

ASB CLASS COMMITTEE PACKET ASSIGNMENT		TOTAL POINTS:				
Student:	Position:	<i>* With subtraction of unexcused absences</i>				
Meetings/Event attended:		NOTES:				
Meetings/Event NOT attended or left early: (circle unexcused)						
Committee Chair:						
Committee Title:						
Committee Members:						
Underclassmen Committee Members:						
Date of Activity/Year:						
Advisor/Director in Charge:		Duty Assigned:	Date Fulfilled	Total Time	Total Pts.	Pts. Given
1. Read together, past Committee Reports & notes on file on this project.					10	
(If no prior Committee Report, read all notes on file - current & past years)						
2. Fill out ALL appropriate Administration Forms (If not applicable, put N/A)					5	
a. Activity Request Form: Needed if you are requesting OPHS property for your event)						
b. Facility Usage Form/ Event Fee & Set-up: Gives instructions on set-up and pay scale if requiring custodial, supervision or sound crew help.						
b. Field Trip Request (is this project away from the OPHS School grounds?)						
c. Fundraiser Form (will also need to be completed at the conclusion of event)						
d. Coin & Currency Count Report/ Cash Box: Are you requesting a cash box? How many?						
e. Field Trip Procedures & Forms: If planning to travel away from school property. (Field Trip Request Form, Field Trip Planning Guide, Transportation Request Form, Transportation Request Form, Field Trip Authorization and Release Form)						
f. School Driver Certification Form: If you are travelling away from school property and an adult (other than the ASB Director and/or an Administrator) is driving. According to law, that parent must have a background check and finger printing that must be cleared through the OPHS district Office, which may take several months.						

f. Reimbursement Requisition Forms (must be recorded in the Full Committee Report list who requested reimbursement and for what item, cost, where purchased)					
3. Create a step by step outline of project plan, w/ complete details (name, phone, address, company, etc.), Administration forms, Advertisement, Purchases, Actual Process of Activity, Set-up and Clean-up,. Projection of profit, costs, etc. and to whom each duty will be assigned.				25	
4. Check List for appropriate Advertisement				15	
a. PA Announcements					
b. Posters (how many made?) Must be individually signed by adult in charge and posted in designated areas.					
c. Flyers (same as above)					
d. Student Bulletin					
e. Marquee					
f. OPHS Website					
g. All-Call					
h. eNews					
I. Acorn					
j. VC Star					
k. Oak Park Now / info@oakparknow.com					
l. Oak Park Update (Brett Garrett) Brett@oakparkupdate.com					
m. Feeder Schools (which?)					
o. Other?					
5. Committee Member Evaluations (after event) <i>*Rating from 1-10 // 1-3 = 0 / 4-6= 1 pt. / 7-8 = 2 pts. / 9-10 = 3 pts.</i>				30	
6. Updated or New Committee Report - MUST BE TYPED				15	
7. A one-page typed Summary of Pros and Cons of this Event/Project				10	