

Participation in Service

Evidence of a council-sponsored service project that promotes full student body participation:

An example of a council-sponsored service project that promotes full student body participation was our November Food Drive. Below is a planning guide and a post-event evaluation of the event.

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:Canned Food Drive

Proposed date of activity:November 7th and 8th and 9th

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)

To get canned food to then donate to second harvest to share the love within the community. Our event targets the students to help benefit the people in need in the community. This event will make the school better by inspiring other students to #sharethelove with people in the community. We will incorporate this message into our event by advertising that it will help improve the lives of others.

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

Collect food on Thursday and Friday in front of school and at the stonehill gate entrance

- Each can worth two points
- Have Three ASU members per bin
 - Put bins out at 6:30 AM
 - Bring in bins at 8:00 AM
- 4 bins at front of school and 4 bins at stonehill entrance
 - One bin for each class
 - Bins color coded by class
- Friday during ASU counts all cans and call Second Harvest pick up the following

week.

- When we have successfully executed our event we will have made a positive impact on our community.

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)

1. Will know we are successful when we have collected 10,000 pounds of cans
2. Victoria, Nick, and Anna are all actively collaborating on this event to make sure it runs smoothly
3. Victoria is organizing run arounds I don't know that we'll need run arounds for this event. Upon further review, I was wrong and we do need run-arounds for events of this magnitude.
4. Phone messages home in English and Spanish done by administration. See Anna Diaz in the guidance office

Your budget for your activity/event is: \$0 (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:

1.

List your important contacts (Comm. 1.1)

Name of Contact	phone	email
1. Anna Nemeth	949-412-6614	anemeth285@gmail.com
2. Second Harvest	949-208-3152	

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 _____Alyssa Hollister_____

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

Give your posting to __Maile_____

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 M__ did you submit a weebly?__

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. Yes

Do you have a photographer schedule to record your event?

Your photographer is _____

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)

Victoria Euyoque

Planning the Event (Comm. 4.3; PSD 2.2.)

Make sure to add advertising and communications into your plan!

Call slips must be request three days in advance

Two months out:

One month out:

Two weeks out:

Contacted Second Harvest

One week out:

Planned event, Sunday night email

Two days out:

Advertise via social media, marquee, posters

(Thursday run around)

One day out:

Advertise via social media, marquee, posters, call home

Day of the event:

Collect cans, last day event count cans

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: November 7th,8th, 9th

Type of Activity: Canned Food Drive

Location: Dana Hills

Sponsoring Organization:

Advisor:

Admission Prices:

(If applicable)

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) _____

Food Drive Script:

Ana Diaz can you please send this out through voicemail tonight (November 5th) and Wednesday tonight (November 7th)

November marks our National Month Of Giving. To kick off the month, the annual Dana Hills canned food drive is this week on Thursday and Friday. There are more than 301,000 people, including one in six children who are at risk of hunger each month. Most of the hungry are the working poor who are trying their best to provide food for their families, or seniors on fixed incomes who simply cannot make ends meet. With sky-high rents, rising medical costs, and

lingering under-employment, too many of our friends and neighbors are forced to make hard choices between food and paying the rent.

Our goal is to collect over 10,000 pounds of food. We need dried goods as well as canned goods. (Please no personal hygiene items at this time.) All donations are going to the Second Harvest Food Bank of Orange County.

Our plan is simple. We are asking for a small donation of 5 canned goods from every student. This Thursday and Friday we will be collecting can foods before school at the back gate by Stonehill and at the front of the school. ASU members will be available to take the cans from you right as you drop off your student. Those that drive themselves can easily drop off the bag at our collection stations before entering campus. To make it fun, we are giving two points per item (no limit) toward Clash points. ASU will double the winning classes points.

Every can you donate helps provide meals for hungry children, seniors, and families.

Thank you for the assistance in serving our community.

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.