

Leadership Procedure Form

Activity: Dodgeball

Person(s) in Charge: Kade Nelson and Ava Brocchini

Team Members: _____

Date of Event: March 14-18, 2022

**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: _____

**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: 14/14 /30 (point value can change due to activity)

AD Evaluation of Execution of Event Score: 10 /10

Total Points/Final Score: 84/84 /100

Team Leader Checklist (and Your Grading Criteria)

STEP	Your Responsibilities	Date Completed	Point Value (To be completed by AD)
Overview	Facilitative Leadership: As a class/group discuss the overall event/theme/goal of activity. **Attach minutes or notes.	3/8	4 /4
Message Purpose	Explain the message/purpose of this activity here: To provide the student body with a fun event to get them more involved and to give them something to look forward to.	3/11	10 /10
Give Ask Give	Explain how this event/activity will follow the GIVE-ASK-GIVE model by Enolve Student Leadership We are giving the student body an event. We are asking the students to participate in our event. We are giving them a chance to have fun and get involved.	3/11	10 /10
Anchoring	Provide 3 ways that we want the students of RHS to feel during this activity: 1. Included 2. Involved 3. Excited	3/11	5 /5
Complete the Event Breakdown, Checklist, & How To...	Organize Checklist of tasks & responsibilities by student leaders. 5 points <u>Breakdown page</u> , 5 points <u>checklist</u> , 10 points <u>How To...</u>	3/13	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.	3/23	1 /1
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date.	3/22	5 /5
Evaluate Event	Complete an After Action Report (AAR)	3/21	5 /5
Total Point Value		60 points	60 /60

Event Planning Outline (Breakdown)

STEP 1: The Basic Overview

Event Name: Dodgeball Event Date: 3/14-3/18

Event Location: South gym

Brief Description of Event:

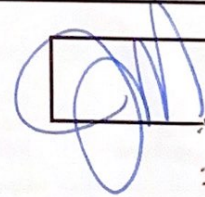
Dodgeball tournament with 12 teams at lunch that the student body can watch for free.

Toolbox for event (supplies needed) Chaperones, dodgeballs, access to South gym, trash cans for trash from lunch.

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>We held a meeting at lunch on Thursday the 10th to explain the event, send out the reminder, and make sure of the teams who were playing.</p>	<p>GIVE</p> <p>Dodgeball games at lunch Monday through Friday. Entire student body was given the chance to participate and watch.</p>	<p>BENEFIT</p> <p>Held the semi-final and championship games on Friday the 18th at lunch. Congratulated the championship team told the teams to play again next year!</p>

STEP 3: Team Leader Check In with your advisor




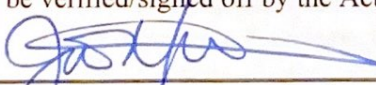
STEP 4: Checklist

TASK	WHO Is Responsible (only 1 person)	DUE DATE	DONE? Yes or No	NOTES
create announcement form	Ava	3/3	yes	
make dodgeball Instagram	Kode	3/3	Yes	
class publicised dodgeball Instagram	Kode	3/4	Yes	
Create google form for signups	Kode	3/4	yes	
Talk to chaperons	Ava	3/7	yes	
Ask velasco for dodgeballs	Kode	3/7	yes	
Typed email for sign ups	Kode	3/3	yes	
Talk to Taa to ask to chaperone	Ava	3/8	yes	
create form so that class can sign up for trash clean up	Ava	3/8	yes	
create form inviting students to watch	Kode	3/15	yes	
Publicise fitness Friday	Ava	3/16	NO	Naomi took over.
make post for lunch meeting on 3/10	Kode	3/8	yes	
make bracket for tournament	Ava	3/11	yes	
Thank you cards	Ava	3/20	yes	

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 are 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>Dodgeball Tournament</u>		Date of Event: <u>3/14 - 3/18</u>		
1. 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) <i>Morty please print :)</i>	1 point	1/1	
4. 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. <u>N/A</u> b. <u>N/A</u> c. <u>N/A</u> <i>Must be signed off by the ASB Bookkeeper here:</i> <u>N/A</u> <small>*A copy must be provided an attached to this form.</small>	4 points	4/4	
5. 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>3/4 - Koode 3/15 - Koode</u> b. <u>3/4</u> <i>valdez told me not to get the other signed</i> <small>* A copy of all announcements must be attached to this form!</small> c. <u>3/4 3/15</u> d. <u>3/7, 3/8, 3/9, 3/12/3/16, 3/17, 3/18</u>	5 points	5/5	
6. Publicity a. Form of publicity used b. Date publicity put up & by whom	a. <u>Instagram</u> b. <u>3/3</u> <i>whole class was asked to post. Created by Koode</i>	2 points	2/2	
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. <u>N/A</u> b. <u>N/A</u> c. <u>N/A</u>	3 points	3/3	

		Must be signed off by the ASB Bookkeeper here: _____ N/A _____			
	Dance Forms (if applicable)		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. _____ N/A _____ b. _____ N/A _____ c. _____ N/A _____ *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. <i>To be completed by AD or Head Advisor, communication is key!</i> c. Date of call back one week prior to event	a. _____ N/A _____ b. _____ N/A _____ c. _____ N/A _____			
9.	Minutes: a. Date of meeting & location b. Date minutes emailed to AD	a. _____ N/A _____ b. _____ N/A _____ **A copy of the minutes must be present on completed procedure form. For AD to Sign: A copy was emailed to the Activities Director: _____ N/A _____	3 points	/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	
	Total amount of point value and points received:			/30	Grade:

14/14

After Action Report

What worked... What we liked... What we should do again... **What were the benefits of this activity?	Did you GIVE - ASK - GIVE? Did you build trust amongst the student body?
<ul style="list-style-type: none"> • Mr. Perez was <u>very</u> helpful with rules. • Mr. Velasco and Ms. Taa were very helpful with refing and dodgeballs. • Dodgeball instagram was helpful with communication. • Having Morty in the gym incase things got crazy was helpful • Class cleanup by leadership was helpful. • I heard lots of positive feedback from the event. • Students got involved as well as some staff members. 	<ul style="list-style-type: none"> • Yes, we did give-ask-give. We built trust amongst the student body by giving the student body an event to participate in, asking the students to participate, and then giving the student body a fun event to watch at lunch.

Score your event - 1 being poor, 10 being great 8.5 - lack of time was the issue. With more time it could have been a 10.

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

- Limit teams to 8 if you want a lofer bracket.
- Make sure the number of teams you have makes a perfect bracket. (8 teams is best)

Activities Director Evaluation of Event Completion

		Point Value:	Comments:
<p>Event Team Leader Debrief & 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 & 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"> *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? 	<p>6 /6</p>	
<p>Total Points:</p>		<p>10 /10</p>	

Dodgeball

2 weeks

- Meet with Mr. Rangel to confirm that we can hold the dodgeball tournament
- Talk to chaperones to see who would be able to help
- Spread the word that we will be having a dodgeball tournament
- Create the dodgeball instagram account
- Ask the class to publicize the dodgeball tournament and instagram account
- Write announcement to let the student body know that we will be having a dodgeball tournament
- Had leadership students sign up to help clean up trash after the tournament each day of the week

1 week

- Created a google form so that teams could sign their teams up
- Had Morty send an email to the entire student body with a link to sign up for the tournament
- Announcements were read Monday through Thursday informing the student body that there would be an informational meeting on Thursday, March tenth
- Publicized dodgeball again via instagram
- Created Remind for the players to join to keep them informed on updates and games
- Created Bracket
- Asked Mr.Velasco if we would be able to use P.E. volley balls

Day of

- Asked Mr. Velasco if we could use the dodgeballs each day
- Got the dodgeballs and set them up before the teams came in for the first game
- Announced games and told the teams the rules
- Had students from the leadership class clean up the south gym after lunch to ensure that no trash was left behind.

ANNOUNCEMENTS

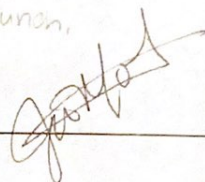
Daily Bulletin

Facebook

Date(s) to be read/posted 3/16, 3/17, 3/18

Dodgeball games are being held in the south gym at lunch on Wednesday, Thursday, and Friday. The championship game will be held on Friday. Feel free to stop by and watch the games during lunch.

Must be signed by Advisor and/or Administrator



ANNOUNCEMENTS

Daily Bulletin _____

Facebook _____

Date(s) to be read/posted 3/7, 3/8, 3/9, 3/10

It's time for dodgeball! This thursday the 10th, there will be an informational meeting at lunch that is mendatory if you plan on playing. Check your email for the link to sign your team up.

Must be signed by Advisor and/or Administrator _____



Jill Mortensen <jmortensen@riponusd.net>

Ripon Unified School District Dodgeball Tournament - Approved

2 messages

info@masterlibrary.com <info@masterlibrary.com>
Reply-To: mlsnotes+244_1c71a647-c607-4165-9c73-9e8b67355f2e@masterlibrary.com
To: jmortensen@riponusd.net

Mon, Sep 20, 2021 at 5:36 AM

Ripon Unified School District

Approved

Your Request with Ripon Unified School District has been approved. This request (Schedule Id #216) consists of the following Request #'s: 6528, 6529, 6530, 6531, 6532.

Please review all Event Information for accuracy. If fees are applied to this request you will receive an invoice.

EVENT INFORMATION

Site	Ripon High School
Space	Abeyta-Hortin Gym
Group	RHS Student Council
Group Manager	Jill Mortensen
Group E-mail	jmortensen@riponusd.net
Address	301 N. Acacia Avenue Ripon, CA 95366
Phone	(209)599-4287
Event Name	Dodgeball Tournament
Date/Time	Mon 03/14/2022 11:30 AM - Mon 03/14/2022 12:00 PM
Actual Event Date/Time	3/14/2022 11:30:00 AM - 3/14/2022 12:00:00 PM
Event Notes	
Budget Code	

RECURRING INFORMATION (Schedule Id #216)

First Occurrence Mon 03/14/2022 11:30 AM - Mon 03/14/2022 12:00 PM

Occurrences 5

Last Occurrence Fri 03/18/2022 11:30 AM - Fri 03/18/2022 12:00 PM

List Of Occurrence(s)

Approved (03/14/2022, 03/15/2022, 03/16/2022,

03/17/2022, 03/18/2022)

Additional Information

Total Estimated Attendance	250
Purpose of Activity	Fun
Sponsoring Organization	Student Council

Equipment

Bleachers Yes: Pull out

Personnel


Custodial / Notes Yes: Bleachers & trash cans

Doors To Be Opened

Open (Unlock) - Specify Time (AM/PM)	11:30am
Restrooms - Specify Location	Abeyta

[Login to view the Request.](#)


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info@masterlibrary.com <info@masterlibrary.com>
 Reply-To: mlsnotes+244_c2e4072e-cd37-49d3-808a-fb5456f81a36@masterlibrary.com
 To: jmortensen@riponusd.net

Mon, Sep 20, 2021 at 5:36 AM

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2K