

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 even 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 Stand Up to Cancer Football Game (White-out football game). Attached:

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: S^2C Football Game

Proposed date of activity: _____ October 19th _____

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)

The event targets the whole community and will help get students involved for a good cause. We will share the love by standing up to Cancer.

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 raise money and bring awareness to all types of cancer instead of just breast cancer. It will look like people came together as a community to support people battling cancer.

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. Tailgate Servers: Ana S. Nate P. Ella R. Ben W.**
- 2. Ribbon Tables: Emma B. Valentina P. Noah T. Carson S. Brody S. Wyatt G.**
- 3. We will know we are successful when we see the student section actively participating in the event.**

Your budget for your activity/event is: \$600

(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:

Money spent on canes, plates, and cups for tailgate (All other items were poster provided by ASU, and old ribbon from ASU members)

List your important contacts (Comm. 1.1)

Name of Contact

phone

email

1. 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 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 _____ Aedan Anderson _____

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 _____ Noah Thompson/Alyssa Holister _____

Are you placing your event on the outdoor marquee? Marquee postings occur every Monday during 4th 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 _____ Alyssa Holister _____

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 _____ Ali Aga _____

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)

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: Pink out game was being planned

One month out: Ned presented the idea of the S^2C game to Kaden Likins and Clayton Vincent. Event started to be planned

Two weeks out: Event planned out in further detail. Placards were purchased. ASU notified of event

One week out: Ribbons purchased and started being made. Placards arrived in mail

Two days out: Jobs were assigned, Speech was finalized

One day out: ribbons finished and separated into colors

Day of the event: ribbons finished being separated by color, bowls were purchased to separate ribbons at game. Game setup/ Clean up

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: 10/19/18

Type of Activity: Football Game vs. San Juan Hills

Location: Dana Hills High School

Sponsoring Organization:

Advisor: Ken Nedler/Carrie Pierce/Sandra Mesa

Admission Prices: \$10 without ASU card and free with one (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)

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:

Students Involved: Aedan Anderson, Izzy Gendreau, Langston Phan, Kaden Likins, Clayton Vincent, Jill Duarte, Riley Coffey

Most Valuable Insight:

CADA Standards Comm. 1.3, 7.1-2

Best part of the event!

Everyone was able to obtain a ribbon and poster to return with to their seats.

Kaden L.						
Clayton V.	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
Jill Duarte	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
Aedan Anderson	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

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.

**Additional
Evidence:
III. General
Activities and
Operations**