

Leadership Procedure Form

Activity: Winter Formal

Person(s) in Charge: Sophomore Class OFFICERS
plus sophomore class

Team Members: Claire M, Ximena D., Gira G, Mina A., Sofia G, Nate C, Gabby C, Elias R

Date of Event: December 3rd, 2022 12/03/22

**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: 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: 29 /30 (point value can change due to activity)

AD Evaluation of Execution of Event Score: 10 /10

Total Points/Final Score: 99 /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.	09/06/22	4 /4
Message Purpose	<p>Explain the message/purpose of this activity here: Winter Formal is a dance hosted by the sophomore class to make students feel appreciated, excited, and captivated. Dances give students a creative outlet for ideas and feelings, promoting growth and love within our student body. Winter Formal is a night for students to get involved and make memories they will forever cherish (or on the contrary, be embarrassed of).</p>	10/18/22	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 will give to the student body by providing great publicity. For instance, we publicized Formal early on in the year with a class account and lots of posters.</p> <p>We also gave out sunglasses for free which served to be quite popular among the students. We then asked our student body and staff to buy tickets and attend the dance. Lastly, we gave our students and staff a great formal, filled with memories and lots of fun. \checkmark</p>	10/18/22	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"> 1. Appreciated 2. Excited 3. Captivated 	10/18/22	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...	12/1/22	20 /20
Complete Leadership Procedure Form	Complete the Leadership Activity Event Procedure Form according the regulations and required paperwork along with signatures for RHS.	12/5/22	1 /1
Gratitude	Thank you cards done, must be completed and turned in at the time of the procedure form due date.	12/5/22	5 /5
Evaluate Event	Complete an After Action Report (AAR)	12/5/22	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?

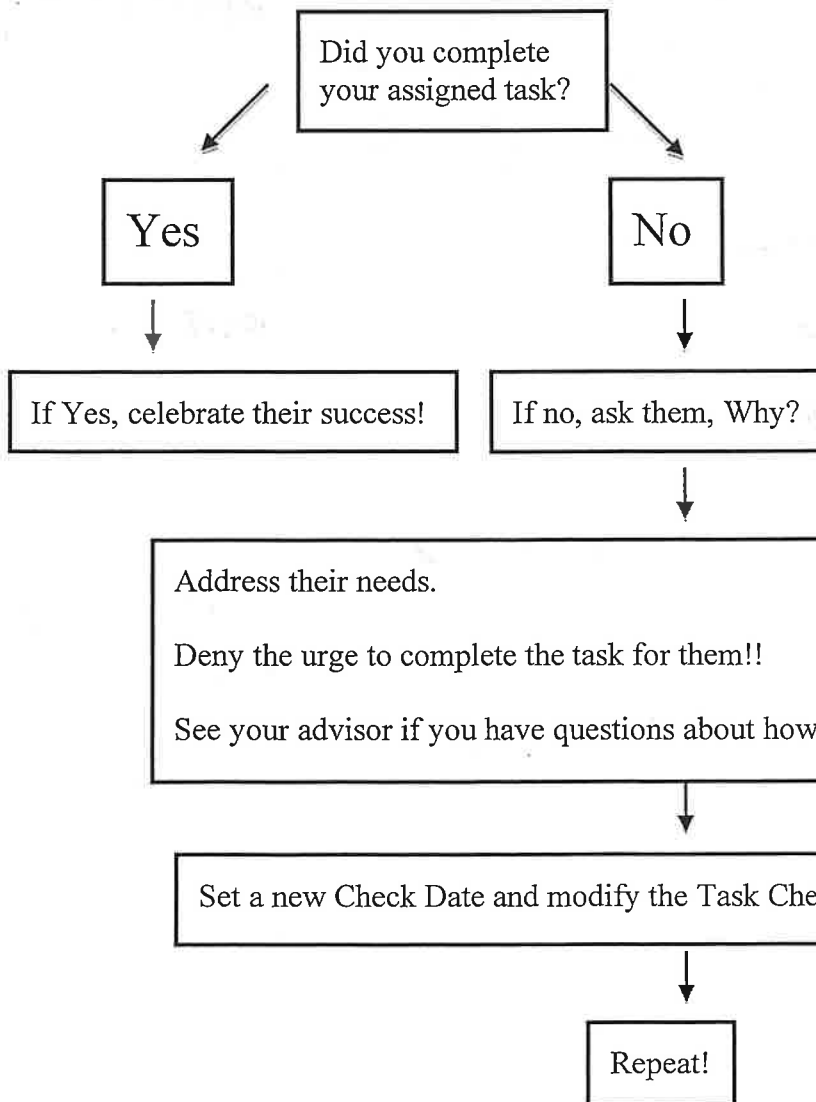
Being a Team Member is about contributing and completing.
Being a Team Leader is about facilitating, delegating, supporting, and celebrating.

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 group 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: Winter Formal Event Date: 12/03/22

Event Location: Ripon High - multiuse building

Brief Description of Event:
Winter Formal is an event to bring students together and
enjoy a day to themselves. It's a day to get out of ones comfort zone, and simply
have fun.

Toolbox for event (supplies needed) Dj, Leonard Photography, Lights, curtains, red carpet, red
tassels, LED balloons, hanging stars,

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

Welcome / Greeting	Main Attraction	Close/Shut Down
<p style="text-align: center;">BUILD TRUST</p> <p>we will build trust by having lots of publicity to create friendly reminders for upcoming events. We also built trust by giving out glasses at ticket sales which everyone seemed to love.</p>	<p style="text-align: center;">GIVE</p> <p>We gave our student body an amazing formal which incorporated a Dj, photography, and simply having a great time.</p>	<p style="text-align: center;">BENEFIT</p> <p>Not only did we gain lots of money, but our student body truly enjoyed formal and we recieved lots of thanks. Our relationship with the student body also strengthened.</p>

STEP 3: Team Leader Check In with your advisor



Task	Who	Due Date	Done Yes or No	Notes
Request service for Dj	Ximena	August 28 2022 8/28/22	yes	Ximena requested through a form
Create a copy of the contract and send to Davina	Ximena	August 28 2022 8/28/22	yes	This helped throughout organization and communication with Sounds in motion
Guest Passes Announcement	Ximena	8/31/22	yes	
Ask for Lighting services	Ximena	September 9/6/22	yes	
Make Guest Passes	Ximena	9/6/22	yes	Guest passes due Also publicized 11/1/22
Make Winter Formal Account	Ximena	9/6/22	yes	Formal account made on 9/6/22 and first published on 9/8/22 First publicity sent through the account 11/1/22
Request pricing for three different types of lighting	Ximena	9/10/22	yes	

Pick lighting for Winter formal	Claire	9/14/22	yes	
Request 12 of the Uplighting	Ximena	9/15/22	yes	
Copy of contract for lighting	Ximena	9/15/22	yes	
Forward Mrs. Ochoa contract	Ximena	9/19/22	yes	
Email Sounds and Motion -Money	Ximena	9/23/22	yes	
Reach out to events 22	Claire	9/28/22	yes	
Email Sounds and Motion Music INFO	Ximena	10/23/22		
Make Playlist for Formal	Ximena	10/25/22		
Send Layout to Events 22	Claire	10/13/22	yes	
Call Events 22	Gia	10/26/22	yes	
Create layout for decorations	Gia	10/26/22	yes	
Measure MUB	Mina	10/26/22	yes	

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Request pricing for three different types of lighting	Ximena	9/10/22	yes	

Publicity for ticket sales	Mina			
Email Events 22	Gia	10/29/22	yes	
Email Morty, Mrs. Ochoa, and the class minutes	Gia	10/27/22	yes	
Publicity for Theme reveal	Mina	11/1/22	yes	
Publicity for Guest Passes	Ximena	11/1/22	yes	
Call Events 22	Gia	11/1/22		
Turn in PO for Decorations	Gia	11/1/22	yes	
Create Announcement Document	Ximena	11/1/22	yes	
Discuss budget with Events 22	Gia	11/1/22	yes	Discussed over email how payment was going to be received and what we wanted
Announcements for theme reveal and guest passes read	Ximena	11/2/22	yes	
Finalize payment and	Gia	11/2/22	yes	

copies for events 22				
Email sounds and Motion for music suggestions	Ximena	11/7/22	yes	Created a google form
Turn in PO	Gia	11/8/22	yes	
Print out PO information	Gia	11/8/22	yes	
Water Donations Google Form	Claire	11/9/22	yes	
Staff Procedure form for Dance	Ximena	11/7/22	yes	
Email events 22	Gia	11/10/22	yes	
Spreadsheet for ticket sales	Ximena	11/28/22	yes	
Email Dj regarding playlist	Ximena	11/29/22	yes	
Make google form for playlist	Ximena	9/8/22	yes	
Announcement for guest	Ximena	9/1/22	yes	

Publicity for ticket sales	Mina			
Email Events 22	Gia	10/29/22	yes	
Email Morty, Mrs. Ochoa, and the class minutes	Gia	10/27/22	yes	
Publicity for Theme reveal	Mina	11/1/22	yes	
Publicity for Guest Passes	Ximena	11/1/22	yes	
Call Events 22	Gia	11/1/22		
Turn in PO for Decorations	Gia	11/1/22	yes	
Create Announcement Document	Ximena	11/1/22	yes	
Discuss budget with Events 22	Gia	11/1/22	yes	Discussed over email how payment was going to be received and what we wanted
Announcements for theme reveal and guest passes read	Ximena	11/2/22	yes	
Finalize payment and	Gia	11/2/22	yes	

passes				
Social Media reminder for Guest Passes	Mina	11/24/22	yes	
Check in with Ochoa regarding day of preparations	Claire	12/1/22	yes	
Social Media Reminder for Ticket Purchase and Dance Entry	Mina	12/3/22	yes	
Take home all decorations	Gia	12/3/22	yes	
Thank you Cards	Gia	12/5/22	yes	Mrs. Ochoa Morty Mr. and Mrs. Grewal for lights DJ Leonard Photography Davina (all teachers) Mr. Musseman-back doors Mr. C-worked door Vasche-cashbox and security Officer West-security Mr.B-worked door Mrs. P-door Ms. O-door Mr. Saenz- Back doors

				Mr. Williams- back doors Mr. bowers-back doors Dance Floor- Mr. Herrin, Musseman Sophomore Class Clean up crew: Leadership class
Count day of purchases	Gia	12/5/22	yes	

passes				
Social Media reminder for Guest Passes	Mina	11/24/22	yes	
Check in with Ochoa regarding day of preparations	Claire	12/1/22	yes	
Social Media Reminder for Ticket Purchase and Dance Entry	Mina	12/3/22	yes	
Take home all decorations	Gia	12/3/22	yes	
Thank you Cards	Gia	12/5/22	yes	Mrs. Ochoa Morty Mr. and Mrs. Grewal for lights DJ Leonard Photography Davina (all teachers) Mr. Musseman-back doors Mr. C-worked door Vasche-cashbox and security Officer West-security Mr.B-worked door Mrs. P-door Ms. O-door Mr. Saenz- Back doors

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.

How To

1. Contact DJ

- a. Sounds and Motion- Ximena
- b. Stay in touch through email
 - i. Discuss Pricing with officers and class
- c. Create copy of contract
- d. Put in Purchase order for DJ
 - i. Keep a copy of Purchase Order for Procedure Form
- e. Email Dj playlist
 - i. Take suggestions for playlist from classes
 - ii. Publicity post for playlist

2. Contact Events 22

- a. Document of what we want emailed
- b. Finalize decorations in looking at our budget: 4
- c. Finalize payment methods
- d. Create copies of signed contract, payment, and emails

3. Decorations for Winter Formal

- a. Measure the M.U.B to get idea of size reference and what we want
 - i. Layout
- b. Create a design
- c. Create list of decorations needed
 - i. List: 1 pack of lights, a pack of hanging stars, 4 glitter curtains, table cloths(red and black), Block Letters(RHS), Random Hanging Decorations, Tape, Paparazzi Backdrop, gold string backdrop, posters, 4 Velvet Ropes,

4. Publicity

- a. Theme Reveal
- b. Guest passes
 - i. Due
- c. Ticket sales 11/28-11/32
- d. Ticket Sale requirements

- e. Formal dates; free tickets
 - i. Most likes wins free tickets
- f. Dance requirements
 - i. Eligibility and I.D

5. Day Of

- a. Bring Day of Decorations
 - i. Tape, Scissors, Lights,
- b. Set up
 - i. Balloon arch
 - ii. Black Triangles
 - iii. Lights
 - iv. Curtains
 - v. Balloons
 - vi. Smaller Decorations
- c. Remind to bring water
- d. Get Master Key from Shawna
 - i. Used for Multi Use building, Ochoa's room, and the storage room
- e. Clean Up
 - i. Trash Cans emptied
 - ii. Take recycling out
 - iii. Take down all Decorations
 - 1. Lights
 - 2. Posters
 - 3. Balloons
 - 4. Stars
 - 5. Curtains
 - 6. Tape
 - iv. Clean and Sweep Floors
 - v. Push Triangles forward
 - vi. Ask Environmental if they want empty water bottles
 - vii. Thank You Cards

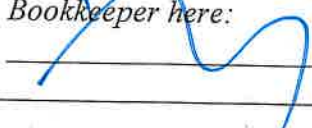
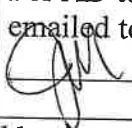


How To

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 - i. Due
 - c. Ticket sales 11/28-11/32
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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>Winter Formal</u>		Date of Event: <u>12/3/2022</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)	1 point	0/1	Copy? Ms. Ochoa submitted
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>Gia Greixal</u> b. <u>9/28, 10/31</u> c. <u>[Signature]</u> Must be signed off by the ASB Bookkeeper here: *A copy must be provided an attached to this form.	4 points	4/4	We had multiple purchase orders. One for the DJ and one for decorations.
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>11/1, 11/3, 11/28, 11/29 By Ximena</u> b. <u>11/1, 11/3, 11/28, 11/29 By [Signature]</u> * A copy of all announcements must be attached to this form! c. <u>11/1, 11/3, 11/28, 11/29</u> d. <u>11/2-4, 11/7-10, 11/28-30 12/1-2</u>	5 points	5/5	Ximena wrote all of the announcements.
6. Publicity a. Form of publicity used b. Date publicity put up & by whom	a. <u>We used posts, stories, & posters</u> b. <u>Put up by Mina, Claire & Ximena</u> From 11/1 - 12/10	2 points	2/2	Mina did a great job with publicity
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>11/25/22</u> b. <u>11/25/22</u> c. <u>11/25/22</u>	3 points	3/3	We had a cashbox for ticket sales week of 11/28 - 12/3

		<p>Must be signed off by the ASB Bookkeeper here:</p> 			
8.	Dance Forms (if applicable)		6 points	6/6	
	<p>- Dance Procedure Form: Get from the Vice Principal</p> <p>a. Date form is picked up b. Date form is complete c. Date turned into the attendance office</p>	<p>a. <u>10/28/22</u></p> <p>b. <u>11/10/22</u></p> <p>c. <u>11/10/22</u></p> <p>*please include a copy of completed form</p>			
	<p>- DJ: Sounds in Motion 522-5999</p> <p>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</p>	<p>a. <u>8/28/22 - Ximena</u></p> <p>b. <u>9/23/22</u></p> <p>c. <u>11/23/22</u></p>			
9.	Minutes:		3 points	3/3	
	<p>a. Date of meeting & location b. Date minutes emailed to AD</p>	<p>a. <u>Mrs. Ochdas room and library</u></p> <p>b. <u>9/6, 10/24, 11/10</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> 			
	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:			29/30	Grade:

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.

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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)	1 point	0/1	Copy? Ms. Ochoa submitted
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>Gia Greuzal</u> b. <u>9/28, 10/31</u> c. <u>[Signature]</u> <i>Must be signed off by the ASB Bookkeeper here:</i> *A copy must be provided an attached to this form.	4 points	4/4	We had multiple purchase orders. One for the DJ and one for decorations.
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>11/1, 11/3, 11/28, 11/29 By Ximena</u> b. <u>11/1, 11/3, 11/28, 11/29 By [Signature]</u> * A copy of all announcements must be attached to this form! c. <u>11/1, 11/3, 11/28, 11/29</u> d. <u>11/2-4, 11/7-10, 11/28-30 12/1-2</u>	5 points	5/5	Ximena wrote all of the announcements.
6.	Publicity a. Form of publicity used b. Date publicity put up & by whom	a. <u>We used posts, stories, & posters</u> b. <u>Put up by Minda, Claire & Ximena</u> From <u>11/1 - 12/10</u>	2 points	2/2	Minda did a great job with publicity
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>11/25/22</u> b. <u>11/25/22</u> c. <u>11/25/22</u>	3 points	3/3	We had a cashbox for ticket sales week of 11/28 - 12/3

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>
<p>What worked was the communication throughout the span of winter formal. We booked our DJ before the school year started and got in contact with Leonard photography - what also worked was our publicity. We created a class formal account, keeping school and staff updated on formal information. Our formal account was crucial in the process of this event communication with one another was also important in the span of time needed to plan winter formal. We were better this time around in communication but its always difficult to incorporate everyones busy schedules in planning formal. We should definitely socialize formal the same way again and maybe do a few more instagram shorts as well. Having various backdrops for formal was also helpful in shortening wait hours for Leonard photography. Overall, we gained the trust of the student body and our staff.</p>	<p>Yes, we did build trust amongst our student body. We gave our student body great, friendly reminders and publicity for formal. We also gave them free glasses during ticket sales. Then, we asked our student body to buy a ticket for formal and attend our event. At the end, we gave our students and staff an enjoyable winter formal filled with lots of memories and simply having a great time.</p>

Score your event - 1 being poor, 10 being great **8.5/10**

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

We would like to have better communication with our advisor and a little more time to set up winter formal.

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>	

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: Sophomore Officers

Date: 11/7/22

Event: Winter Formal

Requesters Name: Gia

Description of Product for Purchase:	Quantity	Unit Price	Amount
Balloon Wall	x 1	\$1575.00	\$590 \$580.00

Requesting a:

Purchase Order

Check

Payable to: Events 22

Address: 202 E Main St, Ripon,
CA 95366

Return to me by this date: ASAP
OR Other Directions: (please circle): Mail Check

Ordering Uniforms – Uniforms **MUST** be approved by Principal or Athletic Director **BEFORE** ordering
Date _____

Approved budget on file – available funds verified by _____
Principal or Athletic Director Signature
ASB Bookkeeper

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

Coach/Advisor: _____ Date 11/7/22

Activities/Athletic Director: _____ Date 11/7/22

Student Officer: _____ Date 11/7/22
(President/Treasurer of club/organization or ASB Treasurer)

Principal: _____ Date 11/7/22

Office Use Only

PO # _____

Check # _____

Date Paid: _____

Amount Paid: _____

Student Body Purchase Order/Requisition Form

(ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASED)

Student Body Account: SOPHOMORE OFFICERS

Date: 9/28/22

Event: Winter Formal

Requesters Name: Gia G

Description of Product for Purchase:	Quantity	Unit Price	Amount
Check for DJ, sound and motion	1	1415.00	\$1,415.00

Requesting a:

Purchase Order

Check

Payable to: Sounds and Motion
Address: 931 10th St, Modesto
CA 95354

Return to me by this date: ASAP
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

OR

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

Coach/Advisor: [Signature] Date 9/28/22

Activities/Athletic Director: [Signature] Date 9/28/22

Student Officer: [Signature] Date 9/28/22
(President/Treasurer of club/organization or ASB Treasurer)

Principal: _____ Date 9/28/22

Office Use Only

PO # _____

Check # _____

Date Paid: _____

Amount Paid: _____

Ripon High School Cash Box Request Form

Name of Activity Winter Formal
Date & Time of Activity Dec. 03, 2022 7-10 pm
Group Organizing the Event C/O '25
Advisor In Charge Sylvia Ochoa
Contact Person Ximena Del Toro
When is Cash Box Needed Nov 28-30/Dec 1-2
Receipt Book or Tickets Needed n/a
How Much Change Needed in Cash Box \$150.00
How much are you charging for admittance, products, etc.
\$25 per ticket, NO ASB

Amount of cash issued

\$0.25 -	_____
\$1.00 -	_____
\$5.00 -	_____
\$10.00 -	_____
Total:	_____

Approved By [Signature]
Activities/Athletic Director
Principal _____

This form MUST be approved and turned in to the Bookkeeper by NOON of the day to allow time for...

01001
DOC NUMBER
714
Rep
Term

Sophomore Officers, Class

Advisor

09/06/22

Meeting Motioned at 12:25 by Sylvia Ochoa
All Members Present

Winter formal

1. **DJ**
 - a. Ximena has contacted sounds and motion
 - i. Emailed- will get back to us on Thursday
 - ii. \$995 total amount for DJ
 - b. Ask Sounds and Motion for Lights- Ximena
 - i. Additional costs will vary
2. **Location**
 - a. Facility form is yet to be turned in- Mrs. Ochoa will talk to Morty
 - i. But formal will be located in the MUB
3. **Set up**
 - a. Section off the MUB- have it a bit bigger than the neon dance
 - b. Tables were brought up into discussion
 - i. Final decision- NO tables
 - ii. Might set up tables in the foyer for those really tired
 - c. ***Time is from 7-10 pm***
4. **Professional pictures**
 - a. Claire will Contact Leonard Photography with the date, location, time, and theme
5. **Decorations and theme**
 - a. Theme: Hollywood-
 - i. Two choices for name; RHS walk of fame or RHS Walks The Red Carpet
 - b. Decorations
 - i. Red carpet
 - ii. Red carpet backdrop
 1. Silhouettes of photographers
 2. RHS backdrop
 - iii. Backdrop- call **events 22** for professional backdrop
 - iv. Disco ball
 - v. Giant letters
 - vi. Use last years hollywood theme deco

- vii. Spotlight Lights
- viii. Balloon arch?

6. Chaperons/ help

- a. Mina will email school advisors for chaperons
- b. Update- Mina has verified that William, Pendelton, Herris, Bowers, and Bowers wife can chaperon

7. Food/ drinks

- a. No food
 - i. Hazard and creates a mess
- b. Water
 - i. Small bottles
 - 1. Smaller bottles are more expensive
 - ii. Have *fancy* plastic cups only for those who paid for ticket ahead of time-scratch
 - iii. Water dispenser with paper cups
 - 1. Need donations for water jugs and a dispenser
 - 2. Ask local businesses like savemart for donations
 - 3. Ask booster club for donations for class of 2025 but it may be problematic- would have to clarify with Morty

8. Publicity- Mina

- a. Music suggestions
- b. Submissions and proposals
- c. Dance rules- dress code, masks...
- d. Ticket sales
- e. Sophomores last year announced theme on October 9th
- f. Announcements

9. Ticket Sales

- a. Price:
 - i. \$25 per ticket
 - ii. No ASB
- b. Must be eligible to attend dance
- c. Google forms will be made for purchase and record of dance tickets- Ximena
- d. There will be a list for students of RHS in alphabetical order
 - i. Separate list for guests attending winter formal
- e. Wristbands will be given at the door
 - i. Need to check with Morty if we have wristbands
 - 1. If not, we need a PO for wristbands

Adjourned at 12: 49

Sophomore Officers, Class

Advisor

09/06/22

Meeting Motioned at 12:25 by Sylvia Ochoa

All Members Present

Winter formal

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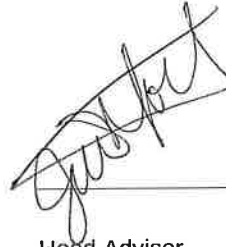
Approval of Minutes



Sophomore Administrative Assistant



Sophomore President



Head Advisor

Sophomore Officers, Class

Advisor

10/24/22

Meeting Motioned at 12:25 by Sylvia Ochoa

All Members Present

1. Facility Form

- a. Ochoa has filled it out but is still pending

2. DJ

- a. Dj is confirmed- Sounds and Motions
 - i. They're providing music and lighting
 - 1. Total= \$1415
 - ii. Create Playlist for songs- but not guaranteed
 - 1. Must have song playlist
 - a. 2-3 slow songs
 - 2. Do not play song playlist
 - a. Create Playlist- Ximena/Claire

3. Decorations

- a. Events 22
 - i. Stand up lights
 - ii. Might look into different decoration company
- b. Photography- Leonard Photography- FREE
 - i. Area has to be sectioned off
 - ii. They will supply backdrop and red carpet

4. Publicity

- a. Photoshoot publicity 10/25/22 after school at
 - i. Claire, Ximena, Gia, and Elias
 - ii. Used on posters and online platforms
- b. November 1st- Theme, Date, Time, Location(In the Mub) released as publicity
- c. Publicity for guest passes
- d. Publicity to send in proposal photos
- e. Publicity for Winter Formal theme video/reel
- f. Publicity for ticket sales sent out two weeks before
 - i. Ticket sales: 28th, 29th, 30th, 1st, 2nd
 - 1. Each ticket is \$25
 - 2. \$30-35 at the door

- ii. Announcements for ticket sales
- g. Class Winter Formal Account
 - i. Under Ximenas phone number- shared at beginning of the year
 - 1. Create a save the picture post with all information
 - a. Six Picture Grid

5. Organization

- a. Water donations from the class
 - i. Up to 15
- b. Tables in the foye for personal items
 - i. Sign- " Not responsible for anything if taken"
- c. Doors close for the dance- 8:30-9:00
 - i. Cannot leave the campus
 - ii. There will be chaperons outside

6. Purchase Orders

- a. Separate day to meet up and do a purchase order- decorations
- b. Hand out Boas, boeties, or glasses

7. Winter Royalty

- a. One student chose through raffle
 - i. Each student gets a ticket
 - 1. One ticket is chose as the winter royalty
 - ii. Wlnner announced at 9:00
 - iii. Prize: Movie gift card, popcorn bucket (Candy, Popcorn), picture frame, candy...

Adjourned at 12:47 p.m

Approval of Minutes





Sophomore Administrative Assistant

Sophomore President

Head Advisor

Sophomore Officers, Class

Advisor

10/24/22

Meeting Motioned at 12:25 by Sylvia Ochoa
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Sophomore Officers, Class

Advisor

11/10/22

Meeting Motioned at 12:25 by Sylvia Ochoa
Claire Morris, Gia Grewal, Mina Armanious

1. Facility Form

- a. Approved and copy will be sent through email
 - i. Copy sent

2. DJ

- a. Approved- payment will be mailed

3. Decorations

- a. All Po's have been turned in
 - i. All decorations have arrived
- b. Leonard photography has sent all flyers
- c. Posters will be hung throughout school 11/10/22
- d. Dividers needed- Maintenance request must be filled out
 - i. Mrs.Ochoa requested maintenance
 - ii. Copy has been shared

4. Publicity

- a. Photoshoot is done and posters have arrived
 - i. 11/10/22
- b. Theme, Date, Time, Location(In the Mub) released as publicity
- c. Publicity for guest passes released
- d. Publicity to send in proposal photos released
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 - ii. Announcements for ticket sales sent out and released
- g. Class Winter Formal Account
 - i. Under Ximenas phone number- shared at beginning of the year
 - 1. Create a save the picture post with all information
 - a. Six Picture Grid- did not do
 - 2. Proposals posted

5. Organization

- a. Water donations from the class
 - i. Up to 15- we got some water donations
 - ii. Claire sent out form on classroom
- b. Tables in the foye for personal items
 - i. ~~Sign - "Not responsible for anything if taken"~~
 - 1. NO TABLE ANYMORE
- c. Doors close for the dance- 8:30-9:00
 - i. Cannot leave the campus
 - ii. There will be chaperons outside
- d. Request balloon arch- Do that Friday or the day of in the morning

6. Purchase Orders

- a. Po's filled out and everything has arrived

7. Winter Royalty

- a. One student chose through raffle
 - i. Each student gets a ticket
 - 1. One ticket is chose as the winter royalty
 - ii. Winner announced at 9:00
 - iii. Prize: Movie gift card, popcorn bucket (Candy, Popcorn), picture frame, candy...
 - 1. Prizes have arrived

8. Tickets free


- a. Sober grad
 - i. 2 people: Grace Garza winner of two winter formal tickets

Adjourned at 12:48 p.m

Approval of Minutes



Sophomore Administrative Assistant



Sophomore President



Head Advisor

Sophomore Officers, Class

Advisor

11/10/22

Meeting Motioned at 12:25 by Sylvia Ochoa

Claire Morris, Gia Grewal, Mina Armanious

1. Facility Form

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 - 1. Create a save the picture post with all information
 - a. Six Picture Grid- did not do
 - 2. Proposals posted

Announcements

Turned in: November 1

Turned in by: Ximena

To be read on: Nov 2- 4

“Hey, Ripon High! Winter formal is officially a month away. Winter formal is on December 3 from 7-10 pm in the mub. Guest passes are available in the attendance office and are due November 25. Send in your proposals to @rhsformal2022 for a chance to win free tickets for you and your date. Visit our Instagram to see more information.”

Turned in: November 3

Turned in by: Ximena

To be read on: Nov 7-16

“Hey, Ripon High! Winter formal is officially less than a month away. Winter formal is on December 3 from 7-10 pm in the mub. Guest passes are available in the attendance office and are due November 28. Keep sending in your proposals to @rhsformal2022 for the chance to win free tickets for you and your date. Visit our Instagram to see more information.”

Turned in: November 3

Turned in by: Ximena

To be read on: Nov 17

“Hey, Ripon High! Winter formal is coming up on December 3 in the mub from 7-10 pm. Keep sending in your proposals to @rhsformal2022 for a chance to receive free tickets for you and your date, we will soon be announcing the winners, so make sure you send in your proposals. Guest passes are due Monday, November 28, so please ensure you have them completed and turned in, we will **not** be accepting late guest passes. Ticket sales will be all week after Thanksgiving break, November 28-30, and December 1 and 2. Tickets will be sold at lunch in the student store for \$25 per ticket, ASB will not be accepted. Buy them now as they will be \$30 at the door. Tickets at the door will not be sold after 8 pm. Entry to the dance will not be permitted after 9 pm. You must be eligible for this dance and have a current school ID.”

Turned in: November 27

Turned in by: Ximena

To be read on: November 28

“Attention Ripon High Winter Formal is this Saturday! We have the winners for the best Winter Formal proposal. Our winners are Mateo Elisary and Kennedy Winter!. Please come to the student store during lunch this week to claim your tickets. Congrats! All guest passes are due today, make sure they are completed. We will **not** be accepting late passes. The dance will be in the mub from 7-10 pm. Tickets are being sold all of this week during lunch

in the student store. Tickets are \$25 each, ASB is not accepted. Tickets will be \$30 at the door. At-the-door tickets will not be sold after 8 pm. Entry to the dance will not be permitted after 9 pm. You must be eligible to attend and have a current school ID.”

Turned in: November 28

Turned in by: Ximena

To be read on: Nov. 28-30 Dec 1-2

“Winter formal is officially this week! The dance will be in the mub from 7-10 pm. Tickets are being sold all of this week during lunch in the student store. Tickets are \$25 each, ASB is not accepted. Tickets will be \$30 at the door. At-the-door tickets will not be sold after 8 pm. Entry to the dance will not be permitted after 9 pm. You must be eligible to attend and have a current school ID.

EMAILS

Winter Formal Inbox x

Sylvia Ochoa 8:21 PM (1 hour ago)
to William, Brock, Fidel, Bulmaro, Cole, Chad, Saenz, Ann, Christopher, Sergei, Ximena, Mina, Claire, me ▾

Hello Chaperones,

I'm sending an email to remind chaperones about the Winter Formal Dance this Saturday.

Please plan to arrive at the MUB by 6:30 pm at the latest.
I will need at least
Door: 4 chaperones to work the door for ticket check in.
Security: 2 on back door duty (inside) the MUB, one person each
Water table: 1 - 2
Dance floor rotations 1-2 chaperones

Then we can switch places if anyone decides they need a break from their post.

Please respond and let me know where you'd like to be stationed.

Thank you for your help!

LAYOUT Inbox x

Sylvia Ochoa <sochoa@riponusd.net>
to Mina, Claire, Ximena, me ▾

Hello Sophomores,

Please click this link and edit the layout

https://www.canva.com/design/DAF09LVMnWJ-4Cml3uyYwvT6xNDxqLjw/efi2utm_content=DAF09LVMnWJ&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

then let me know when it's ready and I can send the info to the photographer. They want to know where they should set up.

Thanks
Ms. Ochoa

Winter Formal Inbox x

Sylvia Ochoa <sochoa@riponusd.net> Wed, Sep 21, 11:51 AM ☆ ↶ ⋮
to Erin, Saenz, Fidel, Tammy, Bulmaro, Cole, Chad, Brock, Ann, Christopher, William, Sergei, boc: me ▾

Hello,

I wanted to send an email reminder to the Sophomore Advisors on behalf of the Sophomore leadership students. They are in need of Winter Formal chaperones, as Class Advisors students rely on your attendance.

Winter Formal will be held on campus on December 3rd. 7pm - 10:30pm. The Sophomore Leadership students will be visiting your classroom asking for chaperone signatures in the coming weeks.

Please let them know if there's a conflict, or reply to this email.

Thank you!
Sylvia

Sophomore Class Advisor List Inbox x

Sylvia Ochoa <sochoa@riponusd.net>
to Mina, Claire, me, Ximena ▾
Hi Mina,

Here's the list of the Sophomore class advisors.

Please also email these teachers regarding chaperoning the Winter Formal. The sooner they're booked with us the better.

Paris, Erin - 8023 A-BL Saenz, Jose - 8007 L-Me
Perez, Fidel - 8012 Bo-C0 Herrin, Brock-8018 Mo-OL
Awell, Tamara - 8013 Cr-E Pendleton, Ann-8069 Or-Q
Brlbiesca, Bulmaro-8014 F-Go Musseman, Chris - 8020 R-Sa
Williams, Cole-8005 Gr-He Bowers William - 8071 Se-Van
Poole, Chad-8016 Hi-K Samborski, Sergei - 8022 Vas-Z

Thank you,
Ms Ochoa

Announcements

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To be read on: Nov 2- 4

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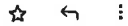
All Things Formal!

Inbox x



Claire Morris

1:20 PM (52 minutes ago)



to Sylvia, Ximena, me, Mina

Hi Mrs. Ochoa, I wanted to update you on our schedule for Saturday's Winter Formal. We're going to begin decorating at 8:00 in the morning, Morty said to estimate it will take around four hours or so. I will need to know if you'll be able to get a master key because access to the storage room and all parts of the MUB would be ideal. Photography will be getting there for set up at 6:00 and we aren't sure yet on the DJ, but Morty said they usually arrive about an hour prior to the dance. Will you be able to get to the gym at 6:00 for the services arriving? If not, then the students will need to show up instead since they cannot be left unattended. Morty said as for ticket sales at the door, you'll need to keep all guest passes you're given in case of emergency. Thank you!

-Claire Morris

SET UP	TIME IN	TIME OUT
LEADERSHIP	8:00 AM	12:00 PM
PHOTOGRAPH	5:30 PM	
DJ	6:00 PM	
WATER DELIVERY		
CHAPERONE DUTIES		
EVENT ARRIVAL	6:30 PM	
DOOR		
	MR. C Carnitas	
	MR. B	
	MRS. P Asada mild	
	MS. O	
DOOR SECURITY		
	VASCHE	

Publicity

Posts

formal guest passes

PASSES CAN BE FOUND IN THE ATTENDANCE OFFICE

IN ORDER FOR A GUEST FROM ANOTHER SCHOOL TO ATTEND, THIS FORM MUST BE COMPLETELY FILLED OUT AND TURNED IN BY FRIDAY NOVEMBER 25

Guest Must:

- Have an Eligible ID
- must Be between the ages of 14-20

IMPORTANT FORMAL REMINDERS!

DANCE STARTS AT 9:00 PM - 10:00 PM
DOORS CLOSE AT 9:00 PM

TICKETS AT THE DOOR WILL BE SOLD FOR \$50

TICKETS WILL STOP BEING SOLD AT 8:00 PM

MUST HAVE YOUR SCHOOL ID READY TO ENTER

WE STRAIDS MUST STAY ON AT ALL TIMES!

AT DOOR SALES!

IF YOU PLAN ON PURCHASING YOUR TICKET AT THE DOOR REMEMBER WE ONLY ACCEPT CASH AND CHECK!

TICKETS WILL BE \$50

Winter Formal Eligibility Reminders

REMINDER STUDENTS ALL ...

- FINEC
- DETENTIONS
- COUNSELING
- OR ANY LIBRARY FINES

MUST BE TAKEN CARE OF BEFORE PURCHASING A TICKET.

AFTER TAKEN CARE OF ANY FINES YOU MUST BRING ORANGE SLIP SIGNED AND RECEIPT IF YOU HAD FINES.

TICKETS WILL BE SOLD TODAY DURING LUNCH NOT AFTER SCHOOL!

HEY RHS!

*Bring
an
Umbrella!*

UNFORTUNATELY, DUE TO THE WEATHER WE RECOMMEND YOU BRING A COAT, UMBRELLA, OR SOMETHING TO STAY DRY BECAUSE OUR LINES TO ENTER THE DANCE WILL BE EXTEND OUTSIDE. SORRY FOR THE INCONVENIENCE!

REMINDER!

GET YOUR TICKETS!

TICKETS ARE \$25 ASB IS NOT ACCEPTED FOR THIS DANCE \$30 AT THE DOOR



TICKET SALES START TOMORROW
11/28 - 11/30 & 12/1-2


GUEST PASS REMINDER

REMINDER! Guest Passes for formal are due on November 28th if you plan on having a guest come to RHS Winter Formal

RIPON HIGH TAKES ON HOLLYWOOD!

WANT A SONG TO BE PLAYED? FILL OUT THE LINK IN OUR BIO!

***SUBMITTING A SONG DOES NOT GUARANTEE THAT IT WILL BE PLAYED



HEY RIPON HIGH

See you all there!

RIPON HIGH SCHOOL

Winter Formal will be on December 3rd 2022!

From 7:00pm - 10:00pm at the MUB

TICKETS WILL BE SOLD DURING LUNCH AT THE STUDENT STORE ON NOVEMBER 28-30 AND DECEMBER 1 & 2

TICKETS ARE:
\$25 - ASB WILL NOT BE ACCEPTED \$30 - AT THE DOOR
*cash for tickets is ok!

SEE YOU ALL THERE!

Mark your Calendars!

Ripon High Winter Formal

Saturday, December 3, 2022 7-10 pm

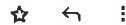
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Inbox x



Claire Morris

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Publicity

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formal guest passes

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DJ Contract and Information

Contract Number: 414483

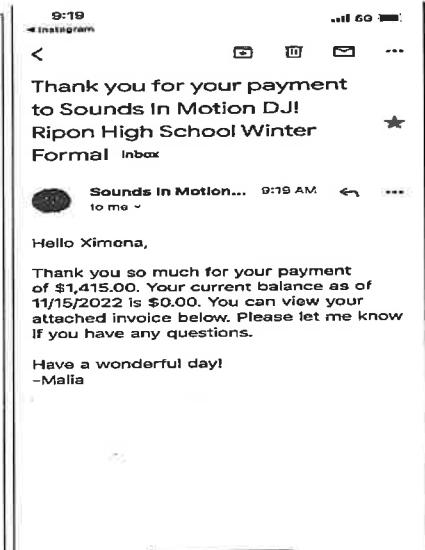
This contract between Ximena Del Toro hereinafter called "The Client" and Sounds In Motion reflects the terms and conditions set out below. The Client hereby agrees Sounds In Motion will provide services as described herein.

Event:	School Dance of Ripon High School Winter Formal	Venue:	Ripon High School 301 N Acacia Ave Ripon, CA 95366
		Second Venue (if applicable):	
		Time:	7:00 PM - 10:00 PM
Package:	3 Hour High School Formal (3 hour package) \$995.00		
Additional Hours Price:	\$200.00 per hour	Travel Fee:	\$0.00
Additional Services:	Modern Uplighting (12) - \$420.00	Contract Total:	\$1,415.00
		Deposit:	\$0.00
		Balance After Deposit:	\$1,415.00
		Balance Due Date:	14 days prior to Saturday, December 3, 2022

TERMS OF AGREEMENT:

Sounds In Motion reserves the right to terminate contracted services under the following conditions:

- Risk of injury to any Sounds In Motion employee.



Maintenance and Facility Form

EVENT INFORMATION

Site: Ripon High School, Spouse: Multi-Use Building, Address: 301 North Acacia Ave Ripon, CA 95366, Event Name: Winter Formal, Date/Time: 12/03/2022 10:00 AM - 12/03/2022 11:45 PM, Actual Event Date/Time: 12/03/2022 12:00 PM - 12/03/2022 11:45 PM, All Occurrences: Approved 12/03/2022, Event Notes: Set up time will be within window request.

Additional Information

Is this a Fundraising Activity? Yes: Sophomore Class Winter Formal, Total Estimated Attendance: 300, Purpose of Activity: Winter Formal Dance, Sponsoring Organization: Sophomore Class R/S

Equipment

of Chairs / Notes, # of Tables / Notes, Light Board, Podium / Notes, Projector / Notes, Screen / Notes, Other Equipment Being Brought, Other Equipment Needed, Microphone with Sound Board

Personnel

IT Support / Notes: No, Custodial / Notes: Yes, Food Service / Notes: No

Doors To Be Opened

Open (Unlock) - Specify Time (AM/PM): 10:00 AM, Restrooms - Specify Location: Foyer

INTERNAL NOTES

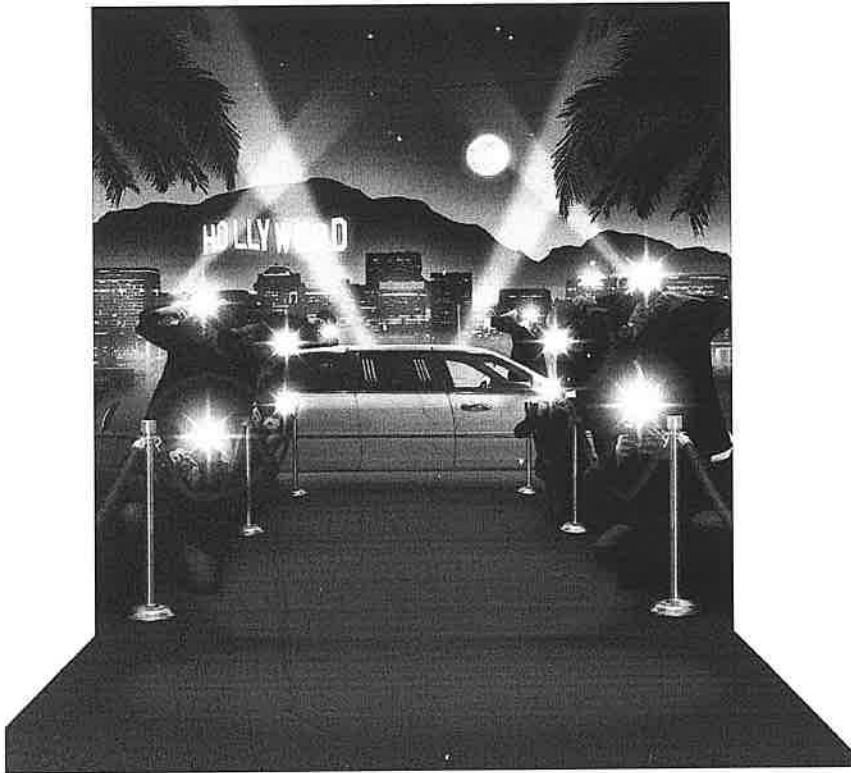
The approval path was changed by making approval paths, so the approval process for this request had been reset.



APPROVAL HISTORY

Jessy Landerville on 10/31/2022 05:43 AM
Keith Rangel on 11/02/2022 09:16 AM
Sally Anne Newhard on 11/02/2022 02:18 PM
Andy Strickland on 11/03/2022 05:07 AM

Backdrop for Photographer



DJ Contract and Information

Contract Number: 414453

This contract between Ximena Del Toro hereinafter called "The Client" and Sounds In Motion reflects the terms and conditions set out below. The Client hereby agrees Sounds In Motion will provide services as described herein.

Event:	School Dance of Ripon High School Winter Formal	Venue:	Ripon High School 301 N Acacia Ave Ripon, CA 95366
		Second Venue (if applicable):	
		Time:	7:00 PM - 10:00 PM
Package:	3 Hour High School Formal (3 hour package) \$995.00		
Additional Hosts Price:	\$200.00 per hour	Travel Fee:	\$0.00
Additional Services:	Modern Uplighting (12) - \$420.00	Contract Total:	\$1,415.00
		Deposit:	\$0.00
		Balance After Deposit:	\$1,415.00
		Balance Due Date:	14 days prior to Saturday, December 3, 2022

TERMS OF AGREEMENT:
Sounds In Motion reserves the right to terminate contracted services under the following conditions:

- Risk of injury to any Sounds In Motion employee.

9:19
Instagram

60

Thank you for your payment to Sounds In Motion DJ!
Ripon High School Winter Formal inbox

Sounds In Motion... 9:19 AM

Hello Ximena,

Thank you so much for your payment of \$1,415.00. Your current balance as of 11/15/2022 is \$0.00. You can view your attached invoice below. Please let me know if you have any questions.

Have a wonderful day!
-Malia

Maintenance and Facility Form

EVENT INFORMATION

Submitted: 11/03/2022 12:00 PM

Site:	Ripon High School	Space:	Multi-Use Building
Group:	RHS Sophomore Class	Address:	301 North Acacia Ave Ripon, CA 95366
Phone:	(209)968-2141	Event Name:	Winter Formal
Date/Time:	11/03/2022 10:00 AM - 12:00/2022 11:45 PM		
Actual Event Date/Time:	12/03/2022 12:00 PM - 12/03/2022 11:45 PM		
All Occurrences:	Approved 12/03/2022		
All Occurrences:	Approved Multi-Use Building, Multi-Use Building Foyer		
Event Notes:	Set up time will be within window request.		

Additional Information

Is this a Fundraising Activity?	Yes: Sophomore Class Winter Formal	Total Estimated Attendance:	300
Purpose of Activity:	Winter Formal Dance	Sponsoring Organization:	Sophomore Class RHS

Equipment

# of Chairs / Notes	# of Tables / Notes
Light Board	Podium / Notes
Projector / Notes	Screen / Notes
Other Equipment Bringing	Other Equipment Needed
Microphone with Sound Board	

Personnel

IT Support / Notes	No	Custodial / Notes	Yes
Food Service / Notes	No		

Doors To Be Opened

Open (Unlock) - Specify Time (AM/PM)	10:00 am	Restrooms - Specify Location	Foyer
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INTERNAL NOTES

The approval path was changed by multiple users, so the approval process for the request has been reset.

RESERVATION #8372 (11/03/2022 05:40 PM)

Open with Google Docs

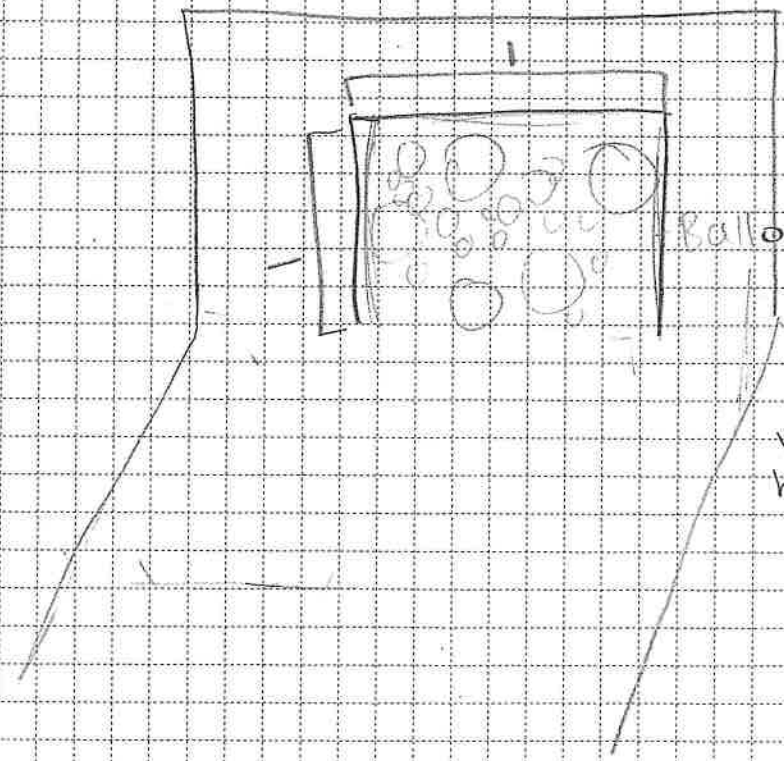
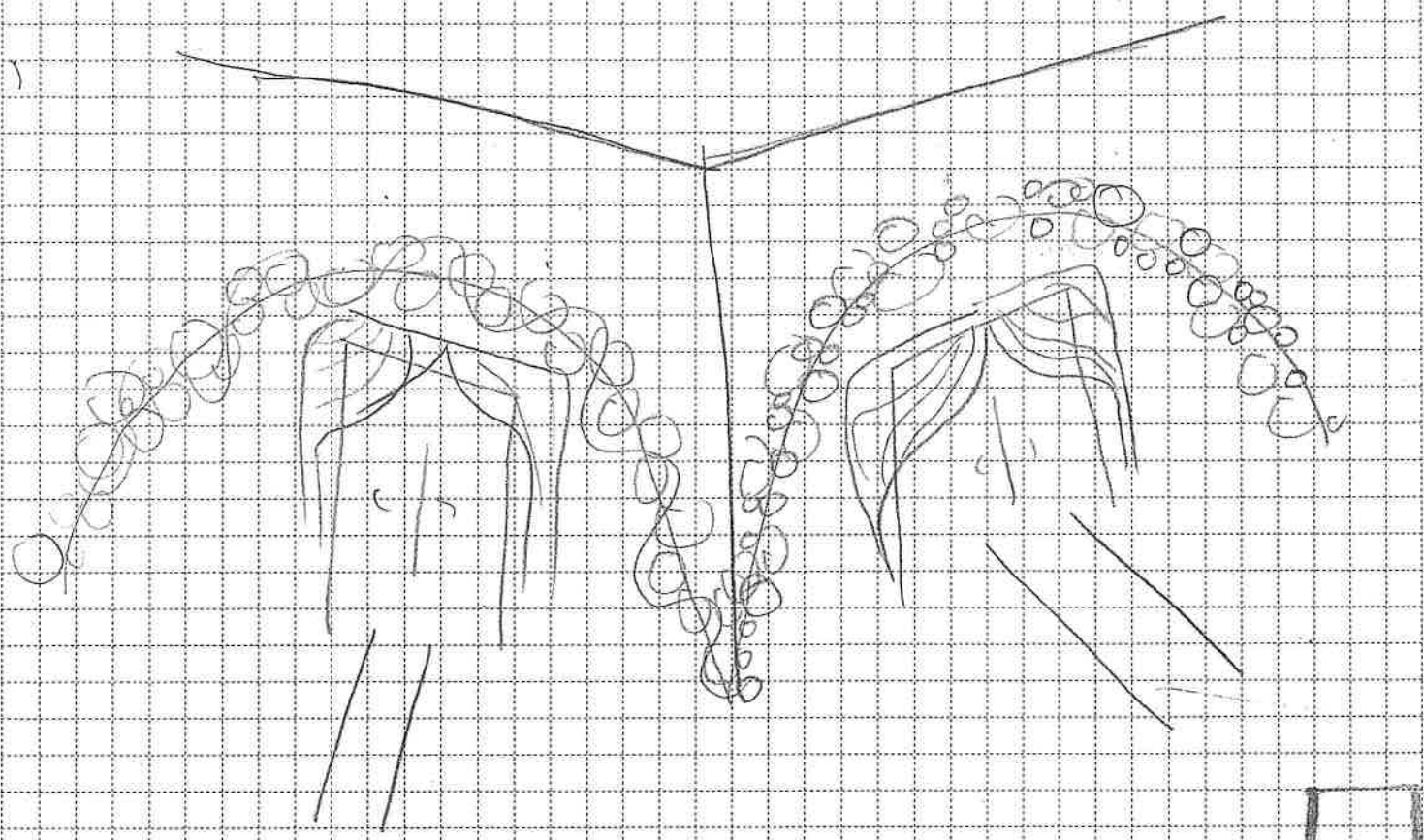
APPROVAL HISTORY

Jandy Lauderdale on 10/31/2022 05:43 AM

Keith Rangel on 11/02/2022 09:16 AM

Sally Anne Newhard on 11/02/2022 02:18 PM

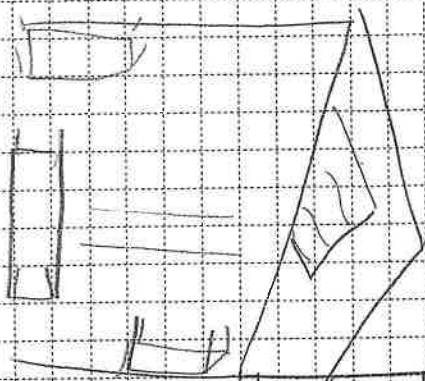
Andy Strickland on 11/03/2022 05:01 AM



Balloon wall

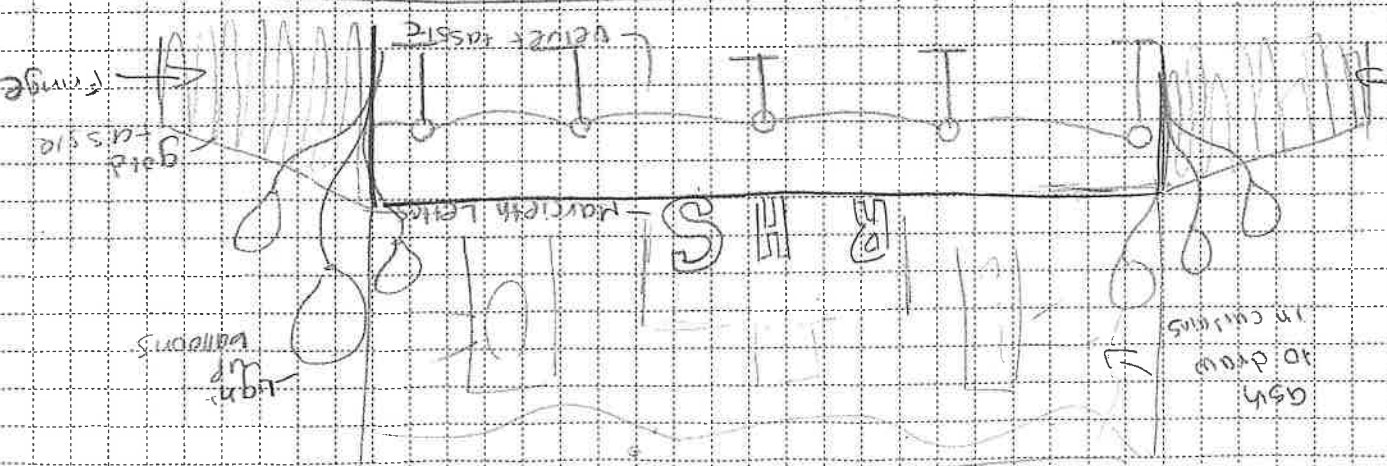
measurements

width =
height =



← Leonard Photography

DANCESTAGE



← fringe
← gold tassie

← velvet tassie

← March Lamps

← light
← patterns

← 10 draw
← in curtains

