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

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

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

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
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 President of Character

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 Oversee 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 Oversee)
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 Oversee to review the Debrief & update STEVE.

**Roles & Tasks**

**Oversee**

✓ 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.
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.
**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.
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 volunteers 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
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
<table>
<thead>
<tr>
<th>ASB Department Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Decorating</strong> (ADVERTISING)</td>
</tr>
<tr>
<td><strong>Finance</strong></td>
</tr>
<tr>
<td><strong>Sound</strong></td>
</tr>
<tr>
<td><strong>Marquee</strong> (ADVERTISING)</td>
</tr>
<tr>
<td><strong>Social Media</strong> (ADVERTISING)</td>
</tr>
<tr>
<td><strong>Public Relations</strong></td>
</tr>
<tr>
<td><strong>Catering</strong></td>
</tr>
<tr>
<td><strong>Athletics</strong></td>
</tr>
<tr>
<td><strong>Announcements</strong> (ADVERTISING)</td>
</tr>
<tr>
<td><strong>Staff</strong></td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
</tr>
<tr>
<td><strong>GPS</strong></td>
</tr>
<tr>
<td><strong>Production</strong></td>
</tr>
<tr>
<td><strong>Website</strong> (ADVERTISING)</td>
</tr>
<tr>
<td><strong>Apparel</strong></td>
</tr>
<tr>
<td><strong>Talent</strong></td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
</tr>
<tr>
<td><strong>Graphics</strong> (ADVERTISING)</td>
</tr>
<tr>
<td><strong>Scanning</strong></td>
</tr>
<tr>
<td><strong>Videography</strong></td>
</tr>
</tbody>
</table>
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
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.
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?

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

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: _____________________
FINAL SCORE: ______/16
Evaluation of Executive Board Member

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?

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>Decent</td>
<td>Good</td>
<td>Very Good</td>
<td>Awesome</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>Decent</td>
<td>Good</td>
<td>Very Good</td>
<td>Awesome</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>Decent</td>
<td>Good</td>
<td>Very Good</td>
<td>Awesome</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>Decent</td>
<td>Good</td>
<td>Very Good</td>
<td>Awesome</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>Decent</td>
<td>Good</td>
<td>Very Good</td>
<td>Awesome</td>
<td></td>
</tr>
</tbody>
</table>

What is one way they really helped you?

What is something that they could have done differently?