

# Leadership Procedure Form

Activity: Senior Class Merch

Person(s) in Charge: Ava Brocchini

Team Members: Katie Rhodes, Allie Carnara, Ava Keast

Date of Event: Sales: 8/2, 8/23 to 8/25

\*\*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: 901. 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: 21/24 /30 (point value can change due to activity)

AD Evaluation of Execution of Event Score: 10 /10

Total Points/Final Score: 91 /94 /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?

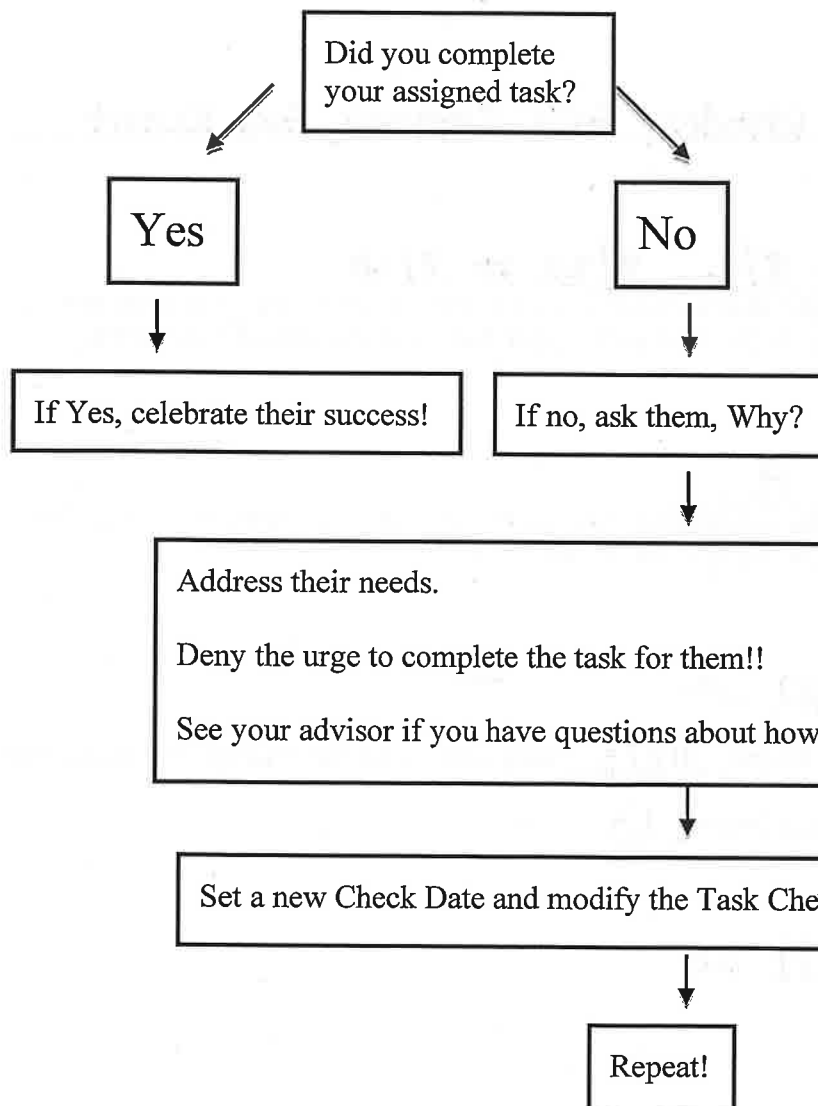
**Being a Team Member is about contributing and completing.**  
**Being a Team Leader is about facilitating, delegating, supporting, and celebrating.**

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.	8/1/23	4 /4
Message Purpose	<p>Explain the message/purpose of this activity here:</p> <p>The purpose of class shirt sales is to help increase spirit among the senior class and raise money for the Class of 2024.</p>	9/5/23	10 /10
Give Ask Give	<p>Explain how this event/activity will follow the GIVE-ASK-GIVE model by Envolv Student Leadership</p> <p>We gave the class multiple designs to choose from. We asked them to vote for their favorite design. We gave them the option to purchase a shirt to be involved with spirit.</p>	9/5/23	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. Included</li> <li>2. Spirited</li> <li>3. Excited for the year to come</li> </ol>	9/5/23	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...	9/6/23	20 /20
Complete Leadership Procedure Form	Complete the Leadership Activity Event Procedure Form according the regulations and required paperwork along with signatures for RHS.	9/6/23	1 /1
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date. <i>would have liked more done ...</i>	9/6/23	5 /5
Evaluate Event	Complete an After Action Report (AAR)	9/7/23	5 /5
Total Point Value		60 points	60 /60



# Event Planning Outline (Breakdown)

## STEP 1: The Basic Overview

Event Name: Merch Sales Event Date: Sold 8/2, 8/23-8/25

Event Location: 8/2 North Gym, 8/23-8/25 Student store

Brief Description of Event:


We sold shirts, crewnecks, and hoodies to the senior class during Pow Wow and Club Rush.

Toolbox for event (supplies needed) Table, chairs, decor, online list, cashbox

## 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>GIVE</p>	<p>BENEFIT</p>
<p>We trusted the senior class to pick the merch designs by giving them multiple to choose from and having them vote for their favorite on Instagram.</p>	<p>We gave the class the option to purchase a shirt, crewneck, or hoodie with the designs that they chose. We also gave them four opportunities to pre-order merch so that they had enough time to get the money they needed.</p>	<p>The senior class will benefit from this event because they can use their new merch to show school spirit. They can also use it in the future as a memory of their senior year in high school.</p>

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



# 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.	8/1/23	4 /4
Message Purpose	<p>Explain the message/purpose of this activity here:</p> <p>The purpose of class shirt sales is to help increase spirit among the senior class and raise money for the Class of 2024.</p>	9/5/23	10 /10
Give Ask Give	<p>Explain how this event/activity will follow the GIVE-ASK-GIVE model by Involve Student Leadership</p> <p>We gave the class multiple designs to choose from. We asked them to vote for their favorite design. We gave them the option to purchase a shirt to be involved with spirit.</p>	9/5/23	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. Included</li> <li>2. Spirited</li> <li>3. Excited for the year to come</li> </ol>	9/5/23	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...	9/6/23	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.	9/6/23	1 /1
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date. <i>would have liked more done ...</i>	9/6/23	5 /5
Evaluate Event	Complete an After Action Report (AAR)	9/7/23	5 /5
Total Point Value		60 points	60 /60

STEP 4: Checklist

TASK	WHO Is Responsible (only 1 person)	DUE DATE	DONE? Yes or No	NOTES
Design merch & get previews	Ava B	7/13/23	Yes	
Post previews for class vote on Insta	Ava K	7/24/23	Yes	
Post results from poll to publicize	Ava K	7/26/23	Yes	
Create poster to decorate table	Ava K	7/28/23	Yes	
Bring decor for selling table	Ava B	8/2/23	Yes	
Get cash box form (Pow Wow)	Allie	7/31/23	Yes	
Record names & sizes at sales	Katie	8/2/23	Yes	
Publicize sales for Pow Wow	Ava K	8/1/23	Yes	
Get cash box form (Club Rush)	Allie	8/21/23	Yes	
Record names & sizes at sale	Katie	8/23-25/23	Yes	
Create Insta post for club rush sale	Ava K	8/22/23	Yes	
Create announcement for Club rush sale	Ava B	8/23/23	Yes	
Finalize merch order list	Ava B	9/1/23	Yes	
Create a purchase order for merch	Allie	9/1/23	Yes	
Make sure everything is correct w/ Davina	Ava B	9/1/23	Yes	
Order merch with Morty	Ava B	9/5/23	Yes	

Pow Wow ←

Club Rush ←





## 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

STEP 4: Checklist

TASK	WHO Is Responsible (only 1 person)	DUE DATE	DONE? Yes or No	NOTES
Design merch & get previews	Ava B	7/13/23	Yes	
Post previews for class vote on Insta	Ava K	7/24/23	Yes	
Post results from poll to publicize	Ava K	7/26/23	Yes	
Create poster to decorate table	Ava K	7/28/23	Yes	
Bring decor for selling table	Ava B	8/2/23	Yes	
Get cash box form (Pow Wow)	Allie	7/31/23	Yes	
Record names & sizes at sales	Katie	8/2/23	Yes	
Publicize sales for Pow Wow	Ava K	8/1/23	Yes	
Get cash box form (Club Rush)	Allie	8/21/23	Yes	
Record names & sizes at sale	Katie	8/23-25/23	Yes	
Create Insta post for club rush sale	Ava K	8/22/23	Yes	
Create announcement for Club rush sale	Ava B	8/23/23	Yes	
Finalize merch order list	Ava B	9/1/23	Yes	
Create a purchase order for merch	Allie	9/1/23	Yes	
Make sure everything is correct w/ Davina	Ava B	9/1/23	Yes	
Order merch with Morty	Ava B	9/5/23	Yes	

Pow Wow ←

Club Rush ←

### **6 Weeks:**

- Design shirt, crewneck, and hoodie on IZA Design
  - Have two designs for each item - 6 total designs
- Inform Morty that you finished designing so the company can send a preview
  - It may take a week or two for the previews to be completed

### **5 Weeks:**

- Post the design previews on the class instagram account for the class to vote for their favorite designs
- Post the results from the vote for the class to see

### **4 Weeks:**

- Publicize Pow Wow sales on Instagram
- Complete a cash box form for Pow Wow
- Get decorations for the table you will be selling at
- Print out pictures or make a poster of the designs to put on the table
- Make a google doc to keep track of merch orders

### **3 Weeks: Pow Wow**

- Pick up the cash box from the bookkeeper
- Decorate your table for sales
- Use a google doc to keep track of merch orders
- Write every order in the receipt book
- Count up the money and return the cash box to the bookkeeper

### **2 Weeks:**

- Go over the google doc to organize the merch orders and prepare for the next presale

### **1 Week:**

- Start publicizing for sales at Club Rush
- Complete a cash box form for Club Rush
- Get decorations for the table you will be selling at
  - Including the papers/poster of the merch designs

### **Day of: Club Rush (three day sale)**

- Pick up the cash box from the bookkeeper
- Decorate your table for sales


- Use a google doc to keep track of merch orders
- Write every order in the receipt book
- Count up the money and return the cash box to the bookkeeper

**After Event:**

- Get the receipt book from the bookkeeper to compare the orders with the google doc
  - If there are any errors, you must fix it with the bookkeeper
- When the merch orders are finalized and everything adds up, complete a purchase order with Morty for IZA Design
- Double check the merch designs to make sure everything is perfect
- Order the merch with Morty after the purchase orders are approved by the bookkeeper

## 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>Senior Class March</u>		Date of Event: <u>8/2, 8/23-8/25</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 / 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>Ava B &amp; Allie C</u> b. <u>8/31/2023</u> <i>gm</i> c. <u>8/31/2023</u> <i>Must be signed off by the ASB Bookkeeper here:</i>  *A copy must be provided and attached to this form.	4 points	4 / 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>8/23 Ava B</u> b. <u>8/23/2023</u> * A copy of all announcements must be attached to this form! c. <u>8/24 /2023</u> d. <u>8/25 /2023</u>	5 points	4 / 5	copy?
6.	<b>Publicity</b> a. Form of publicity used b. Date publicity put up & by whom	a. <u>Instagram</u> b. <u>8/2, 8/22</u> <u>Ava K</u> <u>Ava B</u> <u>Pow Wow</u> <u>Club Rush</u>	2 points	1 / 2	copy?
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>7/31</u> <u>8/17</u> b. <u>7/31</u> <u>8/18</u> c. <u>7/31</u> <u>8/18</u>	3 points	2 / 3	copy?

## How To...

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

### 6 Weeks:

- design shirt, crew neck, and hoodie on IZA Design (2 each - 6 total designs)
- get preview of designs (may take a week to come in)

### 5 Weeks:

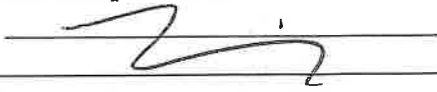
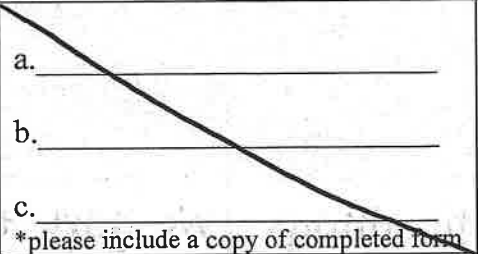
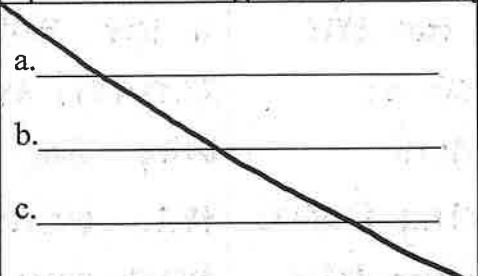
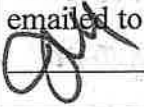
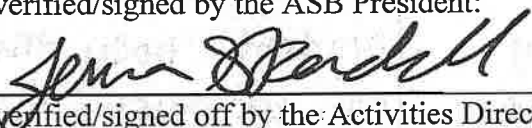

- post previews on class Instagram for class to vote on
- post results from the vote

### 4 Weeks: Pow Wo

- publicize pow wow sales on Instagram
- get decorations for the table

### 3 Weeks: Pow wow

another document  
attached on the back

		Must be signed off by the ASB Bookkeeper here: 			
	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				
	- 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				
9.	Minutes: a. Date of meeting & location b. Date minutes emailed to AD	a. <u>N/A</u> b. <u>N/A</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: 	3 points	3 /3	We never had a mtg for merch
	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:			730 21 /24	Grade:






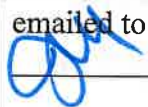


# After Action Report

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 majority of the things we did to prepare for the event worked, such as getting paperwork done ahead of time, asking Davina questions, decorating our table at club rush to attract more students, and creating separate lists for each type of merch. There were many benefits to selling senior merch, such as making money for the class, increasing spirit, and building trust within the senior class.</p>	<p>We gave the class of 2024 a lot and asked little in return, which is one way we built trust through this event. It also built trust among the senior officers because we had to trust that we would all do our jobs and work together in the end. Having a group of officers that are connected shows the student body that we can be trusted and reliable, which further builds trust.</p>

Score your event - 1 being poor, 10 being great

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

I would success taking advantage of social media and announcements to publicize even more than we did. I would also make sure that you have enough spirit decorations to put on your table when you are selling.

		<p>Must be signed off by the ASB Bookkeeper here:</p> 			
	Dance Forms (if applicable)		6 points	/6	
	<p>- Dance Procedure Form: Get from the Vice Principal</p> <p>a. Date form is picked up</p> <p>b. Date form is complete</p> <p>c. Date turned into the attendance office</p>	<p>a. _____</p> <p>b. _____</p> <p>c. _____</p> <p>*please include a copy of completed form</p>			
	<p>- DJ: Sounds in Motion 522-5999</p> <p>a. Date called &amp; by whom</p> <p>b. Date contract is filled out and returned to company. To be completed by AD or Head Advisor, communication is key!</p> <p>c. Date of call back one week prior to event</p>	<p>a. _____</p> <p>b. _____</p> <p>c. _____</p>			
9.	<p>Minutes:</p> <p>a. Date of meeting &amp; location</p> <p>b. Date minutes emailed to AD</p>	<p>a. <u>N/A</u></p> <p>b. <u>N/A</u></p> <p>**A copy of the minutes must be present on completed procedure form.</p> <p>For AD to Sign: A copy was emailed to the Activities Director:</p> 	3 points	3 /3	We never had a mtg for merch
	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:			730 21 /24	Grade:

## Activities Director Evaluation of Event Completion

Event Team Leader Debrief & 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:	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"> <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>	6 /6	
<b>Total Points:</b>		10 /10	



Ripon High School  
301 N. Acacia Ave.  
Ripon, CA 95366  
(209) 599-4287

**Student Body Purchase Order/Requisition Form**  
(ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASED)

Student Body Account: Class of 2024

Date: 8/31/23

Event: Senior March Sales

Requesters Name: Morty

Description of Product for Purchase	Quantity	Unit Price	Amount
<u>Senior Class Shirts</u>	<u>114</u>		<u>Do not exceed \$1550.00</u>

Requesting a

Purchase Order

Check

Payable to: Ira design  
Address: \_\_\_\_\_

Return to me by this date: \_\_\_\_\_

OR Other Directions: (please circle) Mail Check

Ordering Uniforms - Uniforms **MUST** be approved by Principal or Athletic Director **BEFORE** ordering

Date: \_\_\_\_\_

Principal or Athletic Director Signature: \_\_\_\_\_

Approved budget on file - available funds verified by \_\_\_\_\_

ASB Bookkeeper

OR

Minutes of Club approving expenditures (copy of minutes must be attached)

Coach/Advisor: [Signature] Date: 8/31/23

Activities/Athletic Director: [Signature] Date: 8/31/23

Student Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(President/Treasurer of club/organization or ASB Treasurer)

Principal: [Signature] Date: 8/31/23

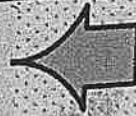
**Office Use Only**

PO # 1100

Check # \_\_\_\_\_

Date Paid: \_\_\_\_\_

Amount Paid: \_\_\_\_\_





Ripon High School  
 301 N. Acacia Ave.  
 Ripon, CA 95366  
 (209) 599-4287

**Student Body Purchase Order/Requisition Form**  
 (ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASED)

Student Body Account: Class of 2024 Date: 8/31/23  
 Event: Senior Class Merch Sales Requesters Name: Marty

Description of Product for Purchase:	Quantity	Unit Price	Amount
Senior class Crownneck	50		Do not exceed \$1000.00

Requesting a:  TRANSFER FROM ACCT

Purchase Order       Check      Payable to: Iza design  
 Address: \_\_\_\_\_

Distribute Approval/Check by:  
 Choose One: (please circle)    Mail Check    Fax Purchase Order    Other: \_\_\_\_\_

Ordering Uniforms – Uniforms **MUST** be approved by Principal or Athletic Director **BEFORE** ordering  
 \_\_\_\_\_ Date \_\_\_\_\_  
 Principal or Athletic Director Signature  
 Approved budget on file – available funds verified by \_\_\_\_\_ ASB Bookkeeper  
 \_\_\_\_\_  
 OR  
 Minutes of Club approving expenditures (copy of minutes must be attached)

Coach/Advisor: [Signature] Date: 8/31/23  
 Activities/Athletic Director: [Signature] Date: 8/31/23  
 Student Officer: ) \_\_\_\_\_ Date: \_\_\_\_\_  
 (President/Treasurer of club/organization or ASB Treasurer)  
 Principal: [Signature] Date: 8/31/23  
 (Principal School Administrator)

**Office Use Only**  
 PO # 1101  
 Check # \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

REVISED 02/2007

Ripon High School  
301 N. Acacia Ave.  
Ripon, CA 95366  
(209) 599-4287

**Student Body Purchase Order/Requisition Form**  
(ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASED)

Student Body Account: Class of 2024

Date: 8/31/23

Event: Senior March Sales

Requester Name: Marty

Description of Product for Purchase:	Quantity	Unit Price	Amount
<u>Senior Class Shirts</u>	<u>114</u>		<u>Do not exceed \$1550.00</u>

Requesting a:

Purchase Order

Check

Payable to: tra design

Address: \_\_\_\_\_

Return to me by this date: \_\_\_\_\_

OR Other Directions: (please circle):  Mail Check

Ordering Uniforms - Uniforms **MUST** be approved by Principal or Athletic Director **BEFORE** ordering

Principal or Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved budget on file - available funds verified by \_\_\_\_\_ ASB Bookkeeper

Minutes of Club approving expenditures (copy of minutes must be attached)

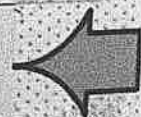
Coach/Advisor: [Signature] Date: 8/31/23

Activities/Athletic Director: [Signature] Date: 8/31/23

Student Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(President/Treasurer of club/organization or ASB Treasurer)

Principal: [Signature] Date: 8/31/23

Office Use Only	
PO #	<u>1100</u>
Check #	_____
Date Paid:	_____
Amount Paid:	_____





Ripon High School  
 301 N. Acacia Ave.  
 Ripon, CA 95366  
 (209) 599-4287

**Student Body Purchase Order/Requisition Form**  
 (ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASED)

Student Body Account: Class of 2024 Date: 8/31/23  
 Event: Senior Class Merch Sales Requesters Name: Mordy

Description of Product for Purchase:	Quantity	Unit Price	Amount
Senior Hoodie	30		Don't exceed \$1000.00

Requesting a:  TRANSFER FROM ACCT

Purchase Order  Check Payable to: Iza design  
 Address: \_\_\_\_\_

Distribute Approval/Check by:  
 Choose One: (please circle)  Mail Check  Fax Purchase Order  Other: \_\_\_\_\_

Ordering Uniforms - Uniforms **MUST** be approved by Principal or Athletic Director **BEFORE** ordering

Principal or Athletic Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved budget on file - available funds verified by \_\_\_\_\_ ASB Bookkeeper

OR  Minutes of Club approving expenditures (copy of minutes must be attached)

Coach/Advisor: [Signature] Date: 8/31/23

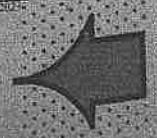
Activities/Athletic Director: [Signature] Date: 8/31/23

Student Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
 (President/Treasurer of club/organization or ASB Treasurer)

Principal: [Signature] Date: 8/31/23  
 (Principal School Administrator)

**Office Use Only**  
 PO # 1102  
 Check # \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

REVISED 02/21/2017





# PURCHASE ORDER



**PO NO.** 1100  
**PO DATE** 08/31/2023  
**REQ NO.**  
**REQ DATE** 08/31/2023

**MEMO** C/O 2024 Senior Merch Shirts

**BILLED TO**

Ripon High School  
 301 N. Acacia Ave  
 Ripon, CA 95366  
 Phone: (209)599-4289

**BILLED BY**

IZA Design  
 PO Box 2790  
 Acton, MA 01720  
 Phone: (888)492-8337  
 Fax: (714)993-2260(fax)

**REQUESTED BY**

Mortensen, Jill

**AUTHORIZED BY**

ITEM	ACCOUNT	QTY	UNIT COST	SUBTOTAL
C/O 2024 Senior Merch Shirts	2041 - Class of 2024			1,550.00

**SUBTOTAL** 1550.00

**SALES TAX** 0.00

**SHIPPING & HANDLING** 0.00

**TOTAL** **\$ 1550.00**

\_\_\_\_\_ Date

Student Representative

\_\_\_\_\_ Date

Faculty Advisor

\_\_\_\_\_ Date

Principal/Site Administrator



# PURCHASE ORDER



PO NO. 1101  
 PO DATE 08/31/2023  
 REQ NO.  
 REQ DATE 08/31/2023

**MEMO** C/O 2024 Senior Merch Crewnecks

**BILLED TO**

Ripon High School  
 301 N. Acacia Ave  
 Ripon, CA 95366  
 Phone: (209)599-4289

**BILLED BY**

IZA Design  
 PO Box 2790  
 Acton, MA 01720  
 Phone: (888)492-8337  
 Fax: (714)993-2260(fax)

**REQUESTED BY**

Mortensen, Jill

**AUTHORIZED BY**

ITEM	ACCOUNT	QTY	UNIT COST	SUBTOTAL
C/O 2024 Senior Merch Crewnecks	2041 - Class of 2024			1,000.00

**SUBTOTAL** 1000.00

**SALES TAX** 0.00

**SHIPPING & HANDLING** 0.00

**TOTAL \$ 1000.00**

\_\_\_\_\_  
 Student Representative Date

\_\_\_\_\_  
 Faculty Advisor Date

\_\_\_\_\_  
 Principal/Site Administrator Date



# PURCHASE ORDER



PO NO. 1102  
 PO DATE 08/31/2023  
 REQ NO.  
 REQ DATE 08/31/2023

MEMO C/O 2024 Senior Merch Hoodies

**BILLED TO**

Ripon High School  
 301 N. Acacia Ave  
 Ripon, CA 95366  
 Phone: (209)599-4289

**BILLED BY**

IZA Design  
 PO Box 2790  
 Acton, MA 01720  
 Phone: (888)492-8337  
 Fax: (714)993-2260(fax)

**REQUESTED BY**

Mortensen, Jill

**AUTHORIZED BY**

ITEM	ACCOUNT	QTY	UNIT COST	SUBTOTAL
C/O 2024 Senior Merch Hoodies	2041 - Class of 2024			1,000.00

**SUBTOTAL** 1000.00

**SALES TAX** 0.00

**SHIPPING & HANDLING** 0.00

**TOTAL \$ 1000.00**

\_\_\_\_\_  
 Student Representative Date

\_\_\_\_\_  
 Faculty Advisor Date

\_\_\_\_\_  
 Principal/Site Administrator Date





**IZA design**<sup>®</sup>  
"The Coolest Designs, Period!"

**COLOR PREVIEW SHEET™**

**IZA Design Original:** Our images cannot be copied or printed by any other person or company. Property of IZA Design.

**CUSTOM (11.5")**

**Front**



**Ink Colors**

- 1. Black \_\_\_\_\_
- 2. White \_\_\_\_\_

**CUSTOM (14")**

**Back**



**Ink Colors**

- 1. Black \_\_\_\_\_
- 2. White \_\_\_\_\_



# RIPON HIGH SCHOOL



## CLASS OF TWENTY-FOUR

Angelica Aguirre Torres  
Gabriela Aras  
Jennavieve Altier L  
Allyah Ali  
Annasthilia Alim  
Ahmed Almarwani Zari  
Carlos Andrade  
Brooke Abu  
Aden Aronsonick  
Nithuly Arquisley  
Liliana Arroyo Garcia  
Mardus Jose Atienza  
Daniel Avila Rios  
Luka Bar  
Kira Basinal  
Kyle Basinal  
Israel Becerra  
Natalie Becerra  
Stanni Bezier  
Mrs Baltan Valquez  
Joshua Benavides  
Eric Bowie  
Isabel Bowie  
Quamaine Bowie  
Ricardo Brandan  
Maryn Brenner  
Brandon Brelae  
Eduardo Borges Sanchez  
Joseph Bruzuela  
Ava Brocchini  
Kyle Brown  
Kaiden Bryant  
Marco Caballero  
Allison Camara  
Amara Capulung  
Khanon Caratachion  
Ashlyn Carrick  
Emily Castaneda  
Jaya Chander  
Alyssa Chapman  
Jacob Chapman  
Addison Chavez  
Anthony Chittaphong  
Evan Chu  
Aaron Clark  
Azayah Clark  
Maya Clayton  
Brooklyn Cookman  
Andrew Copentraser  
Blyssn Cox  
Samantha Cunningham

Rosalia Canal  
Owen Curtas  
Landon Dabiv  
Natalie Diaz  
Michael Dominguez  
Sergio Dominguez  
Dowson Donich  
Nathaniel Dora  
Dawson Downs  
Daniela Duarte Ortega  
Jordyn Dykon  
Nicholas Eastman  
David Eddy  
Bradley Eldredge  
Katharine Casas  
Kaitlyn Espinola  
Rigel Espinoza  
Michael Espinoza  
Abiyah Evans  
Mason Ferrisli  
Adam Ferro  
Annastacia Fisher  
Devyn Fitzpatrick  
Austin Foster  
Kylee Fullmer  
Alejandro Ganiboa  
Gabryela Garcia  
Renzo Garcia  
Gabriella Gibson  
Sahaj Gil  
Landon Gillespie  
Anthony Gomez  
Orinda Gonzalez  
Kaylee Gonzalez  
Audry Gramam  
Sofia Gravina  
Andrew Guntor  
Bryce Gutierrez  
Vanessa Gutierrez  
Alyson Harvey  
Joshua Haslett  
Ana Helms  
Madison Hendley  
Julian Hernandez  
Valerie Hernandez  
Peter Herrera  
Ty Heron  
Kaylee Hodges  
Matthew Hofstad  
Amelison Holck  
Natalie Howling

Stephan Huffman  
Brady Huff  
Cami Hutson  
Kawee Induratzin  
Alexandra Inguluz  
Alana Jones  
Harrison Kalzi  
Ava Keast  
Aidan Kelley  
Kiya Kilbushoro  
Layton Kryshtall  
Madison Lurie  
John Lara  
Aidan Laine  
Jacob Lawrence  
Rudy Lee  
Taysia Letonkoni  
Bryson Lira Iglesias  
Jeremie Little  
Niklas Ljantas  
Dominic Lopez  
Elijah Lopez  
Madison Lopez  
Daniel Lopez Morroy  
Marco Lorenzo  
Marco Lozano  
Levi Lundrigan  
Luiza Machado Perez  
Alyssa Manchester  
Sienna Mancuso  
Marquell Marshall  
Brook Martin  
Katie Martin  
Sage Martin  
Aaliyah Martinez  
Matthew Martinez  
Miguel Martinez  
Joanna Martinez Hernandez  
Braige Medeiros  
Tilton Medeiros  
Cynthia Medrano  
Aiden Meneka  
Gabriella Elizabeth Meigarojn  
Frey Menefee  
Drake Merrill  
Payton Miller Kay  
Michael Nee  
Andre Mora  
Tatiana Moreno  
Brian Mortimer  
Daniel Mortimer

Cassandra Mount  
Kiana Myers  
Kylo Nelson  
Brayden Nickerson  
Jesus Octoban  
Chloe Ollis  
Glenn Orlando  
Robyn Ortilio  
Skyler Ortiz  
Escarlet Oribe Jimenez  
Cohen Osburn  
Janelle Padilla Espino  
Dario Parenti Gomez  
Alejo Parrish  
Ashley Parsons  
Issac Partan  
David Peacock  
Gabriel Perai  
Alejandra Perez  
Hailey Peters  
William Peters  
Ethan Peretti  
Beatrice Pirani  
Vanessa Ponce  
Esther Posas  
Kye Potts  
Isabella Rapachto  
Jashinder Rai  
Evelyn Ramirez  
Octavio Raygoza  
Jose Raygoza Romera  
Samantha Reading  
Spencer Redulla  
Bradley Reedy  
Johnny Rey  
Amee Reyes  
Mia Reynolds  
Kathryn Rhodes  
Anthony Richardson  
Angelina Ricker  
Sammie Rodriguez  
Wade Sadler  
Issac Saloana  
Amans Sanchez Guerrero  
Isaac Sandoval  
Mansoor Sarwar  
Santallia Schenu  
Haley Schmidtke  
Jack Schoffland  
Ivan Serrano  
Aashdeep Singh

Brandon Singh  
Whitney Singh  
Ishveer Singh  
Jenna Skavdatt  
Kathryn Smoghal  
Mackenzie Sima Campbell  
David Soo  
Maxelie Soley  
Jordan Stephenson  
Cann Stewart  
Madeline Stewart  
Casey Stingle McCormick  
Aliesha Sullivan  
Isabella Sunana Burns  
Lilyan Svay  
Cora Swafford  
Eason Tarango  
William Tarasoff  
Jashnuar Thaid  
Ashlyn Thomas  
Jade Thomas  
Hayden Thompson  
Eric Tobin  
Monique Tolson  
Lathan Jones  
Brayden Tresh  
David Valenova  
Ty Valencia  
Emily Vander Waide  
Sean VanDerPaarck  
Hailey VanHoas  
Erica VanHuzon Baldevra  
Marnie Vatta  
Lucie Wagner  
Joshua Weltko  
Gideon Waters  
Colton Webster  
Bryon Weeks  
Kaye Whittaker  
Owen Wilbur  
Reagan Wilkerson  
Joyce Wilmerust  
Kourtney Wolf  
Austin Wood  
Cavin Wu  
Gabrielle Young  
Kath Yum  
Hayen Zungu

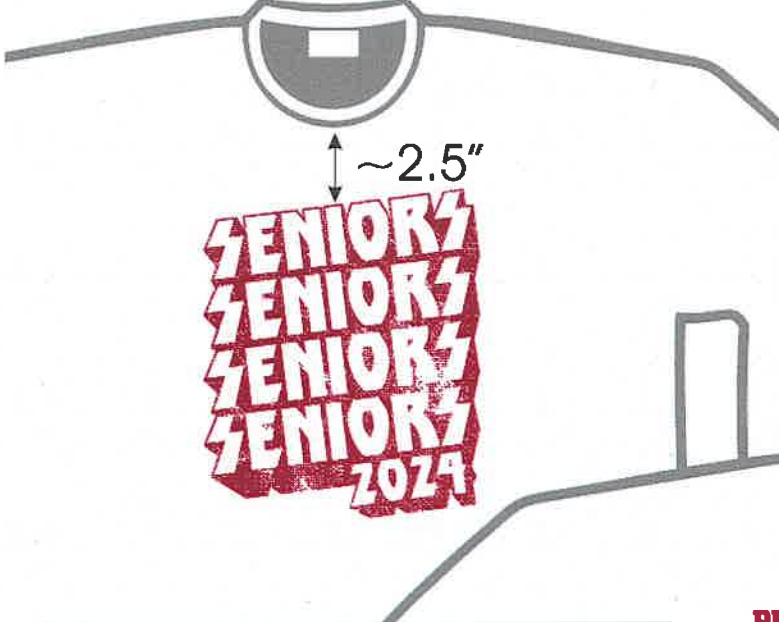


**IZA design®**  
"The Coolest Designs, Period!"

**COLOR PREVIEW SHEET™**

IZA Design Original: Our images cannot be copied or printed by any other person or company. Property of IZA Design.

**CUSTOM (12")**

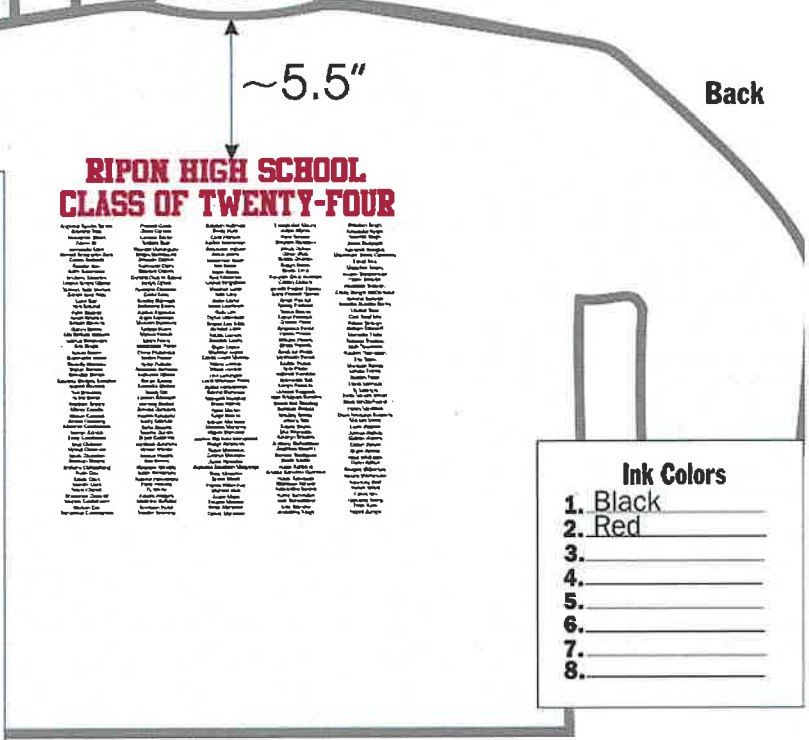
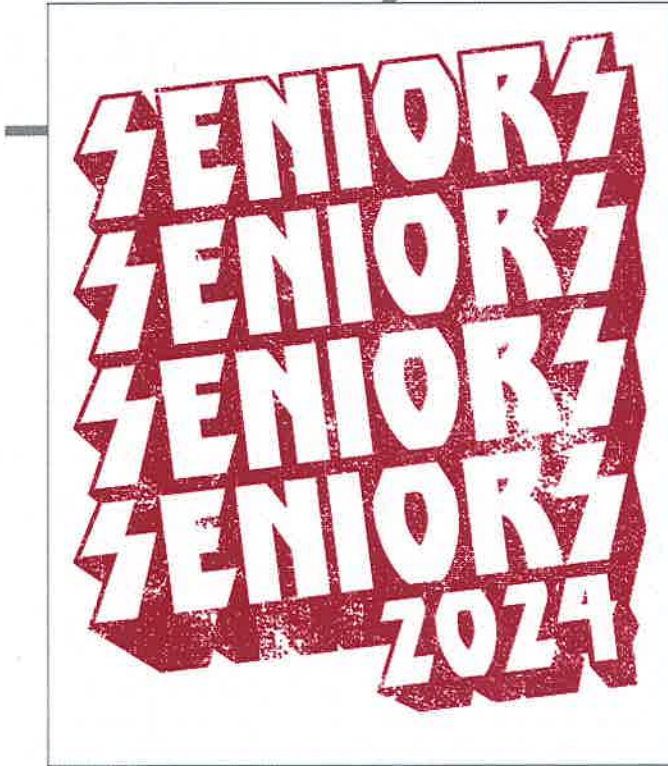


**Front**

**Ink Colors**

1. White \_\_\_\_\_
2. Red \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**CUSTOM (14")**



**Back**

**Ink Colors**

1. Black \_\_\_\_\_
2. Red \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_



# RIPON HIGH SCHOOL

## CLASS OF TWENTY-FOUR

Angelica Aguilar Torres  
 Gabriela Alas  
 Jennaveve Albert  
 Alizeh Ali  
 Annabella Allen  
 Ahmad Almarwani Zaro  
 Carlos Andrade  
 Brooke Apu  
 Aden Arounsack  
 Anthony Arquines  
 Liliana Arroyo Garcia  
 Marcus Jose Atienza  
 Daniel Avila Rios  
 Luke Bair  
 Kira Basinal  
 Kylie Basinal  
 Israel Becerra  
 Natalie Becerra  
 Gianni Beeler  
 Mia Beltran Vazquez  
 Joshua Benevides  
 Eric Bowie  
 Isaiah Bowie  
 Quarmaine Bowie  
 Ricardo Brandau  
 Maryn Brenner  
 Brandon Bretao  
 Eduardo Bridges Sanchez  
 Joseph Brizuela  
 Ava Brocchini  
 Kylee Brown  
 Kaiden Bryant  
 Marco Cabello  
 Allison Camara  
 Amara Capulong  
 Kharime Caratachea  
 Ashtyn Carrick  
 Emily Castaneda  
 Jaya Chandar  
 Alyssa Chapman  
 Jacob Chapman  
 Addison Chavez  
 Anthony Chittaphong  
 Evan Chu  
 Aaron Clark  
 Xzavier Clark  
 Maya Clayton  
 Brooklynn Cockriel  
 Andrew Copenhaver  
 Bryson Cox  
 Samantha Cunningham

Priscila Curiel  
 Owen Curtiss  
 Landon Darby  
 Natalie Diaz  
 Michael Dominguez  
 Sergio Dominguez  
 Dawson Donich  
 Nathaniel Dorn  
 Dawson Downs  
 Daniela Duarte Garcia  
 Jordyn Dyson  
 Nicholas Eastman  
 David Eddy  
 Bradley Eldredge  
 Katherine Eskes  
 Kaitlyn Espinola  
 Angel Espinoza  
 Michael Espinoza  
 Aaliyah Evans  
 Mason Ferrulli  
 Adam Fierro  
 Anastacia Fisher  
 Devin Fitzpatrick  
 Austin Foster  
 Kylee Fuller  
 Alejandro Gamboa  
 Gabryela Garcia  
 Renzo Garcia  
 Gabriella Gibson  
 Sahaj Gill  
 Landon Gillespie  
 Anthony Gomez  
 Brenda Gonzalez  
 Kaylee Gonzalez  
 Audry Granum  
 Sofia Gravina  
 Andrew Gunter  
 Bryce Gutierrez  
 Vanessa Gutierrez  
 Alyson Harvey  
 Joshua Haslett  
 Ana Helms  
 Madison Hendley  
 Julian Hernandez  
 Valente Hernandez  
 Peter Herrera  
 Ty Herrin  
 Kaylee Hodges  
 Matthew Hofstad  
 Anniston Holck  
 Natalie Hoveling

Stephen Huffman  
 Brady Hunt  
 Cami Hutson  
 Kailee Inderbitzin  
 Alexandra Iniguez  
 Alana Jones  
 Harsimran Kaler  
 Ava Keast  
 Aiden Kelley  
 Kiya Kihlstrom  
 Layton Krygsheld  
 Madison Lane  
 John Lara  
 Aidan Latno  
 Jacob Lawrence  
 Rudy Lee  
 Taysia Lehmkuhl  
 Brayan Lira Islas  
 Jeremie Little  
 Niklas Llamas  
 Dominic Lopez  
 Elijah Lopez  
 Madison Lopez  
 Daniel Lopez Monroy  
 Marco Loredo  
 Marco Lozano  
 Levi Lundrigan  
 Lucia Machado Perez  
 Alyssa Manchester  
 Sienna Mancuso  
 Marquell Marshall  
 Brock Martin  
 Katie Martin  
 Saige Martin  
 Aaliyah Martinez  
 Matthew Martinez  
 Miguel Martinez  
 Joanna Martinez Hernandez  
 Braige Medeiros  
 Tildon Medeiros  
 Cynthia Medrano  
 Aiden Meineke  
 Gabriella Elizabeth Melgarejo  
 Riley Menefee  
 Drake Metal  
 Payton Miller Kay  
 Michael Moe  
 Andre Mora  
 Tatiana Moreno  
 Brian Mortimer  
 Daniel Mortimer

Cassandra Mount  
 Julian Myers  
 Kylie Nelson  
 Brayden Nickison  
 Jesus Ochoa  
 Gavin Olds  
 Gianni Orlando  
 Robyn Orlino  
 Skyler Ortiz  
 Escarlet Ortiz Jimenez  
 Cohen Osburn  
 Janelle Padilla Espejo  
 Dario Parenti Gomez  
 Alexzi Parrish  
 Ashley Parsons  
 Tessa Partan  
 David Peacock  
 Gabriel Peral  
 Alejandra Perez  
 Hailey Peters  
 William Peters  
 Ethan Pieretti  
 Beatrice Pirani  
 Vanessa Ponce  
 Esther Posas  
 Kyle Prime  
 Isabella Racacho  
 Jasminder Rai  
 Evelyn Ramirez  
 Octavio Raygoza  
 Jose Raygoza Romero  
 Samantha Reading  
 Spencer Redula  
 Bradley Reedy  
 Johnny Rey  
 Aimee Reyes  
 Mia Reynolds  
 Kathryn Rhodes  
 Anthony Richardson  
 Angelina Rickert  
 Samuel Rodriguez  
 Wade Sadler  
 Isaac Saldana  
 Amaris Sanchez Guerrero  
 Isaac Sandoval  
 Mansoor Sarwar  
 Samantha Scheid  
 Haley Schmidke  
 Jack Schoolland  
 Ivan Serrano  
 Arshdeep Singh

Braydon Singh  
 Khushdip Singh  
 Navreet Singh  
 Jenna Skavdahl  
 Kamyrah Smejkal  
 Mackenzie Smits Campe  
 David Ssu  
 Madeline Staley  
 Jordan Stephenson  
 Callin Stewart  
 Madeline Stewart  
 Casey Stingle McCormac  
 Aliesha Sullivan  
 Isabella Suriano Burris  
 Lilyana Svay  
 Cole Swafford  
 Edson Tarango  
 William Tarasoff  
 Jashnoor Thind  
 Ashlynn Thomas  
 Jade Thommes  
 Hayden Thompson  
 Eric Tobin  
 Monique Toledo  
 Leilani Torres  
 Bradyn Trask  
 David Valencia  
 Ty Valencia  
 Emily Vander Weide  
 Sean VanDerPaardt  
 Hailey VanHees  
 Erica Verdusco Baltierra  
 Manuel Vieira  
 Lucie Wagner  
 Joshua Waltrip  
 Gideon Waters  
 Colton Weber  
 Bryce Weeks  
 Kaya Whittaker  
 Owen Wilbur  
 Reagan Wilkerson  
 Jaycee Wilmshurst  
 Kourtney Wolf  
 Austin Wood  
 Calvin Wu  
 Gabriella Young  
 Faith Yuen  
 Nayeli Zuniga





ok by Arab. e lunch 9/5

**iza design**<sup>®</sup>  
"The Coolest Designs, Period!"

# COLOR PREVIEW SHEET™

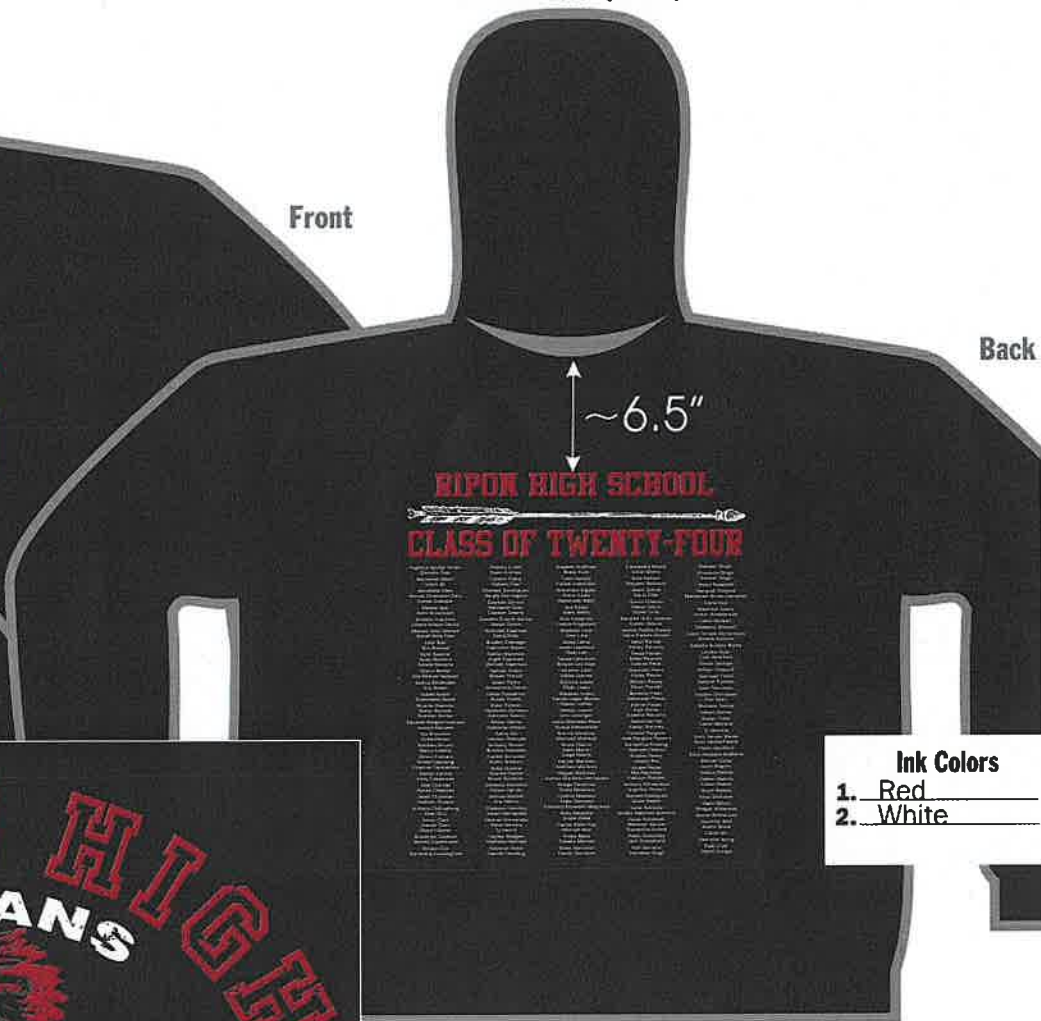
IZA Design Original: Our images cannot be copied or printed by any other person or company. Property of IZA Design.

**CUSTOM (11.5")**



- Ink Colors**
1. Red \_\_\_\_\_
  2. White \_\_\_\_\_

**CUSTOM (14")**



- Ink Colors**
1. Red \_\_\_\_\_
  2. White \_\_\_\_\_





# RIPON HIGH SCHOOL



## CLASS OF TWENTY-FOUR

Angelica Aguilar Torres	Priscila Curiel	Stephen Huffman	Cassandra Mount	Braydon Singh
Gabriela Alas	Owen Curtiss	Brady Hunt	Julian Myers	Khushdip Singh
Jennaveve Albert	Landon Darby	Cami Hutson	Kylie Nelson	Navreet Singh
Alizeh Ali	Natalie Diaz	Kailee Inderbitzin	Brayden Nickison	Jenna Skavdahl
Annabella Allen	Michael Dominguez	Alexandra Iniguez	Jesus Ochoa	Kamyrah Smejkal
Ahmad Almarwani Zaro	Sergio Dominguez	Alana Jones	Gavin Olds	Mackenzie Smits Campeau
Carlos Andrade	Dawson Donich	Harsimran Kaler	Gianni Orlando	David Ssu
Brooke Apu	Nathaniel Dorn	Ava Keast	Robyn Orlino	Madeline Staley
Aden Arounsack	Dawson Downs	Aiden Kelley	Skyler Ortiz	Jordan Stephenson
Anthony Arquines	Daniela Duarte Garcia	Kiya Kihlstrom	Escarlet Ortiz Jimenez	Cailin Stewart
Liliana Arroyo Garcia	Jordyn Dyson	Layton Krygsheld	Cohen Osburn	Madeline Stewart
Marcus Jose Atienza	Nicholas Eastman	Madison Lane	Janelle Padilla Espejo	Casey Stingle McCormack
Daniel Avila Rios	David Eddy	John Lara	Dario Parenti Gomez	Aliesha Sullivan
Luke Bair	Bradley Eldredge	Aidan Latno	Alexzi Parrish	Isabella Suriano Burris
Kira Basinal	Katherine Eskes	Jacob Lawrence	Ashley Parsons	Lilyana Svay
Kylie Basinal	Kaitlyn Espinola	Rudy Lee	Tessa Partan	Cole Swafford
Israel Becerra	Angel Espinoza	Taysia Lehmkuhl	David Peacock	Edson Tarango
Natalie Becerra	Michael Espinoza	Brayan Lira Islas	Gabriel Peral	William Tarasoff
Gianni Beeler	Aaliyah Evans	Jeremie Little	Alejandra Perez	Jashnoor Thind
Mia Beltran Vazquez	Mason Ferrulli	Niklas Llamas	Hailey Peters	Ashlynn Thomas
Joshua Benevides	Adam Fierro	Dominic Lopez	William Peters	Jade Thommes
Eric Bowie	Annastacia Fisher	Elijah Lopez	Ethan Pieretti	Hayden Thompson
Isaiah Bowie	Devin Fitzpatrick	Madison Lopez	Beatrice Pirani	Eric Tobin
Quarmaine Bowie	Austin Foster	Daniel Lopez Monroy	Vanessah Ponce	Monique Toledo
Ricardo Brandau	Kylee Fullmer	Marco Loredo	Esther Posas	Leilani Torres
Maryn Brenner	Alejandro Gamboa	Marco Lozano	Kyle Prime	Bradyn Trask
Brandon Bretao	Gabryela Garcia	Levi Lundrygan	Isabella Racacho	David Valencia
Eduardo Bridges Sanchez	Renzo Garcia	Lucia Machado Perez	Jasminder Rai	Ty Valencia
Joseph Brizuela	Gabriella Gibson	Alyssa Manchester	Evelyn Ramirez	Emily Vander Weide
Ava Brocchini	Sahaj Gill	Sienna Mancuso	Octavio Raygoza	Sean VanDerPaardt
Kylee Brown	Landon Gillespie	Marquell Marshall	Jose Raygoza Romero	Halley VanHees
Kaiden Bryant	Anthony Gomez	Brock Martin	Samantha Reading	Erica Verduzco Baltierra
Marco Cabello	Brenda Gonzalez	Katie Martin	Spencer Redula	Manuel Vieira
Allison Camara	Kaylee Gonzalez	Saige Martin	Bradley Reedy	Lucie Wagner
Amara Capulong	Audry Granum	Aaliyah Martinez	Johnny Rey	Joshua Waltrip
Kharime Caratachea	Sofia Gravina	Matthew Martinez	Aimee Reyes	Gideon Waters
Ashtyn Carrick	Andrew Gunter	Miguel Martinez	Mia Reynolds	Colton Weber
Emily Castaneda	Bryce Gutierrez	Joanna Martinez Hernandez	Kathryn Rhodes	Bryce Weeks
Jaya Chandar	Vanessa Gutierrez	Braige Medeiros	Anthony Richardson	Kaya Whittaker
Alyssa Chapman	Alyson Harvey	Tildon Medeiros	Angelina Rickert	Owen Wilbur
Jacob Chapman	Joshua Haslett	Cynthia Medrano	Samuel Rodriguez	Reagan Wilkerson
Addison Chavez	Ana Helms	Aiden Meineke	Wade Sadler	Jaycee Wilmshurst
Anthony Chittaphong	Madison Hendley	Gabriella Elizabeth Melgarejo	Isaac Saldana	Kourtney Wolf
Evan Chu	Julian Hernandez	Riley Menefee	Amaris Sanchez Guerrero	Austin Wood
Aaron Clark	Valente Hernandez	Drake Metal	Isaac Sandoval	Calvin Wu
Xzavier Clark	Peter Herrera	Payton Miller Kay	Mansoor Sarwar	Gabriella Young
Maya Clayton	Ty Herrin	Michael Moe	Samantha Scheid	Faith Yuen
Brooklynn Cockriel	Kaylee Hodges	Andre Mora	Haley Schmidke	Nayeli Zuniga
Andrew Copenhaver	Matthew Hofstad	Tatiana Moreno	Jack Schoolland	
Bryson Cox	Anniston Holck	Brian Mortimer	Ivan Serrano	
Samantha Cunningham	Natalie Hoveling	Daniel Mortimer	Arshdeep Singh	



## EVENT INFORMATION

**Pending**

<b>Submitted</b>	06/21/2023 05:27 PM		
<b>Site</b>	Ripon High School	<b>Space</b>	N. Gym Foyer
<b>Group</b>	RHS Student Council	<b>Address</b>	301 N. Acacia Avenue Ripon, CA 95366
<b>Phone</b>	(209)599-4287	<b>Event Name</b>	Spirit/Class Clothing Sales to the Student Body
<b>Date/Time</b>	08/02/2023 07:00 AM - 08/02/2023 12:00 PM		
<b>Actual Event Date/Time</b>	08/02/2023 07:00 AM - 08/02/2023 12:00 PM		
<b>All Occurrences</b>	Pending 08/02/2023, 08/03/2023		
<b>Event Notes</b>			

## Additional Information

<b>Is this a Fundraising Activity?</b>	Yes	<b>Total Estimated Attendance</b>	500
<b>Purpose of Activity</b>	Spirit Gear	<b>Sponsoring Organization</b>	Student Council

## Equipment

<b># of Chairs / Notes</b>		<b># of Tables / Notes</b>	
<b>Other Equipment Needed</b>			

## Personnel

<b>Custodial / Notes</b>	No
--------------------------	----

## Doors To Be Opened

<b>Snack Bar</b>	No	<b>Open (Unlock) - Specify Time (AM/PM)</b>	7am
<b>Restrooms - Specify Location</b>	North Gym		

## APPROVAL HISTORY

Tammy Paxton on 07/17/2023 10:30 AM  
 Tammy Paxton on 07/28/2023 08:03 AM  
 Tammy Paxton on 07/28/2023 08:03 AM

