

# Leadership Procedure Form

Activity: Gratitude Project Dode Be Nice

Person(s) in Charge: Spencer Redula

Team Members: Khushdip Singh, James Willems, Gideon Waters.

Date of Event: 9.18.23 - 11.16.23

\*\*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: 99.1 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: 9/9 /30 (point value can change due to activity)

AD Evaluation of Execution of Event Score: 9 /10

Total Points/Final Score: 78/79 /100

## 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?

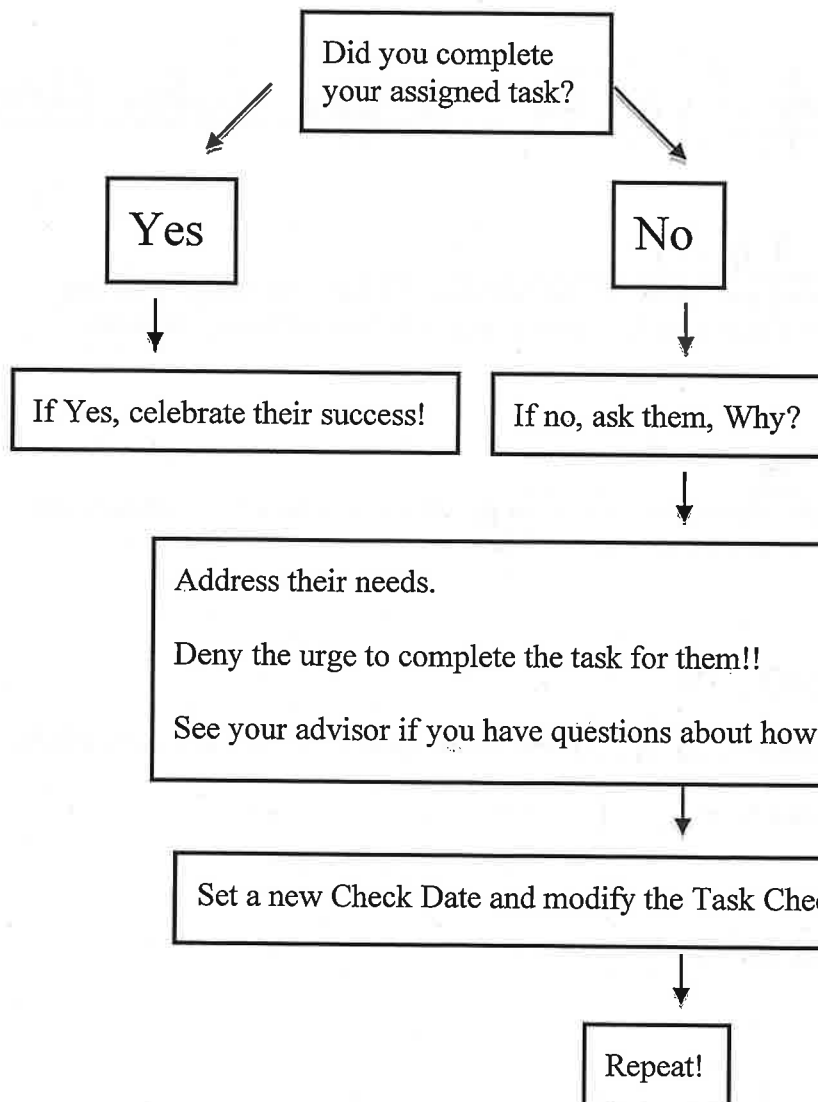
**Being a Team Member is about contributing and completing.**  
**Being a Team Leader is about facilitating, delegating, supporting, and celebrating.**

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 group member does NOT complete their task:

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

# Team Leader Checklist (and Your Grading Criteria)

STEP	Your Responsibilities	Date Completed	Point Value (To be completed by AD)
Overview	<b>Facilitative Leadership:</b> As a class/group discuss the overall event/theme/goal of activity. **Attach minutes or notes.	9.5.23	4 /4
Message Purpose	<p>Explain the message/purpose of this activity here:</p> <p><i>Spread kindness and thanks to all of the students through exemplifying the beauty of and outcome of showing gratitude to our loved ones</i></p>	11.16.23	10 /10
Give Ask Give	<p>Explain how this event/activity will follow the GIVE-ASK-GIVE model by Envolve Student Leadership</p> <p><i>Give - Providing the opportunity to show gratitude</i></p> <p><i>Ask - Requesting them to write the letter</i></p> <p><i>Give - Showing students to follow their excellent example</i></p>	11.16.23	10 /10
Anchoring	<p>Provide 3 ways that we want the students of RHS to feel during this activity:</p> <ol style="list-style-type: none"> <li>1. <i>Gratuitous</i></li> <li>2. <i>Happy</i></li> <li>3. <i>Appreciative</i></li> </ol>	11.16.23	5 /5
Complete the Event Breakdown, Checklist, & How To...	<p>Organize Checklist of tasks &amp; responsibilities by student leaders.</p> <p>5 points Breakdown page, 5 points checklist, 10 points How To...</p> <p style="text-align: center;"> <span style="margin-right: 100px;">✓</span> <span style="margin-right: 100px;">✓</span> <span>✓</span> </p>	9.9.23	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.	11.17.23	1 /1
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date.	11.8.23	5 /5
Evaluate Event	Complete an After Action Report (AAR)	11.17.23	5 /5
Total Point Value		60 points	60 /60



# Event Planning Outline (Breakdown)

## STEP 1: The Basic Overview

Event Name: Gratitude Video Event Date: 11.16.23

Event Location: North Gym

**Brief Description of Event:**

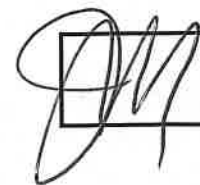
A short video of students and staff displaying their gratitude to the people in their life they love.

Toolbox for event (supplies needed) Tripod, backdrop, camera, chair, pencil, paper

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

Welcome / Greeting	Main Attraction	Close/Shut Down
<p><b>BUILD TRUST</b></p> <ul style="list-style-type: none"> <li>* Daring Rally</li> <li>• Setting precedent with speech and emphasizing the importance of sharing gratitude</li> <li>• Not asking the students outside of the rally to do anything they aren't comfortable with</li> </ul>	<p><b>GIVE</b></p> <ul style="list-style-type: none"> <li>* Video</li> <li>• Presenting the gratitude from the students and staff with the message to spread gratitude to those in their life before they don't have the opportunity</li> </ul>	<p><b>BENEFIT</b></p> <ul style="list-style-type: none"> <li>• Giving students the hindsight of the little time they have left to verbalize their appreciation to their loved ones</li> <li>• Creating initiative for these people.</li> </ul>

## STEP 3: Team Leader Check In with your advisor



# Team Leader Checklist (and Your Grading Criteria)

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Overview	<b>Facilitative Leadership:</b> As a class/group discuss the overall event/theme/goal of activity. **Attach minutes or notes.	9.5.23	4 / 4
Message Purpose	<p><b>Explain the message/purpose of this activity here:</b></p> <p style="font-size: 1.2em; font-family: cursive;">Spread kindness and thanks to all of the students through exemplifying the beauty of and outcome of showing gratitude to our loved ones</p>	11.16.23	10 / 10
Give Ask Give	<p>Explain how this event/activity will follow the <b>GIVE-ASK-GIVE</b> model by Involve Student Leadership</p> <p style="font-size: 1.2em; font-family: cursive;">Give - Providing the opportunity to show gratitude</p> <p style="font-size: 1.2em; font-family: cursive;">Ask - Requesting them to write the letter</p> <p style="font-size: 1.2em; font-family: cursive;">Give - Showing students to follow their excellent example</p>	11.16.23	10 / 10
Anchoring	<p>Provide 3 ways that we want the students of RHS to feel during this activity:</p> <ol style="list-style-type: none"> <li>1. Gracituous</li> <li>2. Happy</li> <li>3. Appreciative</li> </ol>	11.16.23	5 / 5
Complete the Event Breakdown, Checklist, & How To...	<p>Organize Checklist of tasks &amp; responsibilities by student leaders.</p> <p>5 points Breakdown page, 5 points checklist, 10 points How To...</p> <p style="text-align: center;">✓                      ✓                      ✓</p>	9.9.23	20 / 20
Complete Leadership Procedure Form	Complete the Leadership Activity Event Procedure Form according the regulations and required paperwork along with signatures for RHS.	11.17.23	1 / 1
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date.	11.8.23	5 / 5
Evaluate Event	Complete an After Action Report (AAR)	11.17.23	5 / 5
Total Point Value		60 points	60 / 60



## **Step 6: How To...**

Create the steps in how your crew completed this activity. From the start til the end, what steps were taken to ensure this event was a success. **Depth and detail** will be very important in this task ahead and will be used as a reference for future leaders in this activity.

**\*\*Exampled Provided:**

### **Class T-Shirts**

#### **2 weeks**

- Create tshirt(s) design(s) and/or crew neck/ tank top
- Get approved by class officers
- Create clothing on iza design
- Create a unit price

#### **1 week**

- Send out class text with pictures of designs
- Have all class officers create social media posts with clothing
- Create shifts throughout officer team for the day of
- Create a spread sheet to keep track of orders and kids' class schedule
- Create a poster with pictures of the designs on them

#### **Day of**

- Create another social media post
- Create another class text
- Bring tables/chairs/ music
- Bring poster with images



## How To...

\*You can type up this document and add here, or add another piece of paper as needed.

### Before Filming

- Email all ~~participant~~ people, CC Marty
- Create Google Calendar Invites for Marty & participants

### Filming

- 2 angles for shot: writing letter & reading/answering Q's
- Make sure backdrop is covering all corners of screen
- Start session with setting up angles for them to write the letter
- Record then leave them for privacy for reading the letter

### Editing

- Make sure CC's are accurate
- Splice each person's part and combine cohesively
- Have soft music in the background
- Don't make it drawn in content, but make it efficient

### Pre-Rally Check

- Make sure video is downloaded
- Have approval by Marty
- Prepare projector & sound

### Post-Rally

- Thank-you cards to all people
- Receive feedback and improve next time



## Leadership Activity Event Procedure Form

**Directions:** Any time our class has an activity for our student body there are multiple forms and steps to accomplish in order to have a successful event. This form will assist to make sure all components to an activity completed and done so in an efficient manner. The overall grade will depend on the completeness of this activity and will be applied to every individual in the class whether directly involved or not. We are a functioning business and family that must help one another be successful. Working together is a key skill needed in this course and out in the real 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>Gratitude Video</u>		Date of Event: <u>11/16/23</u>			
1.	<b>Facility Form:</b> Student will print a copy & attach the confirmation of event through the following site: <a href="https://www.riponhigh.net/use-of-facilities">https://www.riponhigh.net/use-of-facilities</a>	Student Leader Activities Director (assist as needed)	1 point	/1	
4.	<b>Purchase Order:</b> 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. <u>NA</u> b. _____ c. _____ <i>Must be signed off by the ASB Bookkeeper here:</i> _____ *A copy must be provided an attached to this form.	4 points	/4	
5.	<b>Announcement(s)</b> 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>NA</u> b. _____ * A copy of all announcements must be attached to this form! c. _____ d. _____	5 points	/5	
6.	<b>Publicity</b> a. Form of publicity used b. Date publicity put up & by whom	a. <u>NA</u> b. _____	2 points	/2	
7.	<b>Cash Box Form:</b> 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. <u>NA</u> b. _____ c. _____	3 points	/3	

## How To...

\*You can type up this document and add here, or add another piece of paper as needed.

### Before Filming

- Email all ~~participat~~ people, CC Marty
- Create Google Calendar Invites for Marty & participants

### Filming

- 2 angles for shot: writing letter & reading/answering Q's
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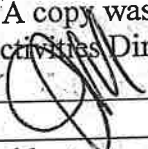
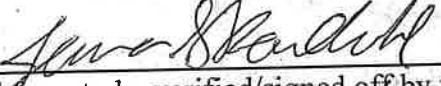
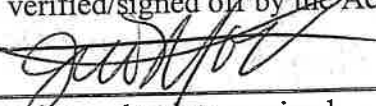
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### Post-Rally

- Thank-you cards to all people
- Receive feedback and improve next time

		Must be signed off by the ASB Bookkeeper here: _____			
	Dance Forms (if applicable)	MA	6 points	/6	
	- Dance Procedure Form: Get from the Vice Principal a. Date form is picked up b. Date form is complete c. Date turned into the attendance office	a. MA 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. MA b. _____ c. _____			
9.	Minutes: a. Date of meeting & location b. Date minutes emailed to AD	a. MA b. MA, created by AD & ASB Pres **A copy of the minutes must be present on completed procedure form.  For AD to Sign: A copy was emailed to the Activities Director: 10.7.23 	3 points	3/3	
Completed form to be verified/signed by the ASB President:			3 points	3/3	
					
Completed form to be verified/signed off by the Activities Director:			3 point	3/3 3	
					
Total amount of point value and points received:				130 9/9	Grade:



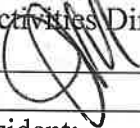

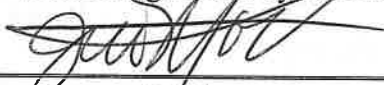
# After Action Report

What worked.... What we liked... What we should do again...  **What were the <u>benefits</u> of this activity?	Did you GIVE – ASK – GIVE?  Did you build <u>trust</u> amongst the student body?
<p>The student body was able to watch a video that will further provoke more kindness around campus and in their lives. This session alongside this video was quite difficult with loud management. However, with deliberate timing of scheduling filming, precise deadlines, consistent communication, as well as organizing everything this video is not too hard to accomplish with your team and the class.</p>	<p>This video did build trust among the student body. The participants were asked to record &amp; recorded, but then were thanked formally with a thank-you card. The student body in general was given this without asking anything, and only further gave to them more inspiration to spread kindness. That was built through the multiple comments given without asking to the students.</p>

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

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

Making sure hard deadlines are set and accountability is enforced because at this time 4-5 other videos will be in production and efficiency & effectiveness is required.

		Must be signed off by the ASB Bookkeeper here: _____			
	Dance Forms (if applicable)	NA	6 points	/6	
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Completed form to be verified/signed off by the Activities Director: 			3 point	3/3 3	
Total amount of point value and points received:				130 9/9	Grade:



## Activities Director Evaluation of Event Completion

		Point Value:	Comments:
<p>Event Team Leader Debrief &amp; Communication Factor</p>	<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>	<p>2 /2</p>	
<p>Professionalism &amp; Respect</p>	<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>	<p>2 /2</p>	
<p>Overall Evaluation</p>	<p>ADs perspective of the overall completion of activity.</p> <ul style="list-style-type: none"> <li>*Deadlines met</li> <li>*Were constant reminders from the AD necessary</li> <li>*All team members present or were there excuses</li> <li>*Did the team execute a strong activity or was there disappointment and improvement that could have been made?</li> </ul>	<p>5 /6</p>	<p>not all deadlines met by members in the editing process</p>
<p><b>Total Points:</b></p>		<p>9 /10</p>	



## Filming Gratitude & MyIntent

Jenna & Claire will be scripting & setting the stage for questions to guide our participants.

### Gratitude Questions:

Potential Location brainstorming: Ask if we can borrow library? Morty's office with white screen up? Conference room (where we had the dude be nice interview)?

1. Who did you decide to write your letter to?
2. Who is this person to you? (parent, best friend, teacher, family friend)
3. Why did you choose them to write to?
4. How would you feel if you told them what you wrote in this letter?
5. How would they feel if you told them everything you wrote down?
6. Do you normally express gratitude? How so?

### After Video:

1. How did reading the letter to them make you feel?
2. Did you expect their reaction (if it was really big or seemed really surprised, etc.)
3. What other ways can you express gratitude- if you didn't want to write a whole letter and read it?
- 4.

### MyIntent Questions:

1. What is your word?
2. Why did you choose this word?
3. Is there a specific story that goes along with this word? If so can you please share?
4. How can you implement this word into your daily life?

Location: Around campus in peaceful spots?

## Gratitude Participants

Dawson Donich

- Wednesday Oct. 4 in the morning

Silas Morris

- Anytime (schedule for morning)

Brett Shaw

- Wednesdays in the morning, 7th period opt out

Danica Potter

- Water polo on Monday, Tuesday, and Thursday
  - Let know if scheduling on those days for her to talk to her coach

Natalie Beccera

- Any day except Friday

Gia Grewal - Language version

- Mondays and Wednesdays in the morning

Marco Cabello

- Tues/Thurs preferably, 0 period Wednesday but would need to get excused



Mrs. Reyes

- Any time/day

Sam Green

- 7:45 any Wednesday (bring a notebook and pencil for her)

**My Intent Participants**

Calvin Wu

James Wilkins

Jenna Skendell  
ASB President

[Signature]  
Activities Director

[Signature]  
Student Representative

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