How will it look when it is done? (Comm. 4.1, 4.5)

Our overall plan includes Los Golondrinas, games, a magician, and more students in attendance than any of our other socials. We hope that it shows effort and desire to make it fun for every dolphin.

How will you know if you are successful? (Comm. 5.1; PSD 2.4)

Who is on your committee? What are their duties/assignments? (Comm. 1.9, PSD 1.3-4, Gov 1.1)

We will know it is successful if we a) have attendance from those who have already purchased a ticket in the package, plus more, b) we see students participating in the games and socializing with others in the class c) after the social hearing feedback will let us know how we did

Maddie, Sammy, and Rachel are all working on coordinating the advertisement, magician, food, etc.

Your budget for your activity/event is: \$1200 (Gov't 4.2; Bus. 2.1-5)

Break down how your budget is being spent. Make sure to add P.O.# and amount for your records: P.O.: Senior class

1. Los Golondrinas + Costco salads and chips= \$675
2. Games (toilet paper) =\$20
3. Full Spectrum (Airbrush+Magician)= \$325
4. Decorations=\$40

List your important contacts (Comm. 1.1)

Name of Contact	phone	email
1. Full Spectrum	(714)-322-0207	
2.		
3.		
4.		
5.		
6.		

Communications and Publicity

(Comm. 4.4; Bus. 1.2, 3.1-4, 4.2, 4.4, 5.1-3)

All items to be signed off by the Senior Director of Communications, or Commissioner of Posters, Social Media/Graphics, Tech (lighting & sound/video).

Do you have a promotional video to put on the web site or show to the school?

Please give video production six weeks lead time to produce a video.

Your videographer is _____

Do you need a banner ad for the website? Please give graphic arts four weeks lead time to produce your graphic.

Your graphic artist is _____

Are you placing your event on the outdoor marquee? Marquee postings occur every Monday during 4th period only.

Give your posting to _____

You should have your event emailed to all participants one week prior to your event, or one week prior to ticket sales. Please write an email up for your event. Include all details. **PROOFREAD!** Make sure it answers all questions. Email your final copy to the Activities Director or ASU President to be sent out.

As with the email, the Social Media department should be receiving the same copy for distribution at the same time. Please include something for the President's weekly notice on Sundays, Facebook, Instagram, School Loop, website, etc. (Comm. 1.6, 1.7)

Your social media contact is _____

Do you need posters in the Mall and around campus? Please provide a sketched drawing, along with detailed important information to the P.R. department three weeks in advance so that they can provide you with posters two weeks before the event. (Comm. 1.8)

Your public relations contact is Maile Mckeown

Does the event need a Dolphin Run-Around? Run-Arounds are scheduled for events that need clarification, a boost in publicity and teacher support. Dolphin Run-Arounds are only done on Homeroom tutorials.

Do you have a photographer schedule to record your event?

Your photographer is Aidan Donovan

Who is in charge of writing thank you notes to all the people outside of ASU that helped bring this activity/event to fruition? (Comm. 1.10)

DANA HILLS High School Activity Planner

This completed list must be provided to the activities director two weeks prior to the date of the scheduled event. If the planner isn't provided, the event will be cancelled. (Comm. 5.4)

Date: 10/29

Type of Activity: Class social

Location: Mall

Sponsoring Organization:

Advisor: Mr. Gustafson

Admission Prices: \$7/\$10 if ticket not already purchased in senior package

Obtain the following signatures to verify completion of the following:

Master calendar/facilities request (Activities Director)	_____
Committee member assigned (Division Sr. Director)	_____
Publicizing your event (Sr. Director Communications)	_____
Work assignments reviewed (Event Commissioner)	_____
Decorations (Commissioner of Posters)	_____
Budget provided (Comm. Finance)	_____
Purchase orders submitted on time. (Activities Accounts Clerk)	_____
Contracts for services (Activities Director)	_____
Concessions set-up (Comm. Finance)	_____
Cash box & change (Activities Accounts Clerk)	_____
Tickets (Activities Accounts Clerk)	_____
Checks for services (Activities Accounts Clerk)	_____
Faculty supervision list & reminders (Activities Director)	_____
Police or CSC supervision request (Activities Director)	_____
Permission slips/Emergency cards (Activities Director)	_____
Transportation (Activities Director)	_____
Custodial signature (Head Custodian)	_____

After completing this planner, please make a copy for Mr. Nedler, Ms. Mesa, Ms. Pierce and the Commissioners of Records, and Senior Directors of Activities, Recognitions and Communications.

Dana Hills High School Activity Post-Event Evaluation

Activity: Senior Class Social

Students Involved: about 150 students

Most Valuable Insight: Learned how to stick to a budget

CADA Standards Comm. 1.3, 7.1-2

Best part of the event!

The food! Los Golondrinas was so good, and so many people showed up because of it. Also musical chairs was a hit.

What problems occurred?

The magician was kind of weird and made some awkward comments. Also the music wasn't working at first, but the Juniors helped figure that out.

Suggestions for improvement

Fix speakers prior to event and if we had a higher budget, then get a higher paid magician.

Essential Reminders/Dates

We had to take out a P.O. multiple weeks before, had to call magicians, we ordered the food about a week before so it would be ready for pick up before the event, and the weekend before we picked up some snacks and plates from Costco.

Dana Hills High School Activity Evaluation

Likert Scale: 1=Low; 5=High

Evaluation of committee members: CADA Standards Comm. 1.3, 7.1-2

Member name	Helpful when needed	Readily volunteers	Needs little/no supervision	Follows directions & solves problems	Anticipates needs/Shows vision & leadership	Sets good examples for others/Shows leadership
The Juniors	5	5	5	5	5	5

On a separate, typed document, please summarize your event. Include the collection of hour logs from committee members and other help you receive. Included in the summary

should be: total man-hours put into the project, from planning to execution. The goals & objectives; were they reached and how the event/activity helped shape our school community for the better.

The event was on the 29th of October, students came and ate lots of food, including burritos, taquitos, chips and salsa, and veggies, and of course cookies. We had games set up for students to play while others watch the magician, games like spikeball, giant checkers, giant connect 4, etc. We then played a massive game of musical chairs, which we believe was very successful and many enjoyed. The juniors helped at the event and did great! When we needed chairs for the game, they were on it, when we needed help with the music, they took their time to figure it out. At set up the juniors were there and ready to help, and the same goes with when cleanup came around. Overall, we believe we ended up with a high participation number and a got more students in our class involved who don't normally attend these events.

SOTM luncheon Final

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PRESENT SHARE

Background... Layout... Theme... Transition...

1 Student of the Month Luncheon Oct. 3

2 Email Teachers (DONE)

3 Remind teachers to nominate students w/ google form link attached

4 New Nomination Form: <https://goo.gl/forms/TkzOAF0usDuwrIbs1>

5 Link to Responses: https://docs.google.com/spreadsheets/d/1rPwuNlgM2l4c3iglBm2zLsvFpV_1q6K2XaATKIAG6zw/edit?usp=sharing

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Click to add speaker notes

Student of the Month Luncheon Oct. 3

Final draft w/ assignments

Email Teachers (DONE)

Olivia O'Malley

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Handwrite Congratulations Cards (DONE)

anybody who's available

Split up the list of students evenly and write cards following this format:

"Congratulations (student name) on being nominated for Student of the Month by (teacher)! Please join us in the gym on Wednesday, October 3 for a free lunch and a chance to win Dana gear. To get your lunch and enter your name, you must have your teacher present with you or a written note on the back of your call slip with your teacher's signature. We hope to see you there! Love, (your name), Student Recognitions." This is a solid twist. I like it!

Write Callslips (DONE)

Mia Ziers, Ella Ripley-Rodriguez, Hannah Spector, Valentina Bilbao

Get callslips from Miss Pierce. I can generate these by computer.

Date: 10/3/18

Period: 4th

Teacher/Room #: (from list)

Set Up

Ben Wagener, Tristin Frickman, Caroline Allemann, Hannah Hallis, Jordyn Block

1. Tarp over gym floor
2. 6 large tables from closet, 3 small tables from closet
3. Pull out chairs (8 per table)
4. Paper from production room as tablecloths
5. Dana gear from closet on third small table
6. Raffle jars on third table