

*Fossil Ridge High School
Student Council
Project planning Packet*

Name of Project: _____

School year: _____ *Committee
chairperson(s):* _____

committee members: _____

Project Proposal

Fossil Ridge High School Student Council Project Proposal Form

Project Title: _____ **Today's Date:** _____

Committee Chairperson(s): _____ **Due Date of Proposal:** _____
: _____

Committee Members: _____

Date(s) of Event: _____ **Day(s) of the Week:** _____

Time(s) of Event: _____ **Location(s):** _____

List three goals that your committee has for the project. Be sure that your goals are SMART.

TOTAL		

*** Be sure to think about any of the items that could be donated by local businesses. For those items, you need to submit a typed letter to that business that provides a description of the project/event. The letter needs to be done on school letterhead, as most businesses need this for tax purposes. The letter also needs the signature of the advisor, the president, and an administrator.

Treasurer’s Comments/Suggestions:

Treasurer’s Signature

Date

Project Approval

Have the committee chairperson(s) and the appropriate committee members meet with the Student Council President, the Student Council Advisor, and a school administrator. Fill in sections below.

Student Council President’s Comments/Suggestions:

President’s Signature

Date

Student Council Sponsor’s Comments/Suggestions:

Sponsor's Signature

Date

School Administrator's Comments/Suggestions:

Administrator's Signature

Date

*** *Once the project has the initial approval of the president, sponsor, and an administrator, your committee must now make adjustments to your official proposal. Please provide necessary information. Make sure the typed proposal is ready to be presented to the school's administrative team.*

Project Planning

Committee "To Do" List

With the members of your committee, brainstorm a list of things that need to be done during the planning phase. Once you know "what" needs to be done, decide "who" and "when".

What	Who	When
-------------	------------	-------------

*** *Once you have completed the Committee "To Do" List, each individual needs to fill in their "To Do's" on their individual assignment sheet on the next page.*

Individual "To Do" List

Each individual needs to take some time and fill out their own Individual "To Do" List.

Individual's Name: _____

What	When	Done?
-------------	-------------	--------------

**** Each individual needs to make sure all of their individual duties are put down in their own calendars.*

Individual Contact List

Please keep a list of the businesses and people (i.e. DJ, decorator, T-shirt company, etc.) you work with in the planning of this project. They need to be kept for future reference and shared with your committee chairperson. Also, please be sure to give a copy of any contracts, pamphlets, or samples to the committee chairperson to be kept with the official planning packet file.

<u>Business Name</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Details / Service</u>

Project Calendar

On the calendar below (or on the calendar from the Proficient section), include **ALL** dates and times of tasks that need to be completed for the project/event. The tasks need to be very specific (i.e. preparation details, publicity, set-up, clean-up, etc.). **Project:** _____ **Month(s) of:** _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

*** Once you have completed your calendar, the committee chairperson needs to go in and type in the necessary information.

*** Please be sure to attach a copy of any contracts, pamphlets, samples, etc. to be kept with the official planning packet file for this project.

Marketing and Advertising Scheme

Fill out the important details of the event that need to be communicated with the staff, student body, and community. These are details that should be included in all methods of advertising

Event Name: _____ **Where:** _____
Date: _____ **Time:** _____ **Cost:** _____
Other Information: _____

Marketing Timeline

Come up with a marketing plan. Think of how you are going to creatively market your event:

Two weeks before the event: _____

One week before the event: _____

The day before and/or the day of the event: _____

Announcements

Fill out the following announcement sheet and give it to the appropriate person to get it on the announcements. Make sure it is creative and "ear catching"! You may want to write several just to change it up.

Date(s) to be Read: _____ **From:** _____
Announcement: _____

Event Set-up Diagram

Provide any drawings regarding the set-up of the activity.

Pictures

Assign someone in your group to take pictures of the event or activity. Take pictures of the set-up and during the activity. These pictures may be used for future Student Council use, so please bring in an electronic copy if possible. Select the box and go to “Insert” above, or print the pictures out and paste them to the page.

Description:

Description:

Description:
Description:

Description:
Description:

Description:
Description:

Description:
Description:

Project Evaluation

Meet with your committee and complete the following “+” and “□” forms.

This is the “+” form. Please put down everything that your committee feels went well with this project. These would be suggestions of things you would keep if you were to do the project again.

+

Name _____

Committee _____

Person # _____

Please list any duties or responsibilities you accomplished for this activity:

What letter grade do you think you deserve for this activity and why?:

Evaluator # _____

Used class time effectively

0 1 2 3 4 5

Accomplished assigned tasks

0 1 2 3 4 5

Accomplished tasks on time

0 1 2 3 4 5

Helped set-up/clean-up/work the activity

0 1 2 3 4 5

Overall, was a contributing member

0 1 2 3 4 5

Total _____

Evaluator # _____

Used class time effectively

0 1 2 3 4 5

Accomplished assigned tasks

0 1 2 3 4 5

Accomplished tasks on time

0 1 2 3 4 5

Helped set-up/clean-up/work the activity

0 1 2 3 4 5

Overall, was a contributing member

0 1 2 3 4 5

Total _____

Evaluator # _____

Used class time effectively

0 1 2 3 4 5

Accomplished assigned tasks

0 1 2 3 4 5

Accomplished tasks on time

0 1 2 3 4 5

Helped set-up/clean-up/work the activity

0 1 2 3 4 5

Overall, was a contributing member

0 1 2 3 4 5

Total _____

Evaluator # _____

Used class time effectively

0 1 2 3 4 5

Accomplished assigned tasks

0 1 2 3 4 5

Accomplished tasks on time

0 1 2 3 4 5

Helped set-up/clean-up/work the activity

0 1 2 3 4 5

Overall, was a contributing member

0 1 2 3 4 5

Total _____

Evaluator # _____

Used class time effectively

0 1 2 3 4 5

Accomplished assigned tasks

0 1 2 3 4 5

Accomplished tasks on time

0 1 2 3 4 5

Helped set-up/clean-up/work the activity

0 1 2 3 4 5

Overall, was a contributing member

0 1 2 3 4 5

Total _____

Evaluator # _____

Used class time effectively

0 1 2 3 4 5

Accomplished assigned tasks

0 1 2 3 4 5

Accomplished tasks on time

0 1 2 3 4 5

Helped set-up/clean-up/work the activity

0 1 2 3 4 5

Overall, was a contributing member

0 1 2 3 4 5

Total _____

Evaluator # _____

Used class time effectively

0 1 2 3 4 5

Accomplished assigned tasks

0 1 2 3 4 5

Accomplished tasks on time

0 1 2 3 4 5

Helped set-up/clean-up/work the activity

0 1 2 3 4 5

Overall, was a contributing member

0 1 2 3 4 5

Total _____

Evaluator # _____

Used class time effectively

0 1 2 3 4 5

Accomplished assigned tasks

0 1 2 3 4 5

Accomplished tasks on time

0 1 2 3 4 5

Helped set-up/clean-up/work the activity

0 1 2 3 4 5

Overall, was a contributing member

0 1 2 3 4 5

Total _____

Evaluator # _____

Used class time effectively

0 1 2 3 4 5

Accomplished assigned tasks

0 1 2 3 4 5

Accomplished tasks on time

0 1 2 3 4 5

Helped set-up/clean-up/work the activity

0 1 2 3 4 5

Overall, was a contributing member

0 1 2 3 4 5

Total _____

Evaluator # _____

Used class time effectively

0 1 2 3 4 5

Accomplished assigned tasks

0 1 2 3 4 5

Accomplished tasks on time

0 1 2 3 4 5

Helped set-up/clean-up/work the activity

0 1 2 3 4 5

Overall, was a contributing member

0 1 2 3 4 5

Total _____

Evaluator # _____

Used class time effectively

0 1 2 3 4 5

Accomplished assigned tasks

0 1 2 3 4 5

Accomplished tasks on time

0 1 2 3 4 5

Helped set-up/clean-up/work the activity

0 1 2 3 4 5

Overall, was a contributing member

0 1 2 3 4 5

Total _____

Evaluator # _____

Used class time effectively

0 1 2 3 4 5

Accomplished assigned tasks

0 1 2 3 4 5

Accomplished tasks on time

0 1 2 3 4 5

Helped set-up/clean-up/work the activity

0 1 2 3 4 5

Overall, was a contributing member

0 1 2 3 4 5

Total _____

Committee Chairperson(s) _____

Please make any comments about this person's work ethic or grade you think they deserve:

Total Score out of 100 = _____

Final Project PAcKet Checklist

Please go through, and make sure that they following items have been included in your Project Planning Packet and in the file before you turn it in:

Project Proposal / Approval

- _____ **Cover Page**
- _____ **Project Proposal (typed)**
- _____ **Budget Estimate Sheet**
- _____ **Project Approval**

Project Planning

- _____ **Committee “To Do” List** (*Individual “To Do” Lists are not necessary.*)
- _____ **Project Calendar**
- _____ **Project Contact List**
Attach any copies of contracts, business cards, pamphlets, etc.
- _____ **Chaperones and Staff Workers List**
Attach a copy of a Chaperones’ Duties List
- _____ **Working Timeline of Event or Activity**
Attach any necessary scripts or working timelines
- _____ **Event Set-up Diagram**

Project Implementation

- _____ **Event Set-up “To Do” List**
- _____ **Event Workers Sign-in** (*Copy given to the sponsor or President*)

_____ **Pictures**

Project Evaluation

_____ **Project Evaluation**

_____ **Student Council Individual Committee Evaluation Sheets** (*Given to the sponsor or President*)

_____ *Did you do "Thank Yous"?*

_____ *Provide an electronic copy of everything you did to the sponsor and / or the Secretary of Records*