

Leadership Procedure Form

Activity: Valentine's Day Hearts / Appreciation

Person(s) in Charge: Jenna Skardahl

Team Members: Whole Class / Publicity officers / Link crew.

Date of Event: 2/14/23

**Procedure form is to be completed and turned in the Activities Director one week after the event. It is the responsibility of the student leader to meet this deadline without a reminder.

Final Grade: 981. A

**To be completed by the AD. Note: signatures from the AD will not be completed the day this form is due. Signatures must be completed prior to due date.

Team Leader Check in Form: 60 /60

RHS Paperwork Procedure Form Score: 13/14 /30 (point value can change due to activity)

AD Evaluation of Execution of Event Score: 10 /10

Total Points/Final Score: 83/84 /100

Team Leader Checklist (and Your Grading Criteria)

STEP	Your Responsibilities	Date Completed	Point Value (To be complete by AD)
Overview	Facilitative Leadership: As a class/group discuss the overall event/theme/goal of activity. **Attach minutes or notes. (no minutes)	2/1/23	4 /4
Message Purpose	Explain the message/purpose of this activity here: The purpose of this activity is to reach each student on campus and show to them that they are loved, and their work is recognized. The teacher part is to help the teachers feel as though they are appreciated and to let them know that people care.	2/14/23	10 /10
Give Ask Give	Explain how this event/activity will follow the GIVE-ASK-GIVE model by Envolve Student Leadership This event follows give-ask-give by giving students a heart, asking them to check it out or stop by and giving them trust in Leadership/Ripon high and giving them motivation/positive vibes!	2/14/23	10 /10
Anchoring	Provide 3 ways that we want the students of RHS to feel during this activity: 1. Appreciated 2. Loved 3. Motivated!	2/14/23	5 /5
Complete the Event Breakdown, Checklist, & How To...	Organize Checklist of tasks & responsibilities by student leaders. 5 points Breakdown page, 5 points checklist, 10 points How To...	2/13/23	20/20
Complete Leadership Procedure Form	Complete the Leadership Activity Event Procedure Form according to the regulations and required paperwork along with signatures for RHS.	2/15/23	1 /1
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date.	2/15/23	5 /5
Evaluate Event	Complete an After Action Report (AAR)	2/14/23	5 /5
Total Point Value		60 points	60/60

Team Leader – Person in Charge of Event

Congratulations on being a Team Leader! What's the difference between acting as Team Leader and acting as Team Member?

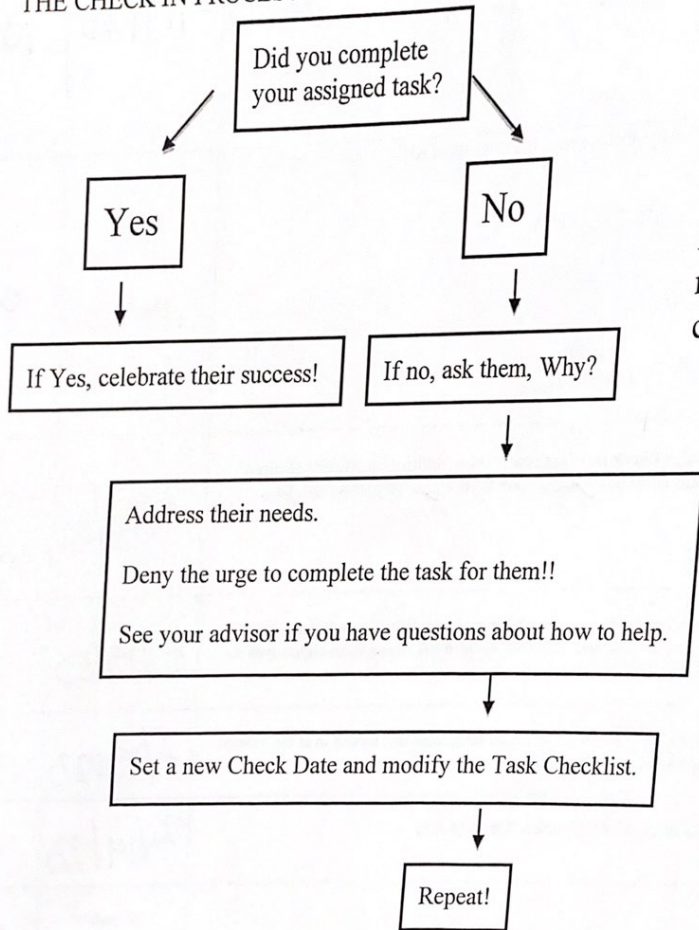
Being a Team Member is about contributing and completing.
Being a Team Leader is about facilitating, delegating, supporting, and celebrating.

As a Team Leader you have an entirely different set of responsibilities which center around:

- 1) ensuring that your Team Members have the skills to complete their tasks on time.
 - a. See the Check In Process below
- 2) understanding the big picture and making sure all the pieces come together

Checking in with your Group Members on their Check Dates

THE CHECK IN PROCESS:



Four main reasons a team member does NOT complete their task:

1. Forgetfulness
2. Lack of resources
3. Lack of time
4. Lack of interest

Event Planning Outline (Breakdown)

STEP 1: The Basic Overview

Event Name: Valentine's Hearts Event Date: 2/14/23

Event Location: Ewing Windows

Brief Description of Event:
All names of students are written on hearts and cut out by leadership students, then taped to the window.

Toolbox for event (supplies needed) Pink paper, White paper, scissors, pens, Blue tape

STEP 2: The Event *How will your event connect students and build relationships?*

Welcome / Greeting	Main Attraction	Close/Shut Down
<p>BUILD TRUST</p> <p>Every student's name will be on the hearts, <u>NOBODY</u> will be left out! Everyone will see them! There will be an announcement promoting everyone to see their hearts. All staff members feel recognized/loved.</p>	<p>GIVE</p> <p>Students can look for their names and take them if they'd like to see their message. Teachers have "door decor," and have a customized "card" or picture to keep.</p>	<p>BENEFIT</p> <p>Everybody on campus feels recognized and appreciated. Even if it is small, everybody has the chance to make something out of their message. People can feel motivated, happier, or loved.</p>

STEP 3: Team Leader Check In with your advisor

check! 😊

Event Planning Outline (Breanna)

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check! :)

Step 6

Valentine's Day Heart To-Do List

Jenna Skavdahl

Day of Event: 2/14/23

2 Weeks Before Event

- Get the papers from Morty
- Recieve list of all students
- Count papers for each grade level
 - Be sure to separate accurately and divide extras evenly
- Pass out all papers during class- student and teacher to the students in charge

Throughout preparation

- Send out reminders and announcements to the class before the due date to ensure everything is done on time

4 Days before Event

- Collect all hearts from class leaders
- Check to make sure al hearts for all students are accounted for.
- Go through teacher hearts and make sure they are all there/all done accurately

Day Of Event

- Arrive at 7am
- Pass out hearts to students in leadership to hang up on windows and on teacher hearts
- Brighten days of students and staff! 😊

Valentines Day Hearts Project 2023

Day of Event: February 14, 2023-

Time: 7:00 AM

Due by: February 10, 2023, to Jenna Skavdahl

Class leaders: Class Publicity Officers

**Distributing hearts to members of the class in order to get them turned in to Jenna before February 10th*

**Responsible for the collection of all hearts from each grade level*

- Brianna Alvarez (Sr.)
- Lucia Machado Perez (Jr.)
- Mina Arminous (Soph.)
- Callie G. (Fr.)

New Idea: A committee makes and puts hearts on the doors of all the teachers

- Hearts could be slightly bigger than the student's hearts
- Decorated to be specific to the teacher
- Students in charge would be able to delegate to members of the class
- Appreciate teachers- we got really good feedback from the last time we made personalized messages/ door decorations from teachers
- More decoration around campus.
- * Can be put up the morning of Valentine's day
- Please be fully colored and decorated for the specific

Teacher Door Leaders: Link Crew/Renaissance

**Responsible for distributing and making hearts to go on the teacher's doors*

**preferably making them personalized to the teacher*

** May delegate to ANY members of the class!*

Due: February 10th to Jenna

Announcements: Public Relations

**Announcement to the school- Happy Valentines Day and encourage students to look at the windows to find their names at lunch/breaks*

Due to office: Feb. 10th please

- Katie Rhodes
- Payton Miller Kay

Jenna TO-DO

- Procedure Form
- After Action Report
- How-To-list

✓ Signatures by Morty and Makenzie

- ✓ Secure and organize all hearts with names
- ✓ Separate hearts for each grade level
- ✓ Present info to class



Jenna Skavdahl · 62803915@riponusd.net
to Michael, Ann ▾

Thu, Jan 26, 7:40 PM ☆ ↶ ⋮

Hi Mrs. Pendleton and Mr. Ruhland,

I hope you are doing well and having a great week of Winterfest!

I wanted to contact you to ask your permission to use your windows for decorations on behalf of leadership. We are planning on writing the names of all the students on hearts with positive messages on them. We were hoping, with your permission, we would be able to put up these hearts on your windows so that a majority of students would be able to see their names at school.

The hearts would go up on Tuesday, February 14th before school starts.

Leadership is excited about this project and we anticipate your response. :)

Sincerely,

Jenna Skavdahl



Ann Pendleton

Hi Jenna! OF COURSE you can use my windows! I love this project - thanks for taking the time to contact us and ask. My windows are YOUR windows! ❤️ Mrs. Pendlet

Thu, Jan 26, 7:48 PM ☆



Jenna Skavdahl

Thank you so much! We're very excited and we appreciate your support! :)

Thu, Jan 26, 8:11 PM ☆



Michael Ruhland

to me ▾

Fri, Jan 27, 8:39 AM ☆ ↶ ⋮

Leadership Activity Event Procedure Form

Any time our class has an activity for our student body there are multiple forms and steps in order to have a successful event. This form will assist to make sure all components to an activity are and done so in an efficient manner. The overall grade will depend on the completeness of this activity applied to every individual in the class whether directly involved or not. We are a functioning business that must help one another be successful. Working together is a key skill needed in this course and out world. This process will help everyone with their responsibilities and cooperation with others.

Procedure	Individual(s) Responsible	Point Value	Points Received	Comments/Notes
Name of Event: <u>Valentine's day hearts</u>		Date of Event: <u>2/14/23</u>		
Facility Form: Student will print a copy & attach the confirmation of event through the following site: https://www.riponhigh.net/use-of-facilities	Student Leader Activities Director (assist as needed)	1 point	/1	N/A
Purchase Order: Purple form found in Morty's office or with the ASB Bookkeeper in Attendance Office a. Who filled form out b. Date Activities Director signed the form & ASB Treasurer c. Date form turned into the ASB Bookkeeper	 a. _____ b. _____ c. _____ Must be signed off by the ASB Bookkeeper here: _____ *A copy must be provided an attached to this form. 	4 points	/4	
Announcement(s) a. Date filled out & by whom b. Date signed off by Activities Director and/or Head Advisor c. Date turned in to Mrs. Valdez d. Date(s) announcement (s) will be read	a. <u>Katie / Payton</u> b. <u>2/1/23</u> * A copy of all announcements must be attached to this form! c. <u>2/1/23</u> d. <u>2/14/23</u>	5 points	4 /5	copy ?
6. Publicity a. Form of publicity used b. Date publicity put up & by whom	a. <u>Announcements</u> b. <u>N/A</u>	2 points	/2	
7. Cash Box Form: form found in Morty's office or with the Bookkeeper in Attendance Office a. Date form is picked up b. Date Activities Director signed the form & ASB Treasurer c. Date form turned into the Bookkeeper	 a. _____ b. _____ c. _____ 	3 points	/3	

	Must be signed off by the ASB Bookkeeper here: _____			
ance Forms (if applicable)		6 points	/6	
Dance Procedure Form: Get from the Vice Principal Date form is picked up Date form is complete Date turned into the attendance office	a. _____ b. _____ c. _____ *please include a copy of completed form			
- DJ: Sounds in Motion 522-5999 a. Date called & by whom b. Date contract is filled out and returned to company. To be completed by AD or Head Advisor, communication is key! c. Date of call back one week prior to event	a. _____ b. _____ c. _____			
Minutes: a. Date of meeting & location b. Date minutes emailed to AD	a. <u>2/1/23</u> b. <u>2/1/23</u> **A copy of the minutes must be present on completed procedure form. For AD to Sign: A copy was emailed to the Activities Director: <u>[Signature]</u>	3 points	3/3	
Completed form to be verified/signed by the ASB President:	<u>[Signature]</u>	3 points	3/3	
Completed form to be verified/signed off by the Activities Director:	<u>[Signature]</u>	3 point	3/3	
Total amount of point value and points received:		13	13 / 14	Grade:

After Action Report

<p>What worked.... What we liked... What we should do again...</p> <p>**What were the <u>benefits</u> of this activity?</p>	<p>Did you GIVE - ASK - GIVE?</p> <p>Did you build <u>trust</u> amongst the student body?</p>
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The benefits of this activity were plentiful! People/Students across campus loved finding, reading, and displaying their hearts! People enjoyed finding their name and sharing the fun message they got!

Sorting the hearts by grade level, delegating teacher hearts to the whole class, and getting to the school early worked well for planning and execution. I really liked having them due beforehand (Feb 10), and giving all the class hearts to the publicity officers. We had just enough space on the windows, which was a good thing! It was a great fit. We should arrive early w/ as many students as possible for next time.

In my opinion, this event did build trust amongst the student body because everyone and every staff member had a heart that showed that the leadership program cares and put in effort for them specifically.

We did use give-ask-give model for this ^{the} project. We gave initially by giving the student body spirit and decoration. We asked them to stop by and see the hearts / take theirs if they wanted to. Finally, we gave them a message, motivation, and a heart they could do whatever they wanted with. Most students enjoyed feeling seen and appreciated with this project.

Score your event - 1 being poor, 10 being great **9/10**

Additions or changes you would make to your Checklist for future groups:

I could have been more descriptive w/ directions, explain to the class what to do w/ teacher hearts to ensure good quality and set clearer expectations for the hearts, But that can be easily fixed for next time.

Activities Director Evaluation of Event Completion

Team Leader & Communication Factor	<p>Team leader(s) was able to debrief cohesively when asked. If team leader was unavailable, a group member was knowledgeable and able to present.</p> <p>ADs inquire of "to dos" and/or deadlines met were answered professionally by the team leader/group</p>	Point Value: 2 / 2	Comments:
Professionalism & Respect	<p>Team Leader/Group Members acted and executed the event with professionalism and efficiency.</p> <p>Respect toward peers, group members, staff, and AD were executed with professionalism</p>	2 / 2	
Overall Evaluation	<p>ADs perspective of the overall completion of activity.</p> <ul style="list-style-type: none"> *Deadlines met *Were constant reminders from the AD necessary *All team members present or were there excuses *Did the team execute a strong activity or was there disappointment and improvement that could have been made? 	6 / 6	
Total Points:		10 / 10	

Last Name	First Name	Teachers
Ali	Alizeh	Wally Avila Vesteen Blackman Rod Wright
Alvarez	Brianna	Dakota Bowers Bulmaro Bribiesca
Armanious	Mina	Patrick Briggs Alyssa Briones
Brocchini	Ava	Christopher Brown Cameron Burton
Brown	Kylee	Rachelle Clevenger Yaneth Contreras
Calderara	Gaby	Hailey Costa Mario De Sa Campos
Camara	Allie	Sean Derrick Gary Dias Cole Williams
Campos	Abby	Mark Dobbins Geoffory Felver
Curless	Nathan	Peter Flanders Eric Francis
Del Toro	Ximena	Jayne Galloway-Derrick Joseph Garcia
Delgado	Gabby	Adam Giedd Natalie Gillihan
Duarte	Mia	Renae Gonzalez Randy Govia
Elisary	Heaven	Justin Graham Samantha Green
Fitzpatrick	Devin	Rachel Hammond Brock Herrin
Grewal	Gia	Lukas Hibdon Sue Hunt
Grewal	Sofia	Danielle Hyatt Kayla Inthavong

irjalva	Callie	Sherry Johns Brittany Johnson
Keast	Ava	Loren Johnson Chessa Johnson Gordon West
Kroutil	Jaydin	Kelly Kiser Shelly Lacey
Kroutil	Kaiya	Alex Laymon Jordan Lefler
Loechler	Makenzie	Manzanita Lowarch Tina Lujan
Machado	Kylee	Robert Mayfield Jill McPherson
Machado Perez	Lucia	Mike Morezone Celeste Morino
Melgarejo	Gabby	Jill Mortensen Chris Musseman
Miller-Kay	Payton	Laura Ochoa Leticia Ochoa
Morris	Claire	Sylvia Ochoa Tania Ortiz
Mundy	Kiely	Chester Owen Erin Paris
Nelson	Kade	Ann Pendleton Fidel Perez
Ramirez	Elias	Vanessa Perkins Kinsey Pettigrew-Taa David Yonan
Redula	Spencer	Chad Poole Kieth Rangel
Rhodes	Katie	Marybel Reyes-Nungaray Davina Rodriguez
Saltsman	Dillan	Jessica Ronchetti Shandi Ross
Sesser	Emily	Michael Ruhland Jose Saenz
Skavdahl	Jenna	Sergei Samborski

		David Schmitz
Wang	David	Scott Sikma Lily Silva
Waters	Gideon	Alison Stingle Elsa Taylor
West	Ewan	Cameron Tyler Marti Ulrich
Wilbur	Emme	Genaro Valdez Shawna Valdez
Winchell	Gracie	Abigail Van Vuren Richard Vanden Bosch
Yan	April	Alisha Vasche Jorge Velasco

Valentines Day Hearts Project 2023

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Time: TBD

Due by: February 10, 2023, to Jenna Skavdahl

Class leaders: Class Publicity Officers

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- Appreciate teachers- we got really good feedback from the last time we made personalized messages/ door decorations from teachers
- More decoration around campus.
- * Can be put up the morning of Valentine's day

Teacher Door Leaders: Spirit Commissioners/Historians

**Responsible for distributing and making hearts to go on the teacher's doors*

**preferably making them personalized to the teacher*

- Elias Ramirez (Soph.)
- Gaby Caldera (Soph.)
- Ewan West (Sr.)
- Gabby Delgado(Sr.)
- Allie Camara (Jr.)
- Ava Keast (Jr.)
- Keily Mundy (Fr.)
- Emme Wilbur (Fr.)

Announcements: Public Relations

**Announcement to the school- Happy Valentines Day and encouraging students to look at the windows to find their names at lunch/breaks*

- Katie Rhodes
- Payton Miller Kay