

Committee Serving On	Role Fulfilling

What **STRENGTH** are you focusing on for these 2 weeks?
How?

YOUR NAME: _____ BRANCH: _____

What's your SMART goal for these 2 weeks?

DAY OF THE WEEK	What did you accomplish?
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	

DATES ____/____/18 - ____/____/18

DAY OF THE WEEK	What did you accomplish?
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	

DATES ____/____/18 - ____/____/18

Before the 2 weeks begin, circle your area of focus!

RATE YOURSELF IN EACH OF CATEGORIES AFTER 2 WEEKS				
EXECUTOR	COLLABORATIVE	STRATEGIC	CATALYST	REFLECTIVE
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

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 S.T.E.V.E.

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

ASB Department Descriptions

Decorating	<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>
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>
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>
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>
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>
Graphics	<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>
Announcements (MARKETING)	<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>
Social Media (MARKETING)	<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>
Marquee (MARKETING)	<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>
Website (MARKETING)	<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>

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 (CIRCLE ONE)	PROJECT REFLECTION (CIRCLE ONE)	TEAMWORK (CIRCLE ONE)	UTILIZATION OF STRENGTH (CIRCLE ONE)
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>Strengthfinder 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 and 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>Strengthfinder 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 and 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>Strengthfinder 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 and 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 delegating</i> when necessary and accomplished my tasks on time and with professionalism.	I consciously used one of my <i>Strengthfinder 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