

## **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:

Student Luncheons ☆ 🔄

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1 Student Luncheons  
Planning Guide  
By:  
Ella Ripley-Rodriguez, Mia Ziers,  
Jordyn Block, Ella Cochran, Maice McBride,  
Zoe Abarca, Yazmine Smith, Bethany Klause, Dante Viramontes

2 What is the event?  
We recognise student of the month  
Make lunch for them (food made by culinary arts)  
Raffles  
Spiritwear

3 Why are we planning this event?  
Honoring the student of the month with food and other gifts  
Support for the month sponsored by school of Culinary Arts with the support

4 What are we hoping to accomplish through this event?  
Celebrate the students that completed the working hard in their classes  
The school and give awards  
Encourage them to get good grades

5 How will this event be run?  
Students to support the month of the school will be invited to help of them if necessary to be  
involved in the event  
Celebrate students with gifts being distributed to help and other will coordinate  
with the school

6 General Outline of this Event  
1. The students and teachers will be invited to attend  
2. The students will participate

Click to add speaker notes

## What is the event?

We recognise student of the month

Make lunch for them (food made by culinary arts)

Raffles

Spiritwear

## Why are we planning this event?

Awarding the the most hardworking student with food and dana gear

Students of the month are invited to attend a 35 minute lunch with their teacher

## What are we hoping to accomplish through this event?

Make the students feel recognized for working hard in their classes

No hard work goes unnoticed

Encourage kids to get good grades

## How will this event be run?

Whoever is chosen to run this event will be called out of class 30 minutes early to help set up for the luncheon

Certain students will stay during the lunch to help out and other will come back after for cleanup

## General Outline of this Event

- The students and teachers will be served with food
- The students may enter raffles
- The students can play games or just chill out

## Activity Planning Guide

This form is to be submitted a minimum of two months prior for approval by the Executive Board before any event or activity is calendared. Failure to meet any deadline when planning an event will lead to cancellation of the event. (Comm. 6.1-3, 8.1-17)

Proposed Activity: \_\_\_\_\_ Student Luncheons \_\_\_\_\_

Proposed date of activity: \_\_\_\_\_ All school year \_\_\_\_\_

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 is to recognize outstanding students a part of the school every month. They will be nominated by their teachers, and one student will be chosen to represent the entire department. Students will feel recognized and appreciated for their hard work that they are putting into school.

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

The plan is to make lunch for the students and teachers, so they can talk amongst themselves and feel recognized. The students will receive a certificate with their name on it and the subject that they are being recognized in. They will be games set up for the students to play, and they will have a chance to enter raffles and win dana gear.

How will you know if you are successful? Are you using 5 Star to count participants? (Comm. 5.1; PSD 2.4)

If we are successful, students will show up to the lunch and spend quality one-on-one time with their teacher. We will not be counting participants through 5 Star. If they are present, then their certificate will be taken, and for those who are not present, their certificate will still be left remaining at the end.

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

Everyone will work together to set up, run, and clean up the event.

1. Ella Ripley-Rodriguez
2. Mia Ziers
3. Jordyn Block
4. Ella Cochran
5. Maice McBride
6. Zoe Abarca

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. N/A

List your important contacts (Businesses outside of ASU people) (Comm. 1.1)

Name of Contact	phone	email
1. Students a part of Culinary Arts	N/A	N/A

## Communications and Publicity

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

**All items to be assigned by the Senior Director of Communications.**

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 \_\_\_\_\_ N/A \_\_\_\_\_

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 \_\_\_\_\_ N/A \_\_\_\_\_

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

Give your posting to \_\_\_\_\_ N/A \_\_\_\_\_

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 \_\_\_\_\_ N/A \_\_\_\_\_

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 \_\_\_\_\_ N/A \_\_\_\_\_

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 \_\_\_\_\_ N/A \_\_\_\_\_

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)

We don't need thank you notes for this event.

**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:

N/A

One month out:

N/A

Two weeks out:

Talk with the Culinary Arts teacher to make sure that all of the food we need is being made and will be made on time.

One week out:

Make the call slips for all of the students who are being recognized at this event. Double check with the Culinary Arts to make sure that they can make the food for the event.

Two days out:

N/A

One day out:

Create the certificates for the students to be recognized.

Day of the event:

Deliver the call slips. Set up the gym for all of the students and teachers to enjoy their meal in.



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: \_\_\_\_\_ All Year \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Student Luncheons \_\_\_\_\_

Location: \_\_\_\_\_ Gym \_\_\_\_\_

Admission Prices: (If applicable) \_\_\_\_\_ \$0 \_\_\_\_\_

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) \_\_\_\_\_

Budget provided (Comm. Finance) \_\_\_\_\_

Purchase orders submitted on time. (Activities Accounts Clerk) \_\_\_\_\_

Contracts for services (Activities Director) \_\_\_\_\_

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 (Activities Director) \_\_\_\_\_

Transportation (Activities Director) \_\_\_\_\_

**After completing this planner, please share a copy with Mr. Nedler, Ms. Mesa, Ms. Pierce and the President, Vice-president, Commissioners of Records, and Senior Directors of Activities, Recognitions and Communications.**

# Dana Hills High School Activity Post-Event Evaluation

**Activity:** Student Luncheons

**Students Involved:** about 25 students a month

**Most Valuable Insight:** Learn how to recognize hard working students

CADA Standards Comm. 1.3, 7.1-2

Best part of the event!

**Seeing all of the students smile and laugh with their teachers while they enjoy food and recognition.**

What problems occurred?

**There were no problems that occurred.**

Suggestions for improvement

**Recognize possibly two students from each department each month.**

Essential Reminders/Dates

**We had to talk with the Culinary Arts to schedule the food, deliver the call slips, and set up the gym with tables and utensils.**

# 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
<b>The Student Recognitions Committee</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

**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 throughout the entire school year; students came and ate food with their teachers. Culinary arts made pasta most of the time for students to enjoy with a side salad, bread, and a dessert. We had games set up for students to play while others talked and ate with their teachers. The student recognition committee helped at the event and did great! When the event needed to be set up, run, and taken down, all members of the committee were willing to stay and ensure the event was run smoothly. The students being recognized enjoyed their food and quality time with one another and their teachers. Overall, we believe we ended up with a high participation number and got more students in the different departments involved who don't normally get recognized for their hard work.

Red Ribbon Week

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Background Layout Theme Transition

# Red Ribbon Week

By: Ella Ripley- Rodriguez, Jordyn Block, Mia Ziers, Yazmine Smith, Zoe Abarca, Macie McBride, Ella Cochran, Bethany Klause, Dante Viramontes

Click to add speaker notes

## Monday: Wake Up Drug Free

Wear: Pajamas

This relates to red ribbon week by promoting being drug free throughout the whole day, from when we wake up to when we go to sleep. Wearing pajamas to school is a creative way to display this message and will get people involved because why wouldn't you want to wear your pajamas to school.

  


## **Tuesday: peace out to drug**

Wear: Hippie clothes

This theme relates to red ribbon week by putting a creative spin on not doing drugs. It is a fun way to involve people in spreading awareness of the consequences of drugs.

  


## **Wednesday: Sock it to drugs!**

Wear: Your a crazy cool pair of socks.

This relates to red ribbon week because wearing your favorite pair of socks shows that you are promoting a happy, drug free life. The students who decide to wear a cool pair of socks show they care about uniting the school against this awful thing, drugs!

  


## Thursday: Team up against drugs

Wear: Your favorite team jersey

This relates to red ribbon week because we should all team up and say "No!" to drugs. It's a fun way for people to be reminded to live a drug free life! We care about the health and happiness of our Dolphin community. Every Dolphin counts. Fins up!

  


## Friday: Donut Do drugs

Wear: Red Clothes

This ties up to Red Ribbon Week because if you can't tell Don't do Drugs and Donut Do drugs are very similar.that's not the reason that we named it Donut Do drugs it is because if you don't do Drugs then something sweet will come in return.If you come to school wearing red you will get a free donut.But if you do Drugs horrible things will happen like how they can damage the brain, heart, and other important organs a example of this is how Cocaine can cause a heart attack and that would not be sweet.We here at Dana would like to help you avoid and not experience such pain.

  


## Why Red Ribbon Week Matters

Red Ribbon Week matters because it is the student body standing together against drugs. It is a week of doing positive things together like dressing up and getting rewards for saying no to drugs. It is a positive movement in the student body. We want to take care of our dolphins and show that every dolphin matters by standing together to say no to drugs.