

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 February Book Drive. Below is a planning guide and a post-event evaluation of the event.

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: Book Drive

Proposed date of activity: February 4-8

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 students of Dana Hills to help donate to RH Dana. This event will make the school better because of the gratitude of giving and make us more philanthropic. We will include the message of share the love by donating books to RH Dana. RH Dana has become the adopted school by KHKOC/ASU. We need to get the message out that ASU/KHK goes to RH Dana to read to the classes on March 4 which is Read Across America. Afterwards, we will hand every student a book to keep, with any leftover books going to both teacher classroom libraries and the main school library.

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

The overall plan for this activity is to market two weeks in advance and continue to market through the event. We will put out bins at the beginning of the drive and

collect books throughout the week. At the end of the week our goal is to have collected 350 books for RH Dana.

If we get out in front of this even earlier, community parents will drop off books as well. Years ago, we blasted out the message everywhere and collected over 2,400 children's books. We need to emphasize that we are collecting gently used children's reading books for K-5 kids. If not, people will donate any types of books.

Also, follow through with communications with advertising. Let's see if we can open this up to the community too and get donations (add in dana point times?)

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

We will know if we are successful if we reach our goal of 350 books and if we are able to get students involved in our community. We will not use 5 star but will award clash points based on grade level.

I think we should make the goal higher, like around 500 books. Is there any incentive we could be using to get kids to donate?

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

1. Victoria Euyoque- leading event

2. Anna Nemeth- overseeing event

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. NONE

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

Name of Contact	phone	email
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2. outside advertising source. Maybe convenient Dropbox somewhere else in the community

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. **We need someone to record the process. Have them collect footage of the planning, collection and delivery of the books, then have them capture more of us reading and handing out books to the kids. In the end, they should have enough to make a 2 to 3 minute promo video about the event.**

Your videographer is _____NONE_____

Do you need a banner ad for the website? Please give graphic arts four weeks lead time to produce your graphic. **Make sure she gets a banner size ad to me asap.**

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 Mckeown_____

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 _____Kira Hudson_____

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 videographer may or may not need a partner on this. It is of high importance that we are able to have the event turned into a promo video to share with community about our efforts. So much of what we do goes unknown.**

Your photographer is _____ NONE _____

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 any thank you notes.

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:

Activity planning guide completed and goal of 350 books determined.

Figuring out how to obtain bins for books.

One month out:

Poster requests sent.

Two weeks out:

Begin advertising

One week out:

Continual advertisement

Two days out:

Prepare bins to be put out so that people know that their purpose is for the book drive

Continual advertisement

One day out:

Put all the bins out around the school.

Continual advertisement

Day of the event:

Continual advertisement

This is a week long event so just making sure clash points are being added up correctly and that the bins and donated books remain in good condition.

As the follow up to the event, we will need to sort books by reading age and ask KHKOC to let you know how many kids are in each RH Dana grade and classroom so we can package the books for delivery.

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: _____ **February 4-8** _____

Type of Activity: _____ **Book Drive** _____

Location: _____ **DHHS** _____

Admission Prices: (If applicable) _____ **NONE** _____

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 (Postmortem)
To be submitted separately from Activity Planner and within five days of the conclusion of the event.

Activity: _____ Book Drive _____

ASU Event Planner(s): __Victoria Euyoque_____

CADA Standards Comm. 1.3, 7.1-2

Best part of the event!

Seeing the look on all the kids faces at RH Dana when we came to deliver the books. They were so happy that day.

What problems occurred?

Not enough people knew about the event the first week and there wasn't a 'why' behind the event the first week.

Suggestions for improvement

Increase advertising before the event starts and not just while the event is going on as well as to offer some incentive to each class like class points.

Essential Reminders/Dates

Let RH Dana know when to expect the books and also allow for enough time to sort through the books (about 2-3 days).

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
Victoria Euyoque	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Anna Nemeth	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

Below, please summarize your event. Include in the summary the goals & objectives; were they reached and how the event/activity helped shape our school community for the better.

This event's goal was to gather new or gently used books so that we could help grow the library of RH Dana. Reading is one of the greatest joys a child can experience so we wanted to ensure that each and every student at RH Dana had a variety of reading material. This was originally supposed to be a one week event but we extended it the following week due to lack of participation. The second week however, turned out to be wildly successful due to increased advertisement, incentivisation for students, and a more clear purpose or 'why' for the event. In total we received and donated over 1,600 books to RH Dana. Now, when we go to tutor and help the students there, they read the books donated to them from Dana Hills.