

Homecoming Dance Worksheet

Person/s in Charge:

Dance Name: _____ Date: _____

Theme: _____

Colors: _____

Exact Location: _____ Time: _____

Cost per Person: _____ Minimum No. _____ Maximum
No. _____

Ticket Prices _____ Date of
Sales: _____

_____ Date of
Sales: _____

_____ Date of
Sales: _____

_____ Date of
Sales: _____

DJ Company: _____ Phone: _____

Photographer Contact: _____ Phone: _____

Background: _____ Prices: _____

Other Forms of Entertainment:

Name of Company: _____ Phone:

Purchase Orders Completed: _____ Responsible Person: _____

Flyers Completed: _____ Responsible Person: _____

Sashes/Crowns Ordered: _____ Responsible Person: _____

Centerpieces Ordered: _____ Responsible Person: _____

Party Favors Ordered: _____ Responsible Person: _____

Guest Paperwork: _____ Responsible Person: _____

Contracts: _____ Responsible Person: _____

Ballots/Voting Completed _____ Responsible Person: _____

Advertising Campaign Dates: _____ Responsible Person: _____

Music List: _____ Responsible Person: _____

Check in List: _____ Responsible Person: _____

Set-Up: _____ Responsible Person: _____

Door Sales: _____ Responsible Person: _____

Refreshments: _____ Responsible Person: _____

King/Queen Crowning: _____ Responsible Person: _____



ASB Survival Guide

Corie Kolodge & Erin Dominguez Riley
#lifeofasbdirector



Communication

- Create your own system
- Become a note-take- what works for you?
- Create a calendar
- Use resources/apps
 - Remind, Twitter, Instagram, Google voice



Communicate with Students

- ◊ Work with your ASB President & Cabinet
- ◊ What social media/technology do your students use?
 - ◊ Twitter
 - ◊ Instagram
 - ◊ Google Drive



Communicate with Faculty & Staff

- Send calendars & reminders through emails
- Hard copies/flyers
- Side note: Thank you cards and donuts go a long way!



Game #1 Spell It Out

- ◊ What do you need?
 - ◊ Foam Letters
- ◊ How many players?
 - ◊ 2 teams, 3 per team, 6 total



Collaboration

- Work with ASB Directors in your area & school district
 - How do you plan dances?
 - How do you prepare for rally week?
 - How do you deal with the unexpected?
 - How do you deal with faculty and staff?



Collaboration with other ASB Directors

- ◊ Valle Vista League
 - ◊ Does your league meet?
 - ◊ If they do not, how do you communicate with them?
 - ◊ Do you work with your rival school?



Collaboration with Finance Clerk/Assistants

- Know your FCMAT rules!
- If you do not know FCMAT, it is ok to ask questions 😊
- Learn to love budgets
- What's your financial process with club advisor and coaches?



Collaboration with your Students

*Evaluating your work

-Rallies

-Dances

-Self-evaluation

Team Building- “Igniting your leadership” – leadership handbook for teaching & training leadership skills



Collaboration in the Classroom

- Create committees for each event

- Homecoming

- Rallies

- Community service

- Lunch time activities

- **Set goals for each activity and evaluate after event



Game #2 Balloon Pop

- ◊ What do you need?
 - ◊ Balloons (preferably all the same color)
- ◊ How many people?
 - ◊ Two teams, 5 each, 10 total



Care “Being Boss is Hard”

- 1. Emotional Experiences
- 2. Prepare yourself
- 3. Take care of yourself
- 4. Become emotionally mature
- 5. Understand your expressions
- 6. Learn not to panic



Game #3 Ping Pong Shake

- What do you need?
 - Empty tissue box (Tie string on both sides)
 - Ping pong balls ($4 \times 5 = 20$)
- How many people?
 - 4

Questions? Concerns?





Resources

- Kid President Video “A Pep Talk from Kid President”
- Corie Kolodge
 - ckolodge@cvusd.k12.ca.us
- Erin Dominguez Riley
 - edominguez@cvusd.k12.ca.us



Go out & be awesome!

#lifeofasbdirector