

## **Service Learning:**

Evidence of service learning features in a student council service project (Planning action, reflection, and celebrating success):

For all of our events that ASU puts on for Dana Hills, in order for that event to happen, the person/ people running the event must complete an activity planning guide. After the event, they then must complete an activity post-event evaluation. Below is an example of the two pre and post documents filled out for our Open Play Ping Pong (Intramural game).

Attached:

## 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: Open Play Ping Pong

Proposed date of activity: *December 9th, 11th, & 13th*

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 students who are unable to sign up for intramural events or are somehow missed when asking for signups. This event is for students to come up to the mall and are able to play without signing up beforehand.*

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

*We are going to set up 2 ping pong tables in the mall during lunch for anyone to come play.*

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 people are playing during the whole lunch period. We can scan for 5-star points for each participant.*

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

- 1. Carson Steenblock-Setting up @ lunch and supervising games*
- 2. Wyatt Gougar-Setting up @ lunch and supervising games*

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:

We already have the ping pong tables and supplies so this event costs nothing to put on.

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

Name of Contact	Phone	Email
None	None	None

### **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 Nobody

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 Nobody

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 Nobody

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 Nobody

Do you need posters in the Mall and around campus? Please provide a sketch 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 *Nobody*\_\_\_\_\_

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 \_\_\_*Nobody*\_\_\_\_\_

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: N/A

One month out: N/A

Two weeks out: N/A

One week out: *Fix the second ping pong table*

Two days out: *Move the ping pong tables and supplies into the production room*

One day out: *Make sure everything is ready*

Day of the event: *Start setting up at 12 and put out the ping pong tables and paddles*

### 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: \_Dec. 9th, 11th & 13th\_\_\_\_\_

Type of Activity: Open Play Ping Pong\_\_\_\_\_

Location: The mall\_\_\_\_\_

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

Activity: Open Play Ping Pong

ASU Event Planners: Coco Waszak, Carson Steenblock, Wyatt Gogar

CADA Standards Comm. 1.3, 7.1-2

Best part of the event!  Seeing all the students wanting to play ping pong and having a great time!
What problems occurred? No problems had occurred
Suggestions for improvement Maybe have music or make a poster, graphic, or announcement for more students to come play and watch
Essential Reminders/Dates Make sure the tables are functional before you pull them out on the day of the event.

**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
Carson Steenblock	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
Wyatt Gogar	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.**

For this event, our goal was to have an intramural game that every skill level could play together without having to sign up in advance. These one day simple events are fun for all students and is a great way to increase participation from kids who would not usually sign up for games either because they are too shy or don't know how. Our objective was to reach as many students we could during lunch and to encourage participation from anyone who wanted to play. I think this goal was reached because I saw many kids who I have never seen participate in a game before participating in this. They were all with their friends and having a good time smiling and laughing. It made me happy to have put on this event because it was something fun and different for kids to do during lunch. For these reasons I believe that it helped our school community and I think we should definitely do more of these days next semester!