

# **SAVE YOUR SANITY**

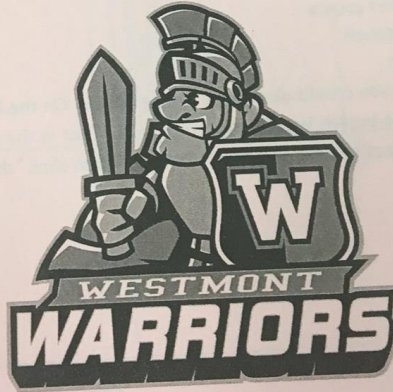


# Handbook

**This Handbook Belongs To:** \_\_\_\_\_

4805 Westmont Ave.  
Campbell, CA 95008  
(408) 626-3406 Ext. 6130  
[westmonthighschoolasb@gmail.com](mailto:westmonthighschoolasb@gmail.com)

## WESTMONT HIGH SCHOOL ASB HANDBOOK



- Contact info

# Handbook

## Activities Calendar

Sun		Mon		Tue		Wed		Thu		Fri		Sat		Aug 2016 (Pacific Time)	
31		1		2		3		4		5		6			
				CORE CAMP		CORE CAMP		Band Camp		Admin Training		Admin Training		ASB Retreat	
7		8		9		10		11		12		13			
ASB Retreat				WOW / Homecoming Work Day		Registration		Registration		Work Day					
		Band Camp		1pm - Freshmen HoCo Work Day											
14		15		16		17		18		19					
				1pm - Makeup Registration		WOW Week				WOW Week Dance		Donation Day			
						First Day of School									
						Picture catch all									
						6:30am - Senior Sunrise									
						7am - Welcome to school									
21		22		23		24		25		26		27			
								11:50am - Club Council Meeting		FB away - Monta Vista		9am - Campus C			
										6pm - Moonlight Dinner					
28		29		30		31		1		2					
				6pm - Back to School Night				11:50am - Class Officer Meeting		FB home vs. Leigh					

# Handbook

Contact info within ASB

## Contact Information Know your ASB

	Name	Phone	Email
Activities Director			
ASB President			
ASB VP			
ASB Secretary			
ASB Treasurer			
ASB Parliamentarian			
Class President			
Class VP			
Class Secretary/Treasurer			
Commissioner partner			
Commissioner partner			
Commissioner partner			

# Handbook

Companies often used

How to use a PO

## RESOURCES

COMPANY	USED FOR	CONTACT	WEBSITE
Brand U Custom	Shirts	peter@branducustoms.com	
Oriental Trading	Decorations, door prizes, candy	1-800-228-2269	<a href="http://www.orientaltrading.com">www.orientaltrading.com</a>
Stumps Party	Dance décor, including wall paper, vinyl banners, spirit week items	1-800-348-5084	<a href="http://www.stumpsparty.com">www.stumpsparty.com</a>
Shindigz	Dance décor	1-800-314-8736	<a href="http://www.shindigz.com">www.shindigz.com</a>
Papa Johns	Pizza		<a href="http://www.papajohns.com">www.papajohns.com</a>
CASL	Networking, ideas	<a href="mailto:info@cada1.org">info@cada1.org</a>	<a href="http://www.casl1.org">http://www.casl1.org</a>
Elite Entertainment	DJ	<a href="mailto:zach@e3music.com">zach@e3music.com</a> 408-733-8833	<a href="http://www.e3music.com">www.e3music.com</a>
Idea Resources		Cuhsdasb.com	

I want to order something, now what?

- 1 – Go online or to the catalog and record the item name, item number, quantity needed, price per item, total cost
- 2 – Fill out a purchase order and put it in Mrs. Saldana's orange ASB meeting folder.
- 3 – Once it is approved and you have a PO number, call the company and order the item.



## FALL SERVICE HOURS

[illegible]

TOTALS:

\_\_\_\_\_  $\times 20 =$  \_\_\_\_\_ /240 points

\_\_\_\_\_  $\times 20 =$  \_\_\_\_\_ /60 points

TOTAL: \_\_\_\_\_/300 points

# Handbook

## Mandatory Events record

### Mandatory Events - Semester 1

The following are signature sheets that you will use to keep track of your leadership contributions. It is your responsibility to bring your leadership handbook with you to EVERY leadership activity and get it signed by Mrs. Saldana WITHIN ONE WEEK in order to receive credit towards your grade. Attendance at these activities is worth a grade. Each mandatory event is worth 20 points.

Must be completed / signed in INK to be valid!

#### SEMESTER 1

Date	Event	Saldana	When is my shift?
8/2	Core Camp		
8/2	Core Camp		
8/6	Leadership Retreat		
8/7	Leadership Retreat		
8/8	Leadership Retreat		
8/9	ASB Work Day		
8/10,11,16	Work first registration shift		
8/10,11,16	Work second registration shift		
8/12	ASB Work Day		
8/17	6:30am-Set up Westmont Welcome		
8/19	Welcome Dance Shift		
8/20	Donation Day		
8/26	Moonlight Dinner		
By 8/31	All Class Meeting		
9/5	Renaissance Painting Party/Rehearsal		
9/16	Outdoor movie shift		
9/19	HoCo Painting Party/Rehearsal - 6pm		
8/30	Back to School Night shift		
9/9	Renaissance Shift		
Sept/Oct	Homecoming class work		
Sept/Oct	Homecoming class work		
Sept/Oct	Homecoming class work		

# Handbook

## Absence assignment

~ from class or mandatory event

### LEADERSHIP ABSENCE ASSIGNMENT

day is worth 5 participation points in my class and each mandatory event is worth 20 points. If you have been absent for a class, you will need to complete an absence assignment to earn back the points. **You have 2 weeks from any absence to earn back missing points due to an absence.** Turn in the assignment to Mrs. Saldana so that she can update her gradebook.

#### 5 point:

Volunteer for 15 minutes for Mrs. Saldana after class or at lunch. Be sure to schedule this ahead of time.

Write a paragraph on a recent community service project you did or a time you displayed leadership

Brainstorm three specific ways to improve something that leadership runs

Come up with a brand new game that has not been played to your knowledge at a rally. List the name of the game, the supplies needed, and the rules.

Go through the Google Docs account and clean up the files. Make sure the untitled documents are all named, the names are a standard format, and that they are placed into folders. You must have at least five problem files for this to count.

Suggest your own! Get Mrs. Saldana's approval ahead of time.

#### 10 points:

Give an additional inspiration presentation - you do not need to present it.

Write one page paper on something you want to change at school and how to do it

Design a form on Google Docs that will help something that we run be more organized.

Write out a one-page set of directions for your commissioner job on Google Docs.

Propose a 10 minute lesson out of one of Mrs. Saldana's resources and teach it to the class. Be sure to schedule this with Mrs. Saldana.

Write a one page paper that starts with one of the following phrases, "A good leader. . .", "I value leadership because. . .", "Students who are interested in leadership should. . ."

Suggest your own! Get Mrs. Saldana's approval ahead of time.



# Handbook

## Syllabus

Teacher: Mrs. Laura Saldana  
Room: 21 / Activities Office  
Course: Leadership  
E-mail: lsaldana@cuhsd.org

626-3406 ext. 6130

### Materials needed

handbook  
Lot's of energy  
A smile & a great attitude

### Introduction to course

The Leadership class is a year elective that is open to students who are highly motivated to improve their leadership skills by their involvement in classroom activities, student government, student & staff recognition programs, student activities, and community service. Applications for Leadership are available in the spring for the upcoming year. Students develop leadership skills through direct participation in the planning and implementation of a variety of student and staff activities. The curriculum also includes teacher led lessons on topics such as: goal setting, communication, decision-making, leadership styles, organizational management, and parliamentary procedure.

### Student expectations

- \*Students are expected to exemplify qualities of a good leader such as: being responsible, dependable, accountable, trustworthy, understanding, and energetic.
- \* Students will be expected to present themselves as positive role models of Westmont High School.
- \* Students are expected to be available at various times before, during, and after school to participate in student activities.
- \*Students who do not meet the expectations may be dropped from the course.

### Grading

The purpose of this grading policy is to ensure an equitable procedure for assigning letter grades, to encourage student participation in class discussions and committee work, and to provide the student body of your school with an effective leadership class and Student Government. In recognition of the following will be used in the determination of grades to members of this class.

### Daily Participation (25%)

This component is subjectively based on the observation of both your peers with whom you have worked and myself. Areas of interest will include attendance, classroom behavior, attitude, motivation, and responsibility. Students will earn up to 5 points a day. Absent students will not receive points for that day's participation. Students can make up for points missed within 2 weeks of the absence by completing the Absence Make-up Assignment.

### School/Community Service Hours (25%)

Students are required to complete 12 service hours a semester covering three areas of service. Please refer to the service hour section for a list of all rules. The hours are due toward the end of each semester.

### Assignments (10%)

Periodically, assignments will be given in class to be completed at home. These include inspiration presentations, permission slips, essay reflections, notebook, growth rubric, etc. Assignments that are turned in late will receive 60% credit.

### Duties (10%)

These include responsibilities of their ASB job, tasks they sign up for, participation in dress up days, etc.

# Handbook

## Student Commissioners

Name \_\_\_\_\_

Commissioner Job \_\_\_\_\_

Remember, student activities are run by students, for students! At the end of each grading period, you will reflect on your role as a commissioner, and I will assess you for a grade based on the following rubric. **\*You are required to set-up for, clean up, and attend every event your commissioner job is in charge of. You will automatically lose 30 points off your commissioner grade if you skip an event.**

To receive full credit, I expect the following:

- 1 Be at set-up, the entire event, and clean-up for any event you are in charge of. You should be the first to arrive and the last person to leave the event.
- 2 Turn in a Prep Plan and have it approved. It needs to be signed off by your overseeing exec board member at all stages.
- 3 Event is planned in advance, without procrastination.
- 4 Mrs. Saldaña is kept in the loop the entire process.
- 5 Publicize your event – posters, announcements, and social media at minimum
- 6 Clean up during the commissioner day after your event – put away all supplies in the closets and classroom
- 7 Evaluate your event. Put all files on the Google Drive.
- 8 All parts of your job are completed

1<sup>st</sup> 6 Weeks: Self: \_\_\_\_\_ / 100      Peer: \_\_\_\_\_ / 100      Saldaña: \_\_\_\_\_ 100

2<sup>nd</sup> 6 Weeks: Self: \_\_\_\_\_ / 100      Peer: \_\_\_\_\_ / 100      Saldaña: \_\_\_\_\_ 100

3<sup>rd</sup> 6 Weeks: Self: \_\_\_\_\_ / 100      Peer: \_\_\_\_\_ / 100      Saldaña: \_\_\_\_\_ 100

4<sup>th</sup> 6 Weeks: Self: \_\_\_\_\_ / 100      Peer: \_\_\_\_\_ / 100      Saldaña: \_\_\_\_\_ 100

5<sup>th</sup> 6 Weeks: Self: \_\_\_\_\_ / 100      Peer: \_\_\_\_\_ / 100      Saldaña: \_\_\_\_\_ 100

6<sup>th</sup> 6 Weeks: Self: \_\_\_\_\_ / 100      Peer: \_\_\_\_\_ / 100      Saldaña: \_\_\_\_\_ 100

Commissioner  
grade form

# Handbook

## Athletic -

- Collect a schedule for each sports team. Make a nice poster of each schedule within two weeks after tryouts. Post inside the cafeteria windows facing out.
- Put together goody bags for the captains at each rally.
- Tell coach about their team being announced at the rally at least one week ahead of time.
- Find ticket sellers for ALL home football, basketball, volleyball, wrestling games, and all home CCS or BVAL playoff games for any sport.
- Oversee flag football for homecoming
- Oversee dodgeball for Wally's Winter Wonderland.
- Oversee senior/staff softball game for Senior Week.
- Work with Mrs. Saldaña to organize football senior night.
- Recruit and select 4 other Warzone Captains (Do not have to be in ASB). Serve as Warzone Captain at each home football game.. Work with the Westmont WarZone to promote attendance and spirit at Athletic Games. You must serve as part of the planning for this club.
- Organize a spirit booth for all home football games
- Maintain a Westmont Athletics Twitter and/or Snapchat account

## AV-

- Maintain a music playlist with at least three hours of clean, upbeat, popular, varied genre music. Add at least one five new songs each month. All song lyrics must be submitted to Saldaña for approval before downloading.
- Download all rally and event music. Get creative so it can match the games / theme of event
- Create clips of music for just the lines requested for the fall and spring Renaissance assembly. Put these songs into a play list. (Each song should be a separate track)
- Learn how to set-up and run sound system. Set up and clean up both as needed.
- Run sound system at all rallies, LTAs, and other events. This includes set-up, running system during the entire event, and cleaning it up. If no event is occurring on a Friday you need to play music.
- Collect all lip syncs and organize them in each class's Dropbox folder

## Commissioner directions

# Handbook

## COMMITTEES

### How am I graded?

#### 50 points from the group effort

All tasks completed on time  
Three or more forms of effective publicity used  
Work is refined  
Committee remains on task  
Communication runs smoothly among committee and with other period  
Evaluation is filled out and includes thoughtful feedback  
Project Plan is completed  
Clean-up is thorough and timely

#### 50 points from the individual effort

Personal tasks are completed on time  
Work is refined  
Communication runs smoothly with committee  
On-task

Rotation #1 (Homecoming)

Group score: \_\_\_\_\_ / 50 + Individual score: \_\_\_\_\_ / 50 = \_\_\_\_\_ 100

Rotation #2 (Wish Week)

Group score: \_\_\_\_\_ / 50 + Individual score: \_\_\_\_\_ / 50 = \_\_\_\_\_ 100

Rotation #3 (Springfest)

Group score: \_\_\_\_\_ / 50 + Individual score: \_\_\_\_\_ / 50 = \_\_\_\_\_ 100

Rotation #4 (Senior Week)

Group score: \_\_\_\_\_ / 50 + Individual score: \_\_\_\_\_ / 50 = \_\_\_\_\_ 100

Committee grade form



# Handbook

## HOMECOMING

SUN	MON	TUES	WED	THUR	FRI	SAT
8/28	8/29	8/30	8/31 Court nominations	9/1 Court nominations	9/2	9/3
9/4	9/5	9/6	9/7 AS: Count nomination ballots	9/8 Announce court nominations	9/9	9/10
9/11	9/12 AS: Court interviews	9/13 AS: Court interviews	9/14 Announce court SH: Court meeting	9/15	9/16	9/17
9/18	9/19	9/20 SH: Court Show screening AS: Court photo shoot	9/21 AS: Flag Football cheerleader stunt clinic	9/22 LTA: Court Talent Show	9/23 LTA: Flag Football Round 1 AS: Flag Football cheerleader screening	9/24
9/25	9/26 6:30am meet at school to decorate LTA: Frosh/Soph Lip Sync & Court game	9/27 LTA: Jr/Sr Lip Sync	9/28 LTA: Court voting 7-8:45pm Rally	9/29 LTA: Flag Football Finals	9/30 LTA: BBQ 7pm Football Game & Halftime parade	10/1 Dance set-up 10-11:30am 7-10:30pm Dance

55

Homecoming dates

# Handbook

## Homecoming Week: MY REMINDERS:

	MON	TUES	WED	THURS	FRI	SAT
WEAR						
BRING						
JOB(S) (BE AT) (WHERE / WHEN / WHAT)						
What is happening today?	LTA – Jr/Sr Powder Puff	LTA – HC Game? Fr/So Lip Syncs	LTA – Fr/So Lip Syncs 3pm – Banner judging	LTA – HC Voting AS – Corner set up (You will be at school all day today)	LTA – BBQ AS – Decorate for football game	10am – Decorate for HC Dance 7pm HC Dance

Homecoming daily reminders

# Handbook

## HOMECOMING CLASS DEADLINES

### All signatures by Class Advisor

Date	What	Completed?
8/17	Plot and music chosen	
8/18	Class meeting scheduled with advisor	
8/24	Jersey designed and price determined	
8/24	Practice/workday schedule submitted to advisor & Saldaña	
8/26	Class Meeting completed	
8/29	Music cut	
8/30	powder puff players' money and waivers due	
8/31	Choreo done for one song	
9/1	PO turned in for powder puff jerseys	
9/6	Jerseys bought and ordered	
9/6	Music cut with voiceovers - submitted to class advisor * No more than 5 minutes including voice overs	
9/7	Club fair booth to recruit workers and game players	
9/7	Choreo done for two songs	
9/12	Corrected lip sync mix with voice overs due to Advisor and Saldaña	
9/14	Banner design submitted	
9/14	Corner design submitted	
9/14	Choreo done for three songs	
9/19	Supplies bought for corner	
9/19	Choreography done - all songs	
9/21	Banner traced	
9/21	Corner traced	
9/23	Lip sync and powderpuff cheerleader screening	
9/23	Homecoming participants list submitted to rally	

Homecoming  
class deadlines

# Handbook

## HOMECOMING COMMITTEES

Committee	Chair	Info Found:
Flag Football	Athletic	Event info below; to do list Athletic section
Court		Below
Dance	Dance	Dance
Rally Decorations		Below
Football Game / Renaissance Assembly Decorations		Below
Staff Appreciation	Recognition	Recognition
BBQ	Student Store	Student Store
Publicity	Publicity	Publicity
Rally	Rally	Rally
Renaissance	Renaissance (Events will be on the committee)	Renaissance

## HC EVENT INFO:

### HC FLAG FOOTBALL

Players cannot be on the school football team.

Cheerleaders cannot be on the school cheer squad.

- Dress code still applies for the cheerleaders. No exposed bellies, short shorts, etc. If a cheer team shows up in inappropriate clothing, they will be benched.
- Cheering MUST be positive. Negative cheering is NOT allowed
- Cheerleaders must stay in own section of sideline

All participants – cheerleaders, football/cheer coaches, and players must have a waiver signed by the day before in order to be allowed on the field.

First Round Friday week before homecoming

Frosh/Jr and Soph / Sr

Lunch only

10 minute halves – 1 minute halftime

Halftime – parade of DUD, organized by Publicity

Cheerleaders perform on sideline – No halftime routine

\*Note that there is probably an away football game on this day. JV football players may not be able to attend the powder puff game as coaches if their game is far away.

Finals Thursday of homecoming week

Extended lunch (Tutorial and lunch)

15 minute halves – 9 minute halftime

Juniors and Seniors can also do halftime routine

- Dances may not exceed 90 seconds long

- Dances must follow same rules of appropriateness as lip sync

- Dances & music mix must be approved after school on Friday before

- **no approval week before = no halftime**

- No stunting allowed unless you attend the stunt clinic. Must have two actual cheerleaders spotting head-side of stunt during routine. Stunting cannot be practiced without an AA

Homecoming

Committee and  
event info



# Handbook

## TEACHER OF THE MONTH:

13-14 SCHOOL YEAR:

TOM: Mrs. Sanchez, Lawson, Haskett, Smith, Mr. Sanchez, Bengford, Barnes  
TOY: Anderson

14-15 SCHOOL YEAR:

TOM: Tavernakis, Duarte, Tighe, Farley, Sessions, Johnsgard, Coonce, Mock  
TOY: Matsui  
HC GRAND MARSHALS: Mr. Sanchez, Parks, Buran, Evans, Johnsgard, Santos, Poppinga,  
Smith, Jarrett

15-16 SCHOOL YEAR:

TOM: Evans, Sweeney, Narva, Picard, Garcia, Acosta, Sessions, Haskett  
TOY: Coonce  
HC GRAND MARSHALS: Evans, Haskett, Batz, Mock, Narva, Buran, Churchill, Farley,  
Johnsgard, Eilers

16-17 SCHOOL YEAR:

## TOM:

August: \_\_\_\_\_

September: \_\_\_\_\_

October: \_\_\_\_\_

November: \_\_\_\_\_

December: \_\_\_\_\_

January: \_\_\_\_\_

February: \_\_\_\_\_

March: \_\_\_\_\_

April: \_\_\_\_\_

May: \_\_\_\_\_

## HC GRAND MARSHALS:

Teachers  
recognized

# Handbook

## Goal Setting:

Each of you will create goals this year and assess the goals along the way. I want you to think about these goals and write them strategically, set your goal high and give it your all.

### THREE TOP GOAL SETTING NEEDS

*Goal #1:* This is a goal for the yourself. Should be something that you want to accomplish this year. This should revolve around your job or an event that you want to focus on accomplishing. Be specific.

Evaluation of goal:

*Goal #2:* This is a goal for the school. What is one thing that you would like to accomplish on a school level. Be specific. If you want to do something like improve school spirit, be specific about where and how that would look. The more specific, the more we are able to accomplish.

Evaluation of goal:

*Goal #3:* This goal is something that has nothing to do with leadership. It's one thing that you want to do this year. Think of this as a bucket list. What is one thing that you are hoping to do by the end of the school year. For example, don't write I hope to get good grades if you are ranked #1 in your class. Pick something like, I want to apply to the following colleges or I'd like to enter a race before the year is over.

Evaluation of goal:

## Lesson materials

# Handbook

## OFTEN USED ACCOUNT NUMBERS

Class Accounts: Account name is "Class of 20__" (ie. Class of 2015)	Powder puff, homecoming banner, corner, springfest corner, hallway, class shirts, senior breakfast	200__ (Your class goes here, ie. 20015)
Global Awareness	Wishes, Service projects	21282
Prom	Prom venue, catering, DJ, décor	21500
Merchandise	Student store items, excluding class shirts	50250
School Dance	DJ, photo booth, décor, inflatables, wristbands	50345
School Projects	THINGS THAT WE NEED: Sound system, helium tanks, banking supplies, staff recognition, beautification, poster making supplies, shirt cannon, ASB fundraisers, ASB Works, Tallyspace, Senior Awards	50350
Social Affairs	NON-DANCE / SPIRIT WEEK EVENTS: senior beach day, pizza for set-up, Renaissance,	50360
Spirit	RALLY/SPIRIT WEEKS: Rally supplies, LTA supplies, Warzone spirit items, Spirit week supplies (HC court, Mr. Westmont, décor, Winter Wishes décor, BBQ)	50370
Student Council	LEADERSHIP CLASS ITEMS: ASB shirts, retreat, Core Camp, Conferences, camp, banquet, ASB senior gifts	50420

### COMPUTER:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### ASB Works Log-in:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Often used ASB  
account numbers

Log-in passwords

# Handbook

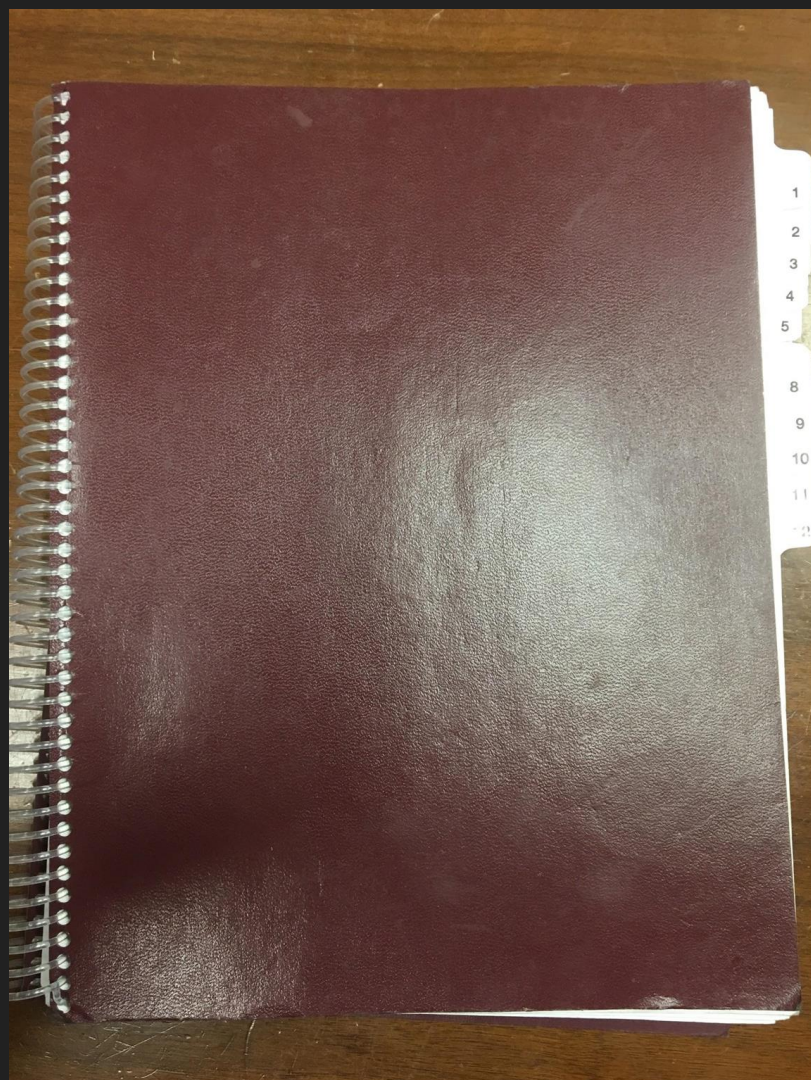
Download and edit from:

<https://drive.google.com/file/d/0B6z0B4B5HVLVZXpIU2ZrdVpIRDg/view?usp=s>  
haring



# Teacher Planner

~\$20, bound at Office Depot



# Teacher Planner

- Monthly activities calendar

[illegible]

# Teacher Planner

- To do list for activities by month

## AUGUST

### RETREAT

- Book location
- Permission slip
- District Overnight approval
- Schedule
- Food
- Drivers
- Cabin sign up
- Supplies
- School permission and Day Break waiver

### CORE CAMP

- Schedule
- Speaker
- Supplies
- Shift sign up schedule

### REGISTRATION

- Map
- Adult Workers
- Student Workers
- Drawers for money collection
- ASB Works updated
- 1/2 sheet schedule
- Meeting with rest of admin/clerical regarding registration
- Questions regarding shirt size and homecoming dance theme
- Activities Calendar
- Shirts arrived and sorted
- Signs for area

### WOW WEEK

- Welcome signs
- Senior Sunrise?
- Morning doughnut holes?
- Lunchtime activities – 3 days
  - o Plan
  - o Supplies

### WELCOME BACK DANCE

- Theme
- DJ
- Decorations
- Entertainment
- ASB Works updated

### CLUB COUNCIL

- Agenda

# Teacher Planner

## Weekly plan

DATE	ACTIVITIES	ANNOUNCEMENTS	HW ASSIGNED	HW DUE
MON	COMMISSIONER SALDANA SHARES:			
TUES	COMMITTEE BUSINESS MEETING			
WED	CLASS HARBOR TV			

DATE	ACTIVITIES	ANNOUNCEMENTS	HW ASSIGNED	HW DUE
THURS	BUSINESS MEETING			
FRI	SPOTLIGHT INSPIRATION PRESENTATIONS			
SAT				SUN


# Teacher Planner

Download and edit from:

[https://drive.google.com/file/d/0B8Y3Ah3U\\_ncUdEMxdnZLUmZ5RIk/view?usp=sharing](https://drive.google.com/file/d/0B8Y3Ah3U_ncUdEMxdnZLUmZ5RIk/view?usp=sharing)



# Worker calendar

Arohi Melissa  1/30	Ally Amy  1/31	 -Amisha Nehemiah 2/1	Iris Kat  2/2	   2/3
   2/6	Kelsea Sofie  2/7	Nadia William  2/8	Ariana Delenn Amy Allie 2/9	Ben Aidan Allie Andrea 2/10

# Supervision

- Swap shifts
- Automatic Reminders



Date (mm/dd/yyyy)	Location	Time (PST)	Available Slot	Calendar View
08/19/2016 (Fri.)	Dance - Chaperone - Gym	6:30pm - 10:00pm	<b>Chaperone (4)</b> Please bring a charged device (iPad, laptop, or your phone) to do check-in. Please bring a warm jacket, as you may be outside for a portion of the event.	<b>All slots filled</b> <div>  Agnieszka Wacławek            randy wallace            Joy Brawn            Laura Saldana         </div> <div> </div>
	Admin - dance	6:30pm - 10:30pm	<b>Admin (4)</b>	<b>All slots filled</b> <div>  Abra Evanoff            Emily Hanson            Laura Saldana            Matt DeCesare         </div> <div> </div>
08/26/2016 (Fri.)	Admin - Football away @ Monta Vista	4:00pm - 10:00pm	Admin	Abra Evanoff

# FB group

- 2 way communication
- Search function
- Files can be uploaded
- Photos collected for slide show
- Shift sign ups and switching
- Voting
- Social media blasts
- Assignments
- Messaging and phone calls



# Calendar meeting

- Mid-February (one month after footballs schedule is released)
- Performing arts, specialized programs, and ASB

# Activities Calendar

-Photos from photography studio through yearbook

- Activities and Athletics

- Printing Center USA

~ \$2 per calendar

Sell as part of package or \$10

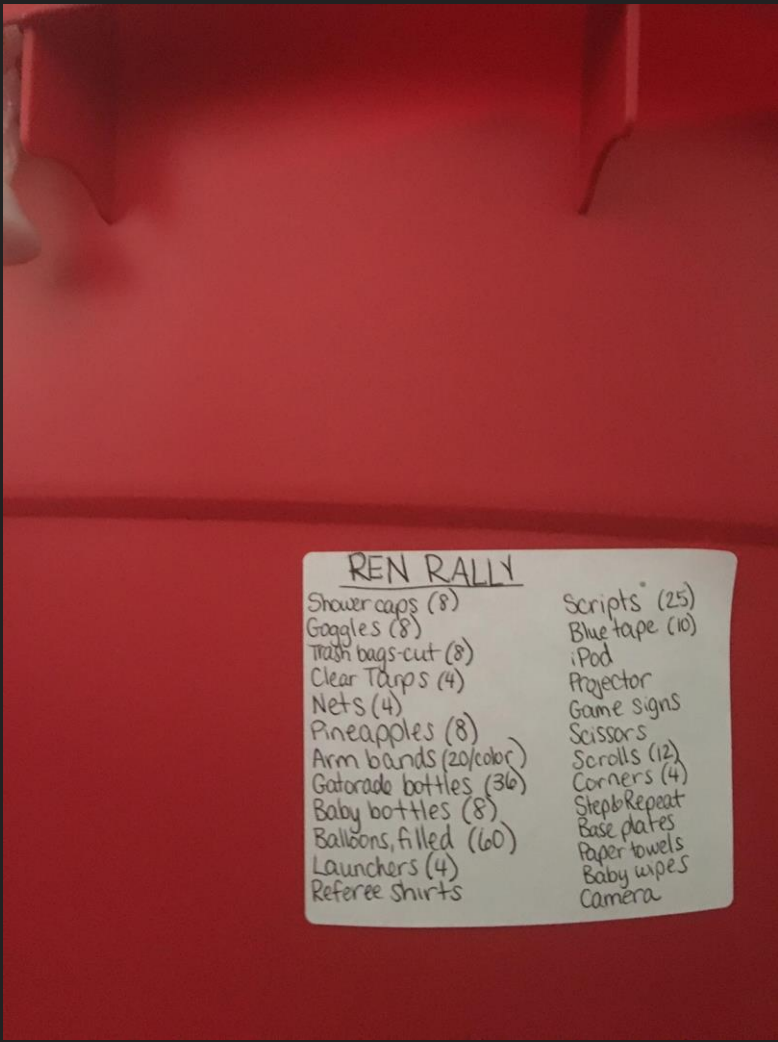


JANUARY 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 NO SCHOOL	2 GBB vs. Branham B Soccer @ San Jose	3 BBB vs. Branham G Soccer vs. Santa Teresa	4 SH: Club Council BBB @ San Jose B Soccer vs. Piedmont Hills Wrestling vs. Yerba Buena	5 BBB @ San Jose G Soccer @ Willow Glen	6	7
8 B Soccer vs. Sobrato	9 GBB vs. Lincoln G Soccer vs. Branham	10 BBB vs. Lincoln Wrestling @ Mt. Pleasant	11 Lunch: Club Fair BBB vs. Prospect B Soccer @ Live Oak	12 BBB vs. Prospect G Soccer vs. Piedmont Hills	13	14 District Day of Service
15 NO SCHOOL B Soccer @ Silver Creek	16 8th Grade School Showcase BBB @ Willow Glen G Soccer @ Leland	17 BBB @ Willow Glen	18 GBB vs. Leigh B Soccer vs. Gunderson Wrestling @ Gunderson	19 CUHSD Theaterfest BBB vs. Leigh G Soccer vs. Sobrato	20	21
22 B Soccer @ Del Mar	23 BBB @ Del Mar G Soccer vs. Leigh	24 COLLAB. BBB @ Del Mar	25 COLLAB. BBB @ Branham B Soccer vs. San Jose Wrestling @ San Jose	26 Renaissance Rally BBB @ Branham G Soccer @ Santa Teresa	27	28 Theater One Act Festival
29 B Soccer @ Piedmont Hills	30 GBB vs. San Jose G Soccer vs. Willow Glen	31				



# Supply collection

Avery 55464 labels  
(repositionable is  
key)



REN RALLY

Shower caps (8)	Scripts* (25)
Goggles (8)	Blue tape (10)
Trash bags-cut (8)	iPod
Clear Tarps (4)	Projector
Nets (4)	Game signs
Pineapples (8)	Scissors
Arm bands (20/color)	Scrolls (12)
Gatorade bottles (36)	Corners (4)
Baby bottles (8)	Step&Repeat
Balloons, filled (60)	Base plates
Launchers (4)	Paper towels
Referee shirts	Baby wipes
	Camera

# Fanny packs



-Scissors

-Tape

-Wristbands

# Where are you?

Board for set up

## Where am I?

Nehemiah - armory

Justin - armory

Jill - student store

Ariana - student store

Mel - spirit room

Kat - 21

Ben - 21

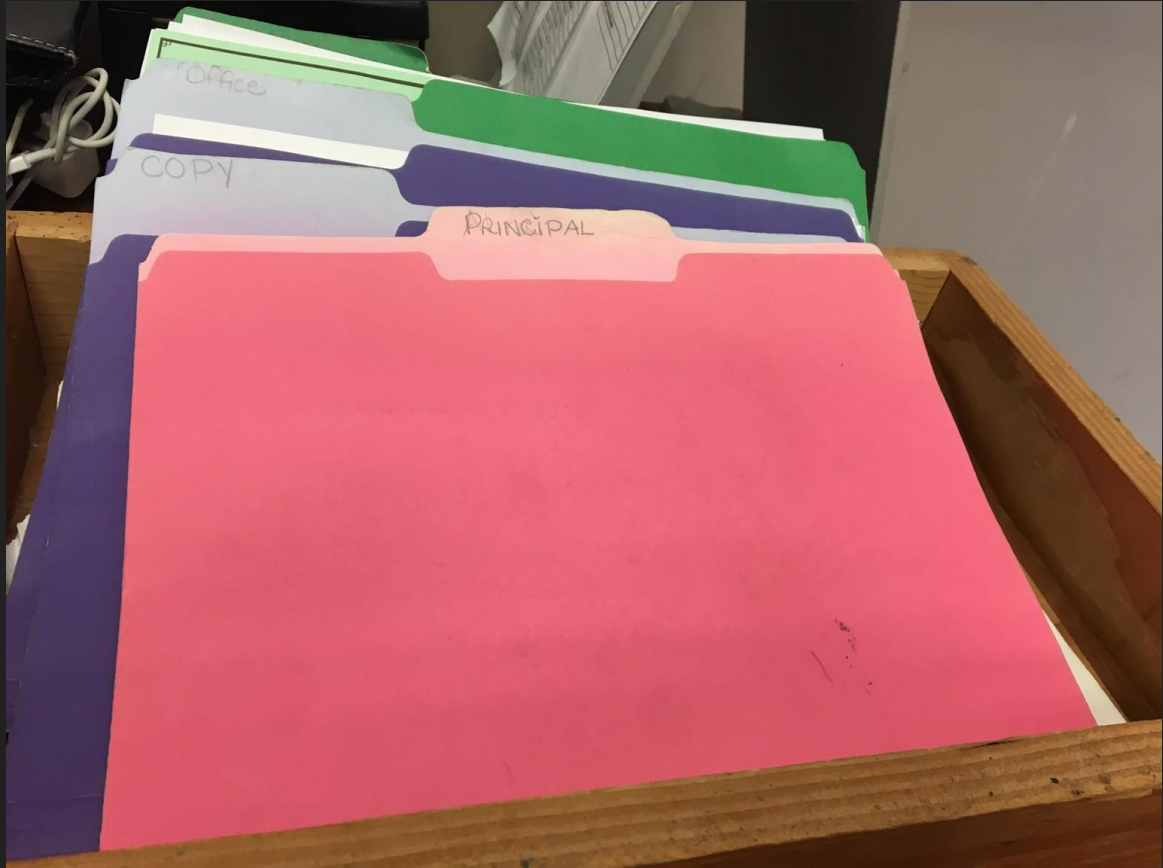
# Colored binders per year

- 4 sets
- Club charters
- Boosters
- Supervision
- POs



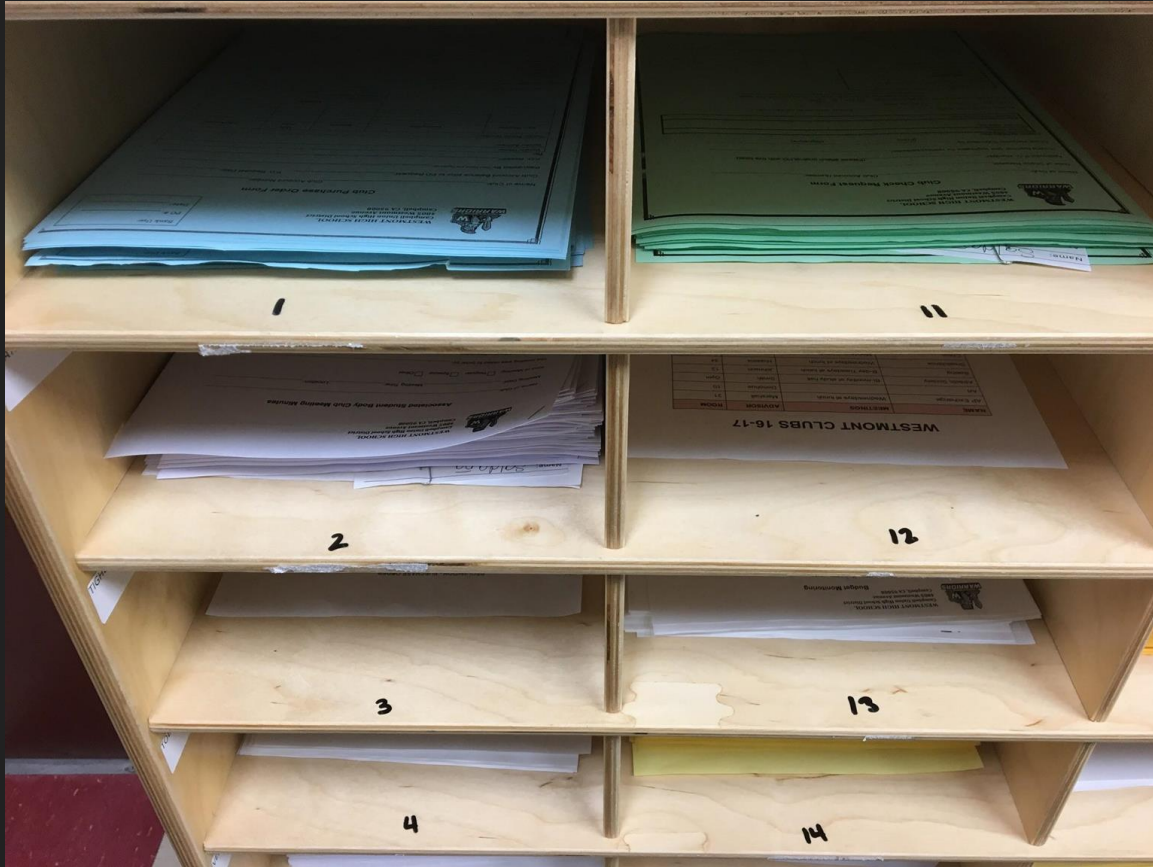
# Colored folders to bring papers elsewhere

- Principal
- Copy
- Office
- Banker
- Athletic Director
- Admin meetings
- Business meetings





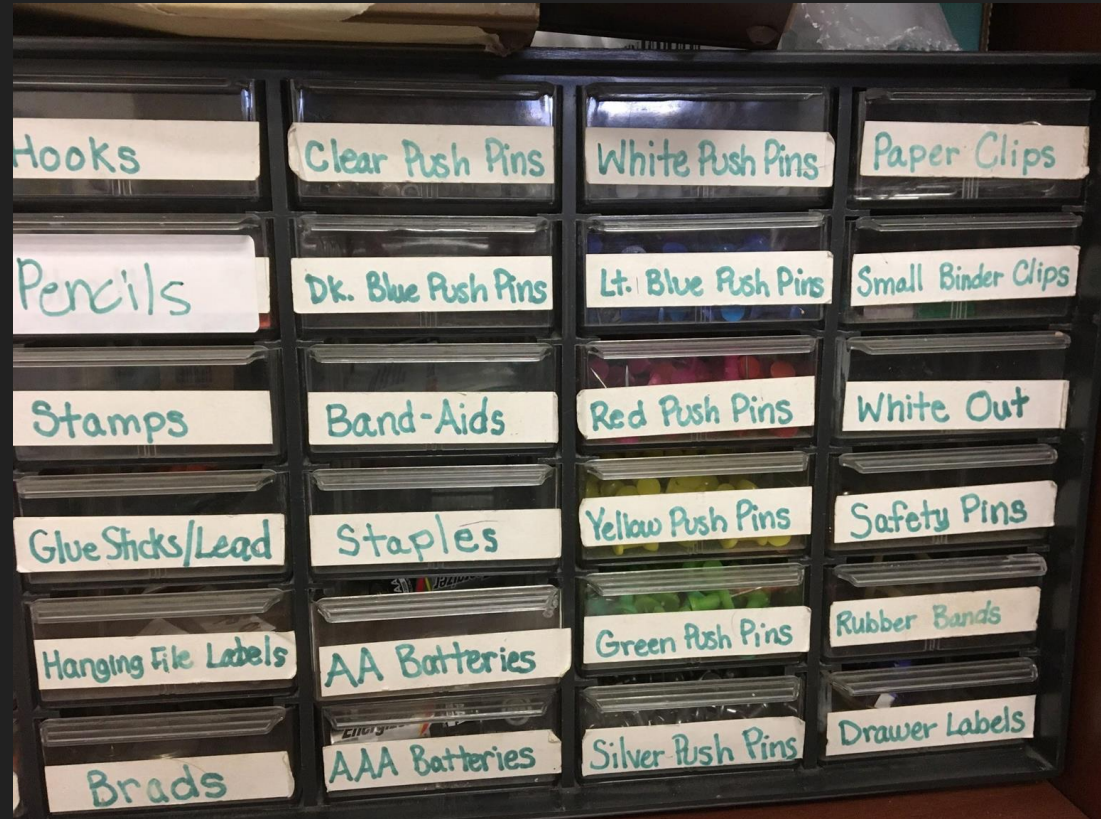
# Number shelves and cabinets



- Same shelves in all locations
- Masters kept under pile

# Storing small things

From home improvement store



## Thank You Notes



# Forms

QUESTIONS RESPONSES

## WINTER WISHES 2016

Make a wish for something that you would like. ASB will try to grant as many wishes as possible

First Name \*

Short answer text

Last Name \*

Short answer text

Who is your English teacher \*

☐ Becker

☐ Crutcher

Digitize everything!

- Winter wish requests
- Talent show sign ups
- Shirt sizes
- Peer evaluations



# Pivot Tables

ASB 2016-2017 Shirt Sizes

File Edit View Insert Format Data

Print Undo Redo Paste \$ % .0 .00 123

FIRST

	A	B	C
6	Nadia	Etemadi	M
7	Callie	Fltch	S
8	Arohi	Gadaker	M
9	Ariana	Gahary	M
10	Rosemary	Gentile	M
11	Anand	Giduthuri	S
12	Shayan	Golshan	L
13	Jillian	Hoglan	S
14	Morayah	Horovitz	S
15	Danielle	Horovitz	S
16	Sofia	Jorgenson	S
17	Allie	Jorgenson	S
18	Jasmine	Kaur	S
19	Melissa	Lam	S
20	Liya	Land	M
21	Jon-Martin	Lee	L
22	Cassie	Lemon	L
23	Iris	Marchant	S
24	Fredy	Menendez	M
25	Manasi	Nekkar	S
26	Ben	Nikitin	M

ASB 2016-2017 Shirt Sizes

File Edit View Insert Format

Print Undo Redo Paste \$ % .0 .00 1

L

A	B	
L		4
M		13
S		30
XXL		1
Grand Total		48



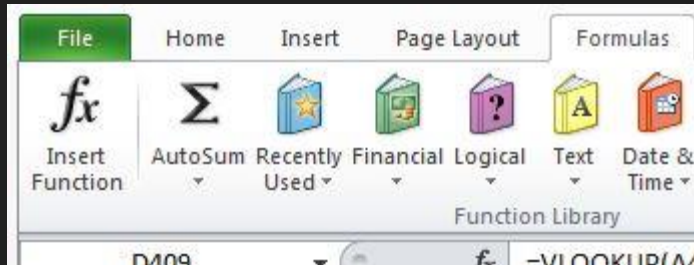
# vLookUps

=VLOOKUP(A409,'4th periods'!A408:G1934,5,FALSE)

[Compatibility Mode]

A	B	C	D	E
540311	Parijat	Hasan	Poppinga, J	Gym
539739	Katherine	Hedman	Poppinga, J	Gym
541509	Adam	Ho	Poppinga, J	Gym
541729	Madison	Huynh	Poppinga, J	Gym
540316	Benjamin	Judd	Poppinga, J	Gym
541738	Gyuri	Kim	Poppinga, J	Gym
520858	Robert	Nguyen	Poppinga, J	Gym

- Pulls info from other sheets
- Ex: collect shirt sizes



# Filters

- Use headers/footers and text boxes for directions, etc.

B	C	D	E	F	G	
FIRST ▼	LAST ▼	GRADE ▼	TEACH ▼	ROOM ▼	PERIOD ▼	
Enrique	Bohlke	10	Becker, D	17B	4	
Oscar	Capetillo R	10	Becker, D	17B	4	
Anthony	Castellano	10	Becker, D	17B	4	
James	Chang	10	Becker, D	17B	4	
Selena	Chavez	10	Becker, D	17B	4	
Brett	Ellison	11	Becker, D	17B	4	
Jordan	Fan	10	Becker, D	17B	4	
Joseph	Jimenez	10	Becker, D	17B	4	
Gavin	Lucas	10	Becker, D	17B	4	
Edgar	Medel Tobo	10	Becker, D	17B	4	
Cindy	Pina	11	Becker, D	17B	4	
Meghan	Shea	11	Becker, D	17B	4	
Mussie	Tadesse	10	Becker, D	17B	4	
Andrew	Torretto	10	Becker, D	17B	4	

# LOR file

- Use similar recommendations to start
- Bullet point qualities

