

STUDENT GOVERNMENT

President of Community

Events (Community)

- Homecoming (Game, Halftime Show)
- School Board Representative
- Advertising for School & Outside Groups including Marquee
- Gold Zone & Pre game Rallies for Boys & Girls Basketball and Football
- Mr. Temecula Pageant
- MS Leadership Conference
- Back to School Night
- Athletic Sporting Events – Sound & Halftime Festivities
- Red Ribbon Events
- Spring Exhibition & Cubs on Campus
- Miss Marvelous Luncheon & Pageant
- Nighttime Athletic Rallies
- Pink Week, Rally, & Game
- School Board Meetings
- Visit TMS & MMS for Spirit Rally – Lunchtime
- Welcome Exchange Students
- GB Radio
- Ambassador Program Coordination
- Powder Buff
- All tri-school events
- Freshmen Orientation and Welcome Day
- Leadership Exchange with GO and CHS

President of Campus Wide Events (TVHS)

- Powderpuff Game
- First Day of School (Rally, Rotation, etc.)

- Freshmen Dance, MORP, Luau Dance,
- Prom, Prom Expo, Prom Photo Shoot
- Talent Show
- Winter, Fall, Spring Rally
- Homecoming Dance
- Mr. Golden Bear Pageant
- Fall Intermural
- Spring Intermural
- Winter Intermural
- Lunchtime Activities – once per month

President of Internal Operations (ASB)

- Care package for new students first & second semester
- Meeting Minutes
- Participatory Hour Logs
- Debrief Grades
- ASB Family Kickoff Festivities
- Disneyland Trip
- ASB Elections & Application Process
- ASB Shirts
- Stu. Gov. Banquet
- Daily Announcements (Video & Intercom)
- ASB Retreat
- ASB Birthdays
- Conferences
- Organization of ASB Room, Narnia, Shed, etc.
- Club Rush – Oversee Commissioner of Clubs
- Monthly Club Meetings

President of Community Service & Finances

- Empty Bowls (Odd years)
- Pennies for Patients
- Canned Food Drive
- Blood Drive 1 – 3
- Student Store & Apparel

- TVHS WebStore
- Inventory Supplies
- Manage Budgetary Book
- Business Days
- Revolution through the Arts

RENAISSANCE

President of Motivation

- Ambassador Program Coordination
- Freshmen Orientation and Welcome Day
- College Shirt Day
- Inspirational Quotes
- Testing Motivation
- Mentor Program
- Tutoring Program
- Go Pro Rally
- Something Fun Day during Testing
- 2nd Semester Welcome – Goal Setting
- Campus Birthdays
- Lunch with 14 Bears

President of Academic

- Spring Academic Rally
- Student of the Month Video
- Progress Report Recognition
- Athletic & Activity Luncheons – Fall, Winter, Spring (FAAL, WAAL, SAAL)
- 11th grade Testing Picnic BBQ or Beach Trip
- Drive-in Movies
- Staff Recognition
- Attendance Recognition
- Academic Signing Day
- Senior Class Signage

Vice President of Character

- Synergy
- Senior of the Day
- Homecoming and Prom Court
- Golden Bear Awards (Goldies) - Newsletter
- SOS Staff – Staff Recognition – Teacher Appreciation Week
- Teacher Choice Luncheons
- You're Golden Pads
- Winter Wishes
- Temecula Has Heart ... Because Nice Matters Week/Film Festival
- Staff Recognition

President of Internal Operations (ASB)

- Renaissance Banquet
- ASB Birthdays
- Evaluation Process
- ASB Retreat
- Conferences
- ASB Elections & Application Process
- ASB Family Kickoff Festivities
- Meeting Minutes
- Debrief Grades
- Participatory Hour Log
- Disneyland Trip
- MS Leadership Conference
- Welcome Packages
- Leadership I

SENIOR CLASS

Senior Class President of Graduation

- Graduation Seat Selection
- Senior Grad Fair
- Senior Awards Night
- Senior Class Meeting # 2 – Spring
- Senior Class Meeting # 1 – Fall
- Jostens on Campus
- Graduation Song Selection
- Graduation – most inspirational – most spirited – dance for the class
- Class Graduation Theme Choice
- Participate in the Graduation Speech
- MC Graduation
- Organize Reunions
- Write the graduation program acknowledgment
- Grad Nite

Senior Class President of Activities

- Senior Beach Trip with PTSA
- Senior Breakfast
- Senior Sunset & Sunrise (Freshmen)
- Sugar Bowl
- Senior Pool Party
- Senior Tailgate
- Senior Lot Games

Senior Class President of Finance

- Senior Class Budget
- Senior Class Gift
- Senior Apparel Sales & Inventory
- Senior VIP Spot picking
- Senior VIP Spot Painting
- Parent Prom

STEPS OF THE COMMITTEE PROCESS

- 1) Coordinator meets with Overseer to gather information & discuss the goals of the event & their strengths (STEVE)
- 2) Determine necessary Departments (between 2 and 5)
- 3) Determine individuals ASB members to fill those roles (*Verify with Overseer*)
- 4) Meet with Committee to share information and begin the brainstorming process (*30-minute meeting*)
- 5) Send away members with deadline for developing ideas
- 6) Meet again to share ideas - Discuss final plans while improving ideas
- 7) Each committee member is given a task & deadline
- 8) Meet with committee members individually or in groups to discuss progress with feedback
- 9) Give additional deadlines
- 10) Meet as a committee when necessary
- 11) Continue Steps 6 - 10 until the event

12) THE EVENT

- 13) Continue process with any post-event steps (*clean-up, evaluations, gather data, etc.*)
- 14) Committee should meet post-event to discuss strengths & weaknesses (*for leadership and for the event*)
- 15) Coordinator completes Debrief Form
- 16) Meet with Overseer to review the Debrief & update STEVE.

ROLES & TASKS

Overseer

- ✓ Attend all activities of the event (clean-up, set-up, rehearsals, practices, decoration prep, etc.)
- ✓ Should know every aspect of the event very well
- ✓ Verify committee team member choices
- ✓ Give feedback and recognition to the coordinator and help manage their timeline
- ✓ Ensure that the event preparations are on schedule
- ✓ Has veto power over final decisions
- ✓ Track progress of preparations and budget

Coordinators

- ✓ Attend all activities of the event
- ✓ Should know every aspect of the event extremely well
- ✓ Put together a committee team
- ✓ Delegate tasks to all team members
- ✓ Give feedback and recognition to team members
- ✓ Make final decisions
- ✓ Track progress of preparations and budget

Committee Members

- ✓ Attend all activities of the event
- ✓ Should know their piece of the event better than anyone else
- ✓ Carries out their area of the event (before, during, and after) - *May not necessarily coincide with their Dept.*
- ✓ Either finds someone to complete a delegated task or does it personally
- ✓ Coordinates volunteers for their piece of the event
- ✓ Suggests improvements to any and all aspects of the event

Volunteers

- ✓ Show up the day of the event to carry out tasks - Provide manpower
- ✓ Should be well informed in advance with roles and suggestions in writing
- ✓ Help with set-up & clean-up

Expectations for *Executive Board Member*

Your goal is to ensure that each event is successful

Your secondary goal is to build the strengths and leadership of those individuals that you oversee. You want the event to get better and you want the team to get better.

Communicate with Activities Director if problems arise or if there are questions. Check in occasionally to report progress and some of the major decisions being made.

You are to ensure that STEVE is up to date and helpful for each event that you oversee. Instead of binders you should be creating a stronger STEVE to assist coordinators.

You are to manage the entire ASB class in that every member is assisting, working, has the proper knowledge, serving on a realistic number of committees.

At events you are to be present and assist where the coordinator needs you.

Make sure that coordinators feel appreciated and acknowledged.

Ensure that all committee debrief meetings, clean up, and debriefs are completed in a timely manner.

DEPARTMENT: FACILITIES

The Most Important Thing to Remember (#1 Tip)

- When cleaning up after an event make sure we always leave it the way we found it or better than the way it was.

Pointers (What are some general suggestions)

- Before turning it in, check with your coordinator that everything is filled out correctly.

Step-By-Step Directions (If there's a step-by-step portion, detail it here)

How to Hang a Giant Poster in the Gym

1. Step one is making sure that you have all the information on the event.
2. Step two is to always do an hour before and an hour after for time to cleanup and set up.
3. Step three is make sure you turn the sheets in three weeks in advance. I say the sooner the better!
4. Step four always ask questions if you are unsure never just write something down.

Troubleshooting (Problems that might arise and possible solutions)

- A problem that might arise is that you may have filled the facilities request incorrectly.
- The solution is to make a new one with the right information and let the lady in the office know.

Location of any pertinent forms or supplies (Where is the stuff you need to use when working with this department)

Form - Use - Location

- *The facility requests are located by the Julie's desk. There is a black paper holder on top of the drawers and they are in the bottom slot.*

People to Contact and their Contact Info (What staff members of businesses should we contact)

Contact Mr. B if we need to order more tarps, rolls of paper, or inks
Contact Julie if we ever need to rent a bus or a car for certain events
and she can give you the best price.

Codes/Passwords/Hints (It's secret, but this is a good place to put those passwords that we often forget)

NA

Facilities

* Facilities: space or equipment necessary for doing something

1. Why do we ensure that a facility is left just like we found it?
 - We want to leave the facility the way we found it if not better than how we found it because it is a privilege that we are able to use this area. We also want to leave it the way we found it because it gives ASB a better reputation and we never want someone cleaning up after our mess.
2. Where can facility requests be found? When should they be completed?
 - It can be found in the athletics/activities office; they are by Julie's desk in a black paper holder. They should be completed two weeks before however, the sooner they are filled out the better!
3. How do you turn on the air conditioning in the Big Gym? How often do you check it?
 - There are boxes in the big gym, there are about three of them. You press and hold the button and see if the man is in the house. You should check it every hour.
4. When do we use the brown tarps in the gyms? What's the rule of the thumb?
 - We use the brown tarps whenever we have dances in the big gym or mini gym. The tarps are usually used for Homecoming and Morp. The rule of the thumb is the way you grab it.

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Talent Show

Who does this program affect/benefit?

Students who want to perform and don't always get an opportunity to show off their talents or who aren't a part of a group on campus.
You could also have teachers perform.

Purpose (Why?)

The purpose of the talent show is to give TVHS students an opportunity to show off their unique talents.

Departments in Committee (Who?)

- Advertising (Social Media, Marquee, Website, etc.)
- Talent (write the MC script & work with MCs)
- Facilities (reserve the theater and coordinating volunteer to work tech: lighting,
- Human Resources (figure out volunteers for backstage and tech)
- Catering (evening dinner for volunteers & performers)
- Production (printing and design of programs)

Steps to Completion (What?)

1. Reserve the theater for the correct date and time (take into consideration tryouts, rehearsal, and the actual event)
2. Fill out a PO
3. Pick a theme
4. ADVERTISE! (social media, GBTV, flyers, etc.)
5. Create tryout packets/hold tryouts
6. Design and decorations
7. Talk to teachers about participation
8. Meet with tech crew and plan
9. Assign ticket takers & ushers. Put someone in charge of ushers to coordinate that night.
10. Ask any clubs if they want to do concessions – work with them for cash box, etc.
11. Contact food places to provide food for performers
12. Create charts with all the information for sound, lighting, and backstage management.
13. Write script and gather music on the main playlist
14. See if Drama and production students outside of ASB would like to help out with the different production aspects like sound and lighting.
15. Rehearse and advertise.

Suggestions

- *Have acts between actual acts involving the teachers (i.e. lip sync, skits, etc.)*
- Have auditions earlier if possible, to give more time to the process.
- Consider moving the show to a Friday night, so that you have one extra rehearsal day, and so that more people can come. There are typically more conflicts on Thursday nights.
- Give MCs scripts earlier.
- Prepare a PowerPoint to go with the show.
- Cut the show down a maximum of 1 hour and 45 minutes.

Comments/Notes

- Consider making the show a cut show, where there can be less acts of better quality
- Try to find more diversity of acts. (ex– not only singing, even amount of several different acts)
- The charts were very useful for both, and backstage, be sure to include them.

Hard Documents in File Cabinet

- Program examples (Themes: Apple TV, Scooby Doo, Lip Sync Battle, Unprofessionally Themed)
- Audition Packet
- Charts and scripts on Google Drive

ASB DEPARTMENT DESCRIPTIONS

Decorating (ADVERTISING)	<i>The members of the Decorating Department will design, build, and create all decorations for ASB events and activities. They will be trained in the best techniques for poster creation and rally decorations. In addition, they will maintain the ink and butcher paper in conjunction with the Supply Department.</i>
Finance	<i>The Finance Department will keep every project working within their budget. They will ensure that all groups and committees are creating an accurate budget, completing necessary Purchase Orders, Apparel Approval, Reimbursement, and Fundraiser Request forms. They will also ensure that inventories are kept on all sellable items.</i>
Sound	<i>The Sound Department will work diligently to set up and operate the various ASB sound systems. They will keep a calendar of volunteers and a schedule of when and where the sound system is needed. If the sound systems need maintenance or upkeep the members of this department will ensure that it happens.</i>
Marquee (ADVERTISING)	<i>This Department has the responsibility of updating both the electronic marquee on Margarita and Rancho Vista Rd and in front of the school on a regular basis. Creativity and proper grammar are a must. The students within this department also update the electronic marquee above the Hungry Bear and on the scoreboard within Golden Bear Stadium.</i>
Social Media (ADVERTISING)	<i>The Social Media Department upkeeps and updates the Twitter, Instagram, Facebook, and Vine accounts for TVHS ASB. They know the best ways to post and ensure that the accounts are being used appropriately and to their fullest potential.</i>
Public Relations	<i>This Department serves as the liaisons to PTSA, The Golden Bear Foundation, and outside businesses and groups. They have the task of advertising in our locale paper and working with any outside groups.</i>
Catering	<i>The Catering Department knows how to get food, where to go, and what is needed. They are available to give suggestions on the best restaurants to use for luncheons and when large groups are to be fed. They also coordinate donations from local eateries.</i>
Athletics	<i>This department coordinates and communicates with the athletic teams for all seasons. They keep track of their game, tournament, and practice schedules. In addition, they serve as the liaison with the captains and coaches in regards to all ASB events. In addition, they keep up with the scores and results of their competitions.</i>
Announcements (ADVERTISING)	<i>The Announcements Department coordinates the daily announcements. They write, edit, and prepare the video or verbal announcements for the student body. They keep a schedule of participants and add new messages.</i>
Staff	<i>This department has several responsibilities, but they all tie directly to working with the staff members at TVHS. They know the schedules of all staff members on campus and can locate staff members when needed. They are familiar with the proper etiquette for visiting classrooms and for e-mailing staff members. Lastly, they coordinate and communicate with all staff members involved with ASB events.</i>
Facilities	<i>The Facilities Department knows the ins and outs of each and every building, room, and facility on campus that ASB uses. They work directly and closely with custodial to ensure the all facilities are reserved and ready. In addition, this department works with Judy to reserve bus and car transportation for all field trips. They are also the experts on the Golden Bear theater and the ushering and tech needs.</i>
GPS	<i>These ASB members know how to find students on campus. They work directly with Judy Smith and counseling to efficiently locate students and get materials to them without disturbing the normal operations on campus.</i>
Production	<i>The Production Department assists in the mass production of materials. They are the experts in how to use the various copy machines on campus, how to send materials to the district print shop for printing, and they understand the various online resources for the production of flyers and promo cards.</i>
Website (ADVERTISING)	<i>The Website Department is well versed in the school website. They regularly update the various Activities links on the TVHS webpage. They will upload videos, images, documents, and information to the website while always ensuring a professional look.</i>
Apparel	<i>The Apparel Department works directly in designing and ordering all pieces of apparel. They communicate with Bear Designz and Custom Ink on orders while ensuring accurate orders and prompt payment. The members of this department also keep various pieces of apparel stocked in the Student Store and in the Webstore while updating images and descriptions.</i>
Talent	<i>These individuals will work directly with announcers, presenters, and MCs for quality assurance and preparation. In addition, the Talent Department coordinates with all performance groups on campus in regards to their participation in ASB events. This includes but is not limited to band, choir, drama, dance, cheer, etc.</i>
Human Resources	<i>This department will facilitate the debriefing process for all events and activities. In doing so, they will ensure that all groups have completed the necessary post event paperwork and have kept strong records. As a secondary responsibility, they will keep track of ASB member responsibilities, keep attendance logs, and coordinate ASB working lists for setup, cleanup, and more.</i>
Supplies	<i>Members of the Supply Department will ensure that the divisions of ASB have the necessary basic supplies. They will also help in organizing the storage of all materials, refurbishment of general supplies, and organize the purchasing and restocking of materials.</i>
Graphics (ADVERTISING)	<i>Members in the Graphics Department will design most visual materials for the ASB classes. This includes but is not limited to posters, forms, flyers, promo cards, passes, etc.</i>
Scanning	<i>This department will organize and facilitate any use of the 5-Star Student program scanners and the database including the charging of the scanners, creation of the events, setup of Bluetooth connections, and training of operators.</i>
Videography	<i>This crew has the knowledge and skills to film, edit, and upload short videos that might be used in rallies, during events in the theater, or to display on the website. You must know how to use a camera and be fairly tech savvy.</i>

PROJECT LEADER: _____ Meeting Date: _____

EVALUATOR: _____

PROJECT: _____

PROJECT DEBRIEF EVALUATION MEETING

1. Start with **small talk** making them feel comfortable.
2. Give them a specific **compliment** about what you've seen them do thus far.
3. **Explain the process** to them – What is the goal of this evaluation process and these meetings?
4. **Ask them questions** about some of the things you observed on their paper. Be sure to ask about their Strengths and how they focused on them.
 - a. Ask about the strengths and weaknesses of the event itself.
 - b. Ask them what they did well and didn't do well as the coordinator.
 - c. Ask them how they used their strength(s) as the coordinator of the event.
5. **Look for pattern.** Listen for goals. What seems to be the biggest need?
6. **Give suggestions** for what they should work on. Be specific. Make it something that they can actually accomplish.
7. Have them **repeat** what it is they are going to work on and **fill in** the last portion of the debrief form.
8. **Review the grades** in the rubric on the back of their debrief. Determine where they would fall in each category.
9. Tell them that you will **be looking for these behaviors** on their next project.
10. **Thank them** for their efforts.

NOTES

PROJECT:

PROJECT OVERSEER

NAME:

ASSOCIATED STUDENT BODY & Co.

PROJECT LEADER DEBRIEF & EVALUATION REPORT

Within **ONE WEEK** of the completion of the project/event conduct a debrief meeting with your committee, clean up, & complete each section of this report *specifically, critically, & thoroughly*. Turn your report in to the overseeing Executive Board Member with attached documents for S.T.E.V.E.

1. What did you do as the project leader for this event? Give the steps that were taken as the head coordinator.
2. Explain the goal or mission of this particular project or event. How does it fit into ASB's mission and fit with the vision of ASB or the school? What were you trying to accomplish? Explain a few of the decisions that you made along the way to focus on this goal.
3. Based on the details covered in your final committee meeting evaluate your work and the success of the project. Explain the successes & weaknesses of the project and your part in it.

Renaissance Mission Statement: To promote student academic success through academic and character motivation, recognition, and celebration (**Vision Statement:** Take pride in everything you do).
Student Government Mission Statement: To create a community that offers students a multitude of opportunities to become passionately involved in their high school experience (**Vision Statement:** All in to go all out). **Leadership I Mission Statement:** To expand activities, events, and programs throughout campus thus providing more opportunities for involvement for the Golden Bear community, while developing their own leadership philosophy (**Vision Statement:** Everyone is a leader). **TVHS Mission & Vision:** We prepare our Golden Bears to thrive within and contribute to our community and our world. We do this by engaging and investing all students in challenging learning while supporting their needs.

4. Update the appropriate document on S.T.E.V.E. in Google Drive. Paperclip to the debrief any hard copies of documents (*promo cards, invitations, etc.*) that cannot be added to S.T.E.V.E. directly. In addition, please turn in an *Evaluation Form for the Executive Board* overseer to the Activities Director.
5. What did you learn about yourself in terms of your strengths and how to utilize them? Which of your strengths did you call upon during the project? How could you use your strengths more efficiently?

6. What grade would you give yourself in each category based on the rubric below?

SCORE	GOAL ACCOMPLISHMENT (<i>CIRCLE ONE</i>)	PROJECT REFLECTION (<i>CIRCLE ONE</i>)	TEAMWORK (<i>CIRCLE ONE</i>)	UTILIZATION OF STRENGTH (<i>CIRCLE ONE</i>)
1	The project or event did not successfully <i>accomplish the goal</i> or forward the mission/vision of ASB.	I did not fully complete the project reflection and/or did not update S.T.E.V.E. and/or was very late in its completion.	I should have delegated more of the responsibility, or pieces of the project were not ready in time.	I did not use my <i>Strengthsfinder strengths</i> in the development, planning, or production of this project.
2	Some decisions I made <i>accomplished the goal</i> and forwarded the mission/vision of ASB.	I completed the project reflection , <i>basically</i> examining the <u>successes</u> and <u>weaknesses</u> of the event/activity and/or added minimal info to S.T.E.V.E. late.	I worked well with the team, though I should have delegated more of the responsibility, but the task was completed.	I did not focus on utilizing my <i>Strengthsfinder strengths</i> in the development, planning, or production of this project.
3	<u>Most</u> decisions I made successfully <i>accomplished the goal</i> and forwarded the mission/vision of ASB.	I completed the project reflection , examining the <u>successes</u> and <u>weaknesses</u> of the event/activity and updated S.T.E.V.E. on time.	I worked well with the team, delegating when necessary and accomplished my tasks.	I inadvertently used one of my <i>Strengthsfinder strengths</i> in the development, planning, production, or reflection of this project.
4	<u>Every</u> decision I made successfully <i>accomplished the goal</i> and forwarded the mission/vision of ASB.	I <i>thoroughly and thoughtfully</i> completed the project reflection on time, examining the <u>successes</u> and <u>weaknesses</u> of the event/activity and was able to strengthen the document on S.T.E.V.E.	I worked well with the team, <i>appropriately</i> delegating when necessary and accomplished my tasks on time and with professionalism.	I consciously used one of my <i>Strengthsfinder strengths</i> in the development, planning, production, or reflection of this project.

7. *At the end of your debrief meeting* please write down the one thing that you'll be focusing on in your next leadership role.

DEBRIEF MEETING DATE: _____

FOR OFFICIAL USE

FINAL SCORE: ____/16

Initiative

Motivation

Positivity

Accountability

Critical Thinking

Toughness

Evaluation of Executive Board Member

Your name:

Project/Event:

Executive Board Member Overseer:

Rate the Executive Board member in each of the categories below.

Involvement

Were they appropriately involved in the process? Did they meet with you too much or too little?

1 **2** **3** **4** **5**
Poor Decent Good Very Good Awesome

Organization

Did they give you appropriate deadlines and did they understand the timeline?

1 **2** **3** **4** **5**
Poor Decent Good Very Good Awesome

Knowledge

Did they know a lot about the project and the pieces that went into it? Did they share that knowledge?

1 **2** **3** **4** **5**
Poor Decent Good Very Good Awesome

Positivity

Did they inspire you to set high goals? Did they take challenges and difficulties in stride and work to solve them?

1 **2** **3** **4** **5**
Poor Decent Good Very Good Awesome

Communication

Did they communicate clearly and in a professional way? Did they treat you with respect and courtesy?

1 **2** **3** **4** **5**
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What is one way they really helped you?

What is something that they could have done differently?