

Leadership Procedure Form

Activity: T-Shirt Sales (c/o 24 Sophomores) @ Registration + Club Rush

Person(s) in Charge: Sophomore Class Officers

Date of Event: August 5 8:00 AM - 12:00 PM

**Procedure form is to be completed and turned in the Activities Director one week after the event. It is the responsibility of the student leader to meet this deadline without a reminder.

Final Grade: 90% A-

**To be completed by the AD. Note: signatures from the AD will not be completed the day this form is due. Signatures must be completed prior to due date.

Team Leader Check List Score: 26/31

AD Evaluation of Execution of Event Score: 16/16


Committee Form Score (if applicable): N/A

Procedure Form Score: 24/25

How to List Score: 17/20 I would have like more depth/detail

Total Points/Final Score: 83/92

Team Leader Checklist (and Your Grading Criteria)

| STEP | Your Responsibilities | Done? (Yes or No) | Date Completed | Point Value (To be completed by AD) |
|---|--|----------------------|----------------|--|
| Overview | Facilitative Leadership: As a class/group discuss the overall event/theme/goal of activity. | Yes | 7/27/21 | 2 /2 |
| Brainstorm | Facilitative Leadership Discussion of specifics to the event/activity being planned, (ask questions!) & Take notes (don't always rely on the secretarial positions to keep minutes/notes for you. Designate a time keeper; email minutes to AD, a hard copy of the minutes must be attached to this document! | Yes | 7/27/21 | 2 /2 |
| Event Break Down | Facilitative Leadership: Discuss who will be responsible for the completion of specific jobs of the event. Event Form job breakdown next pages. | Yes | 7/27/21 | 2 /2 |
| Complete the Checklist | Organize Checklist of tasks according to Check Date | Yes | 8/5/21 | 5 /5 |
| Check in with Advisor | Meet with Advisor and get signature:  | Yes | 8/11/21 | 3 /3 |
| Complete Leadership Procedure Form | Complete the Leadership Activity Event Procedure Form according the regulations and required paperwork along with signatures for RHS. | Yes | 8/11/21 | 2 /2 |
| Complete the Committee Form (if applicable) | Complete the committee form based on the list of requirements. | N/A | N/A | 2 /2 |
| Gratitude | Thank you cards done, must be completed and turned in at the time of the procedure form due date. | N/A | N/A | 0 /5 |
| Evaluate Event | Complete an After Action Report (AAR) | Yes | 8/16/21 | 5 /5 |
| Finalize Paperwork | The Procedure Form is completed and the deadline is met one week after the event was held. | Yes | 8/11/21 | 3 /3 |
| Total | | | | 26 /31 |

There is always someone to thank!

Event Planning Outline (Breakdown)

STEP 1: The Basic Overview

Event Name: T-shirt sales Registration Event Date: August 5

Event Location: North gym AHS

Brief Description of Event:
Selling sophomore t-shirts during registration.

We will know this event is a success when
we have over 50 pre-orders.

STEP 2: The Event *How will your event connect students and build relationships?*

| Welcome / Greeting | Main Attraction | Close/Shut Down |
|---|---|---|
| <ul style="list-style-type: none">- Lightly decorated table with a front poster | <ul style="list-style-type: none">- Selling class t-shirts (pre-order) for \$20 | <ul style="list-style-type: none">- clean up of area- Returning cash box- Rechecking spreadsheet of preorders |

STEP 3: Team Leader Check In with your advisor



STEP 4: Checklist Registration

| TASK (begin with a verb: hang posters, stamp posters) | WHO Is Responsible (only 1 person) | CHECK DATE | DUE DATE | DONE? Yes or No | NOTES |
|--|---|---------------|-------------|--------------------|-------------------------------|
| Design shirts | Spencer | 6/12/21 | 6/14/21 | Yes | • Finalized design @ meeting |
| Design shirts | Kylee | 6/12/21 | 6/14/21 | Yes | • Finalized design @ meeting |
| Discuss who is going during Registration | Spencer/Kylee | 8/2/21 | 8/5/21 | Yes | • Shift from 8-10 |
| Discuss who is going during Registration | Devin/Katie | 8/2/21 | 8/5/21 | Yes | • Shift from 10-12 |
| Fill out cash box form + turn in | Devin | 8/11/21 | 8/12/21 | Yes | |
| Promotion of setting @ Registration (social media) | Katie | 7/31/21 | 8/11/21 | Yes | |
| Discuss who is creating posters | Kylee | 8/2/21 | 8/5/21 | Yes | |
| Discuss who is bringing chairs | Kylee | 8/2/21 | 8/5/21 | Yes | |
| Discuss who is bringing the table | Kylee | 8/2/21 | 8/5/21 | Yes | |
| Recorded minutes for meetings + attached | Spencer | 8/11/21 | 8/12/21 | Yes | |
| Wrote names down during event & phone number | Kylee | 8/5/21 | 8/5/21 | Yes | • Did this during 8-10 shift |
| Wrote names down during event & phone number | Devin | 8/5/21 | 8/5/21 | Yes | • Did this during 10-12 shift |
| Set up site during event | Spencer/Kylee | 8/4/21 | 8/5/21 | Yes | |
| Set down site during event | Devin/Katie | 8/4/21 | 8/5/21 | Yes | |
| Print out images of shirts for the table | Spencer | 8/2/21 | 8/5/21 | Yes | |
| Completing the after-action report | Spencer | 8/19/21 | 8/12/21 | Yes | |
| | | | | | |

Step 5: Team Leader Check In with your advisor



Event Planning Outline (Breakdown) Club Rush

STEP 1: The Basic Overview

Event Name: Club Rush T-shirts Event Date: 8/26/21 12-1 pm

Event Location: Student Store area

Brief Description of Event:

Selling T-shirts at lunch during club rush's lunch.

Toolbox for event (supplies needed) Balloons, tablecloth, small decorations.

STEP 2: The Event *How will your event connect students and build relationships?*

| Welcome / Greeting | Main Attraction | Close/Shut Down |
|--|--|--|
| <p style="text-align: center;">BUILD TRUST</p> <p>Decorated table with poster</p> | <p style="text-align: center;">GIVE</p> <p>Selling T-shirts</p> | <p style="text-align: center;">BENEFIT</p> <ul style="list-style-type: none"> - clean up area - return spreadsheet - submit spreadsheet to Marty |

STEP 3: Team Leader Check In with your advisor

N/A already completed

~~Still need~~ →

Club Rush

STEP 4: Checklist

| TASK | WHO Is Responsible (only 1 person) | DUE DATE | DONE? Yes or No | NOTES |
|--------------------|------------------------------------|----------|-----------------|-------|
| Set up event | Kylee & Spencer | 8/26/21 | Yes | |
| Purchasing tables | Kylee & Devin / Spencer | 8/26/21 | Yes | |
| cash box fill out | Devin | 8/26/21 | Yes | |
| PO fill out | Kylee & Spencer | 8/26/21 | Yes | |
| Social media posts | Katie | 8/26/21 | Yes | |
| Poster making | Katie | 9/26/21 | Yes | |
| Clean up | Devin & Spencer | 8/26/21 | Yes | |
| Bringing supplies | Kylee | 8/26/21 | Yes | |
| Table | Devin | 8/26/21 | Yes | |
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still need ↓

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|--|--|
| <p>STEP 5: Advisor Check-in</p> | <p>N/A got signature last page</p> |
|--|--|

Step 6: How To... *Registration*

Create the steps in how your crew completed this activity. From the start til the end, what steps were taken to ensure this event was a success. Depth and detail will be very important in this task ahead and will be used as a reference for future leaders in this activity.

Point Value: 20pts

****Exampled Provided Below:**

Class T-Shirts

2 weeks

- Create tshirt(s) design(s) and/or crew neck/ tank top
- Get approved by class officers
- Create clothing on iza design
- Create a unit price

1 week

- Send out class text with pictures of designs
- Have all class officers create social media posts with clothing
- Create shifts throughout officer team for the day of
- Create a spread sheet to keep track of orders and kids' class schedule
- Create a poster with pictures of the designs on them

Day of

- Create another social media post
- Create another class text
- Bring tables/chairs/ music
- Bring poster with images

How To... Registration

*You can type up this document and add here, or add another piece of paper as needed.

7 weeks :

- Design T-shirt
- Discuss w/ officers about designs & finalize design before leadership meeting + submit to Morty

2 weeks :

- Discuss who is going during registration
- Discuss social media ideas
- Discuss poster making (who is going to do it)
- Discuss who is bringing tables + chairs

Day of :

- Set up chairs / tables & cash box
- Publicity sent out on all sophomore's Instagram pages
- Decorate table
- Close down after event + help out any other class (specifically freshmen)

How To... Club Rush

*You can type up this document and add here, or add another piece of paper as needed.

2 weeks:

- Plan out who is doing what
- Time table for event
- order PO

1 week:

- Recheck
- Finalize social media posts
- Prep day of what is happening

Day of:

- Set up
- Sell T-shirts effectively
- Set down

After Action Report

Very thorough

| What worked... What we liked... What we should definitely do again... | What we would do differently... |
|--|--|
| <p>Some of the best things that we did in this event were: Adapting, planning, organizing, being efficient, communicating, and learning. First, adapting. Although we had a solid plan going into the event, we knew that we had to level it up when we saw the freshmen's table. Spencer and Kylee brainstormed what we could do, and Spencer went to the storage room and got more supplies. In the end, it did taste better, but we got some takeaways from it. Next, planning, organizing, and being efficient. We had a method to the madness. Floods of people came in but managed it. It was almost a flow; Kylee would ask them for their phone number and name, while Spencer typed it to the receipt then asked for method of payment and shirt size. The flow was similar with that in our Devin, but in contrast there were few people and when they did come it was in 5 min increments so there wasn't a rush. Thirdly, communication was very good throughout this event. We specifically called the officers, looked the group chat, or found someone if we needed help for anything or needed extra help/learning. Lastly, learning. Although this is going to be discussed in the next column, we thought logically about how we could perform better and wrote it down in a google doc.</p> | <p>Some things that we could improve on would be: overall preparation, a mock up of the event, have more decorations that we need, and possibly get supplies for our storage room box. First, an overall preparation. Although it paled in comparison to last year, our preparation needs much better work. We ended up making the final decisions 3 days before or what we want. (we were discussing our idea the meeting) and I think we can really improve in that aspect. If we fully plan ahead 1-2 weeks before, we will have a much better time. Next, a mock up on an app or google drawings in addition to the preparation will really help us in the future. Creating the mock up in itself will give us a good spatial awareness for total amount of decorations and where everything will go so it is quick and efficient during the event. The third idea is to have more decorations, then we think we need. I believe that a major problem with our class is we overestimate in our minds what we have when in reality we don't have that much, so this and the mock up will really help us with our event. Finally, getting extra supplies for our storage room box will be helpful in the future because, as Mark states, you can always get more things from the storage room when making final decorations. So, it is need for a future event, we can rely on the storage room secretary's in an emergency.</p> |

Was your event successful according to the indicators you set at the start?

Yes, as we sold 55 T-shirts which hit the "above 50 T-shirts" goal that we had.

- Additions or changes you would make to your Checklist for future groups:
1. Preparation is key
 2. Communicate clearly/well
 3. Be organized
 4. Have faith in your officers

After Action Report

What we could have done differently

| <p>What worked.... What we liked... What we should do again...</p> <p>**What were the <u>benefits</u> of this activity?</p> | <p>Did you GIVE - ASK - GIVE?</p> <p>Did you build <u>trust</u> amongst the student <u>body</u>?</p> |
|---|--|
| <p>As an overview, Club Rush for the sophomore table was a complete success. After learning from what happened at Registration, we were determined to bounce back and be much better. We had a PD of \$70-80 worth of supplies for events for the next couple of years so in case of an emergency we can go on discount freely. Next, about a week before, we designated who's doing what. I had assured everyone had everything under control and nothing was out of place. When the event came, we were organized, efficient, and the table looked good. We set down everything in order. I was which is important and we sold a lot of T-shirts.</p> | <p>The real only thing that we could have done differently is pick out a reusable tablecloth instead of a plastic one. Although it is more convenient, the reusable one won't tear easily, we can use it for the whole year, and it would hold well.</p> |

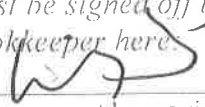
Score your event - 1 being poor, 10 being great 10

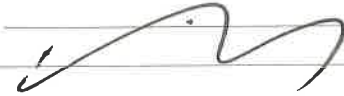

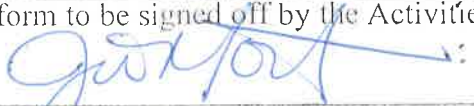
Additions or changes you would make to your Checklist for future groups:

Always plan out ahead, it only helps you.

Leadership Activity Event Procedure Form

Directions: Any time our class has an activity for our student body there are multiple forms and steps to accomplish in order to have a successful event. This form will assist to make sure all components to an activity are completed and done so in an efficient manner. The overall grade will depend on the completeness of this activity and will be applied to every individual in the class whether directly involved or not. We are a functioning business and family that must help one another be successful. Working together is a key skill needed in this course and out in the real world. This process will help everyone with their responsibilities and cooperation with others.

| | Procedure | Individual(s) Responsible | Point Value | Points Received | Comments/Notes |
|---|--|---|-------------|-----------------|----------------|
| Name of Event: <u>T-Shirt Sales during Registration</u> | | Date of Event: <u>8/5/21</u> | | | |
| 1. | PIC: Person in Charge | <u>Kylee Brown</u> | 1 point | <u>1/1</u> | |
| 2. | Committee Members and/or Individuals in Charge | <u>Sophomore Officers:</u> 1. <u>Kylee Brown</u> 2. <u>Dean Sinepatide</u> 3. <u>Spencer Bedala</u> 4. <u>Katie Rhodes</u> | 1 point | <u>1/1</u> | |
| 3. | Facility Form: <i>Student will print a copy of the confirmation of event through the following site:</i> | <u>N/A</u> | 1 point | <u>1/1</u> | |
| 4. | Purchase Order: <i>Purple form found in Morty's office or with the ASB Bookkeeper in Attendance Office</i> a. Who filled form out b. Date Activities Director signed the form & ASB Treasurer c. Date form turned into the ASB Bookkeeper & by whom | a. <u>Kylee & Spencer</u> b. <u>8/17/21</u> c. <u>Kylee & Spencer 8/13/21</u> <i>Must be signed off by the ASB Bookkeeper here:</i>  *A copy must be provided an attached to this form. | 5 points | <u>5/5</u> | |
| 5. | Announcement(s) a. Date filled out & by whom b. Number of announcements completed c. Date signed off by Activities Director and/or Head Advisor d. Date turned in to Mrs. Valdez & by whom e. Date(s) announcement(s) will be read | a. <u>8/10 by Spencer Bedala</u> b. <u>1</u> * <i>A copy of all announcements must be attached to this form!</i> c. <u>8/10</u> d. <u>8/10 by officers</u> e. <u>8/23/21 - 8/27/21</u> | 5 points | <u>4/5</u> | <u>copy?</u> |

| | | | | | |
|---|---|---|----------|---------------|--------|
| 6. | Publicity a. Date posters/flyers made b. Date publicity put up & by whom ⓐ Date event placed on Social Media | a. <u>N/A</u> b. <u>N/A</u> c. <u>8/1/21, created by Katie, published by soph. officers, Payton / Jenna</u> | 3 points | 3/3 | |
| 7. | Cash Box Form: form found in Morty's office or with the Bookkeeper in Attendance Office a. Date form is picked up & by whom b. Date Activities Director signed the form & ASB Treasurer c. Date form turned into the Bookkeeper & by whom | a. <u>Printed from computer on 8/1/21</u> b. <u>8/2/21</u> c. <u>8/2/21 by Dain</u> <i>Must be signed off by the ASB Bookkeeper here:</i>  | 4 points | 4/4 | |
| 8. | Dance Forms - Dance Procedure Form: Get from Front Office a. Date form is picked up & by whom b. Date form is complete and signed off by Head Advisor c. Date turned into main office & by whom - DJ: Sounds in Motion 522-5999 a. Date called & by whom b. Date contract is filled out and faxed back to company. <i>To be completed by AD or Head Advisor, communication is key!</i> c. Date of call back one week prior to event & by whom. | a. <u>N/A</u> b. <u>N/A</u> c. <u>N/A</u> a. <u>N/A</u> b. <u>N/A</u> c. <u>N/A</u> | 6 points | /6 | |
| 9. | Minutes: a. Date of meeting & location b. Who completed minutes c. Date minutes emailed to AD <i>**A copy of the minutes must be present on completed procedure form</i> | a. <u>6/14/21 over FaceTime / text</u> <u>7/27/21 over FaceTime</u> b. <u>Spencer Redula</u> c. <u>8/2/21</u> | 4 points | 4/4 | |
| Completed form to be signed off by the ASB President: | | | 1 point | 1/1 | |
|  | | | | | |
| Completed form to be signed off by the Activities Director: | | | 1 point | 1/1 | |
|  | | | | | |
| Total amount of point value and points received: | | | | 12 | Grade: |

24/25

Activities Director Evaluation of Event Completion

| | | Point Value: | Comments: |
|---------------------------|---|--|-----------|
| Event Team Leader Debrief | Team leaders was able to debrief cohesively when asked. If team leader was unavailable, a group member was knowledgeable and able to present. | 2 / 2 | |
| Communication Factor | ADs inquire of "to dos" and/or deadlines met were answered professionally by the team leader/group | 2 / 2 | |
| Professionalism | Team Leader/Group Members acted and executed the event with professionalism and efficiency. | 2 / 2 | |
| Respect | Respect toward peers, group members, staff, and AD were executed with professionalism. | 2 / 2 | |
| Overall Evaluation | ADs perspective of the overall completion of activity. *Deadlines met *Were constant reminders from the AD necessary *All team members present or were there excuses *Did the team execute a strong activity or was there disappointment and improvement that could have been made? | 8 / 8 Total Points: 16 / 16 | |

Sophomore Officers

6/14/21

Called To Order At 1:16 PM

All Members/Officers Present

1. Sophomores discussed on 2 possible front designs and 3 back designs
 - a. Group all disliked 1 back design; removed from list
 - b. Majority vote on front design; final front design decided
 - I. Unanimous vote
 - c. Majority vote on back design; final back design decided
 - I. 3 to 1 vote
2. Sophomores discussed the option of an orange shirt.
 - a. All liked the idea
 - b. Spencer went into izadesign.com and showed everyone the different options for an orange shirt
 - c. All members disliked the color; looked too saturated and ugly
 - d. Finalized decision to stick with white shirt
 - I. Possible option next year to do research on a new company with high quality shirts to buy off of. [current opinion was that all designs are either taken by previous classes or the majority of designs on the shirts that are left are ugly early 2000s that the class would dislike]
 - II. Decided even if it is similar to last year's shirt it was the best possible outcome.
3. Class involvement
 - a. Kylee had her friends give their opinion on the designs along with the option of a orange shirt
 - I. Friends disliked it; officers came to a consensus that it was not going to be the final option
 - II. Officers discussed and concluded that this was the best option and no matter what someone in the class will dislike it so we have to move for what is best for the majority.
4. Goals for next meeting: Discuss who is doing what for t-shirt sales and at what times.

Adjourned at: 2:31 PM

Approval Of Minutes:



Sophomore Administrative Assistant



Sophomore Class President



Activities Director

Sophomore Officers

7/27/21

Called To Order At 3:46 PM

All Members/Officers Present


1. Sophomores discussed the responsibilities of each officer in the group and what needs to be done so we can have a successful event.
 - a. Finalized that Kylee/Spencer are going from 8-10 AM and setting up and Devin/Katie are going from 10-12 PM and setting down.
 - b. Cash box is going to be handled by Devin
 - I. Printed out sheet already
 - c. T-shirt images handled by Spencer; will set up on 8/5/21
 - d. Social media post by Katie; has both images of the shirts
 - I. Officers and hopefully commissioners will post the event for publicity
 - e. Poster/chair/table handled by Kylee
 - f. Spreadsheet created by Kylee will be used during event to hold buyer's phone number/shirt size/ any other relevant information
 - I. Kylee is responsible for tracking information down during the 8-10 shift
 - II. Devin is responsible for tracking information down during the 10-12 shift
2. How we will determine if the event was successful or not
 - a. Sheet for procedure form was written down as at least 50 shirts pre-ordered
 - b. No real mess ups during the event
 - c. Smooth transactions during the event

Adjourned at: 4:58 PM

Approval Of Minutes:


Sophomore Administrative Assistant


Sophomore Class President


Activities Director

Ripon High School
 301 N. Acacia Ave.
 Ripon, CA 95366
 (209) 899-4287

Student Body Purchase Order/Requisition Form
 (ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASED)

Student Body Account: Student Council
 Event: Club Rush

Date: 8/12/21
 Requesters Name: Kytee Brown

| Description of Product for Purchase: | Quantity | Unit Price | Amount |
|---------------------------------------|----------|------------|--------|
| 3x8ft Orange streamers | 2 | \$8.99 | |
| 1.77in x 82ft orange paper streamers | 1 | \$9.99 | |
| 12 in orange balloons | 1 | \$13.99 | |
| 52 x108 ft Orange Tablecloth | 1 | \$7.74 | |
| 12 in white balloons | 1 | \$7.99 | |
| 32 ft long orange pennant decorations | 1 | \$14.99 | |

Requesting a:

Purchase Order Check

Payable to: Amazon Business
 Address: _____

Return to me by this date: _____
 OR Other Directions: (please circle): Mail Check

- Ordering Uniforms – Uniforms **MUST** be approved by Principal or Athletic Director **BEFORE** ordering
 _____ Date _____
 Principal or Athletic Director Signature
- Approved budget on file – available funds verified by _____ ASB Bookkeeper
- OR
- Minutes of Club approving expenditures (copy of minutes must be attached)

Coach/Advisor: [Signature] Date 8/12/21
 Activities/Athletic Director: [Signature] Date 8/12/21
 Student Officer: Kytee Brown Date 8/12/21
 (President/Treasurer of club/organization or ASB Treasurer)
 Principal: [Signature] Date 8-16-21

Office Use Only
 PO # 2360
 Check # _____
 Date Paid: _____
 Amount Paid: _____

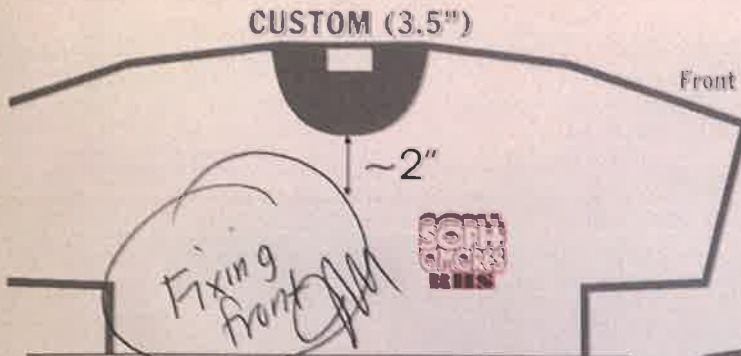
iza design[®]

"The Coolest Designs, Period!"

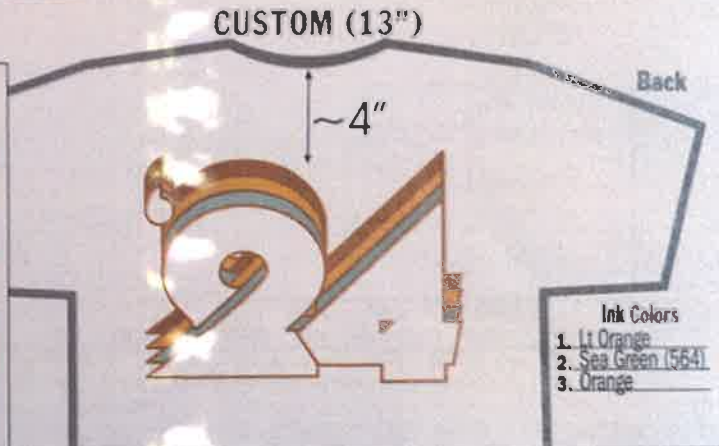
COLOR PREVIEW SHEET[™]

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| | |
|---------------|-------------------|
| Contact: | Jill Mortensen |
| Client: | Ripon High School |
| Garment type: | T-shirt/ White |



- Ink Colors**
1. Red
 2. _____
 3. _____



- Ink Colors**
1. Lt. Orange
 2. Sea Green (564)
 3. Orange



Order Number: 54007 Web ID:
MUST HAVE BY:

ORDER FORM
iza design
"The Coolest Designs. Period!"
 PO Box 2790, Acion, MA 01720

Call Toll Free Mon - Fri, 8am - 5pm
 (PST)

888-IZA TEES
 888-492-8337
 Fax: 714-993-2260
 iza@izadesign.com
 www.izadesign.com

Order taken on Wednesday, September 1, 2021
 Printed on 9/1/2021 8:17:08 AM

| | | |
|--|---|--|
| School Name: Ripon High School Address: 301 N. Acacia Ave, Ripon, CA 95366 Phone: (209) 599-2311 ext. FAX 2095996410 Contact Advisor: Jill Mortensen Cellular: (209) 743-5364 ext. jmortensen@riponusd.net Student: Special Instructions | Ship To Attention: Jill Mortensen Address: Ripon High School 301 N. Acacia Ave. Ripon, CA 95366 Design | Checklist *Signed Order Form *Include PO/Credit or Mail Check *Signed Preview *Need Class Names E-mailed *Need Signature Template mailed Please Fax Form(s) to 714-993-2260 to start your order. Thank you. |
|--|---|--|

| Garments: | Color | Youth | | | XS | S | M | L | XL | XXL | XXXL | One Size | Total Quantity | Cost Per Item | TOTAL |
|-------------------------|-------|-------|---|---|----|----|----|----|----|-----|------|-------------|-------------------|------------------|------------|
| | | S | M | L | | | | | | | | | | | |
| *T-Shirt Gildan (G2000) | white | 0 | 0 | 0 | 0 | 44 | 49 | 15 | 13 | 3 | 0 | 0 | 124 | \$11.75 | \$1,457.00 |
| Custom Info: | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | |
|---------------|---|---|---|---|----|----|----|----|---|---|---|---|-----|--|------------|
| Totals | 0 | 0 | 0 | 0 | 44 | 49 | 15 | 13 | 3 | 0 | 0 | 0 | 124 | | \$1,457.00 |
|---------------|---|---|---|---|----|----|----|----|---|---|---|---|-----|--|------------|

| | | Description | Qty | Price | Total |
|--|------------------|---------------------------|-----|--------|-------------------|
| Terms | PO Number | Second Side Cost | 124 | \$0.00 | |
| Net 15 days | 255 | Extra XXL garment charge | 3 | \$2.00 | |
| Credit Card Information | | Extra XXXL garment charge | | | |
| Type: | | Embroidered names/titles | | | |
| Account #: | | Name | | | |
| Exp: | | Name + Title | | | |
| Credit Card Billing Information | | Class names | | | |
| Address: | | Single sleeve prints | | | |
| | | Double sleeve prints | | | |
| | | Subtotal | | | \$1,463.00 |
| All orders must have the signature of an advisor or authorizing faculty member. | | Coupon: | | | |
| Authorized Name: (Please Print) | Title: | **5% discount | | | |
| Authorized Signature | Date: | | | | |
| X Who will be the advisor for next year? | | | | | |
| | | TOTAL | | | \$1,389.85 |

Ripon High School
 301 N. Acacia Ave
 Ripon, CA 95366
 Phone: (209)599-4289

PURCHASE ORDER



PO-253

| DATE | PURCHASE ORDER NO |
|------------|-------------------|
| 08/30/2021 | 253 |

| TITLE / DESCRIPTION |
|---------------------|
| C/O 2024 Shirts |

| REQ. # | REQ. DATE |
|--------|------------|
| | 08/30/2021 |

IZA Design
 PO Box 2790
 Acton, MA 01720
 (888)492-8337
 (714)993-2260 (fax)

| REQUESTED BY | AUTHORIZED BY |
|-----------------|---------------|
| Mortensen, Jill | |

| ITEM | QTY | UNIT COST | TAX | FREIGHT | TOTAL |
|-----------------------|-----|-----------|-----|---------|-------------|
| C/O 2024 Class Shirts | | | | | 1,300.00 |
| TOTALS: | | | | | \$ 1,300.00 |

| | |
|------------------------------|-------|
| _____ | _____ |
| Student Representative | Date |
| _____ | _____ |
| Faculty Advisor | Date |
| _____ | _____ |
| Principal/Site Administrator | Date |