

**Ramon C. Cortines**  
**School of Visual & Performing Arts**

**Leadership Activity Proposal Sheet**

On behalf of the ASB, Leadership Class and Mr. Lee, we would like to propose:

<b>Name of Event or Activity</b>	Friday Night Fever/ (Spring Dance)
<b>Dates</b>	Friday, February 16th
<b>Time</b>	<ul style="list-style-type: none"> <li>● Dance: 7-11 (DJ stops at 10:45 – Lights on. Students sent to Front) <ul style="list-style-type: none"> <li>○ Students requested to start calling parents for pickup at 10:30.</li> <li>○ Leadership students start cleaning up at 10PM.</li> </ul> </li> <li>● Photo booth: 7:30-10PM <ul style="list-style-type: none"> <li>○ Mr. Shipley’s photographers</li> </ul> </li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>● Dance &amp; DJ: Inside the Cafeteria</li> <li>● Photo Booth: In the entryway to the Dance Academy building (same place as Halloween dance)</li> <li>● Karaoke: Amphitheatre <ul style="list-style-type: none"> <li>○ Leadership students will run it</li> </ul> </li> <li>● Bag check: Faculty Cafeteria</li> <li>● Restrooms: 1 boys/1 girls RR open next to parking garage</li> </ul>
<b>Objective/Purpose of Event or Activity</b>	The purpose of the events is to bring all the student body together to have fun with friends and dance. This is an event that brings over 300 students annually to a setting that is different than the normal academic one during the day.
<b>Project Description/Activities</b> (*Use bullet points. Include as much detail as possible)	<ul style="list-style-type: none"> <li>● Dance will last approximately 4 hours.</li> <li>● We will also have a photo booth. Photo booth will be located in the entryway to the Dance Academy Building. The photo booth will be run by Mr. Shipley’s (Photography Teacher) photography class students. <ul style="list-style-type: none"> <li>○ Student Body will purchase supplies. Profits will be split with Photography Class. Each picture will cost \$1</li> </ul> </li> <li>● We’ll also have karaoke from 8-10PM. This will be located in the amphitheatre.</li> <li>● In an effort to involve our student body, Clubs will be given the opportunity to fund raise during the dance by signing up to sell concessions <ul style="list-style-type: none"> <li>○ All clubs will be reminded to have sponsors/parents chaperone their sales (7PM to 10:30PM) <ol style="list-style-type: none"> <li>1. S.T.E.M. Club (Sponsor: Mr. Kwan)</li> <li>2. World Vision Club (Sponsor: Mr. Kwan)</li> </ol> </li> </ul> </li> </ul>

	<p>3. Key Club (Ms. Mui)</p> <p>4. Junior Class (Sponsor: Ms. Arrechiga)</p> <ul style="list-style-type: none"> <li>• The Faculty Cafeteria will be used as a bag check area. Students from the Leadership Class will be in the room checking in &amp; checking out bags</li> </ul>
<p><b>Needs/Requirements</b> (*Use bullet points. Everything you can think of.)</p>	
<p><b>Tables/Chairs Needed? How many? Where?</b></p>	<ul style="list-style-type: none"> <li>• Cafeteria area under the overhang and interior needs to be cleared of all tables and chairs.</li> <li>• 10 Tables, 14 Chairs. Set up next to the Cafeteria. <ul style="list-style-type: none"> <li>• 3 Tables and 4 Chairs set up at the gate for tickets</li> <li>• 4 Tables and 8 Chairs for clubs selling concessions</li> <li>• 1 Table and 2 chairs for the Bag Check</li> <li>• 2 Tables for the Photo Booth</li> </ul> </li> </ul>
<p><b>Moved by who:</b></p>	Custodial/Leadership Students/Clubs
<p><b>Responsible to Return:</b></p>	Custodial/Leadership Students/Clubs
<p><b>Custodial Services needs:</b></p>	Yes
<p><b>Supervision:</b></p>	<ul style="list-style-type: none"> <li>• 3 School Administrators</li> <li>• Mr. Lee (Leadership Advisor)</li> <li>• Ms. Tang (Student Body Finance Manager)</li> <li>• Faculty &amp; Parents</li> </ul>
<p><b>Security:</b></p>	<ul style="list-style-type: none"> <li>• 2 LAPD Officers (LAUSD Affiliated)</li> <li>• 3 Campus Aides (Stephanie, Alex, &amp; Demetric)</li> </ul>
<p><b>Theater/Black Box Request</b></p>	None
<p><b>Check Request:</b></p>	Will be needed. (Based upon pre-approved purchases)
<p><b>People Purchasing items:</b> (*for reimbursement purposes)</p>	Mr. Lee, Ms. Tang, Administrators, Club Sponsors, Students & Parents. (With prior approval from Leadership Advisor)

<b>Advertising/ Promotions</b>	Dance Committee
<b>Thank You Notes Sent to...</b> (*List of names. Must be completed by committee members prior to event)	Parents, Teachers, Clubs, & Administrators
<b>Total Projected Budget</b> (*Bullet points or attach separate sheet)	<p>Tickets</p> <ul style="list-style-type: none"> <li>● Ticket Price: \$7</li> <li>● Each club will split concession profits with Student Body <ul style="list-style-type: none"> <li>○ Club &amp; Club sponsor is responsible for purchasing items for sale</li> <li>○ All receipts will be submitted to Ms. Tang for Reimbursement</li> <li>○ In the event that Clubs lose money they will be guaranteed \$40 from ticket sales</li> </ul> </li> </ul> <p>Costs Approximately: \$2150</p> <ul style="list-style-type: none"> <li>● DJ: \$525 (Professional DJ with required Liability Insurance)</li> <li>● LAPD (2): \$600 (5hr/Officer - \$56/hr - +Benefits)</li> <li>● Campus Aides (3): \$300</li> <li>● General Decorations: \$400</li> <li>● Staff/Volunteers Refreshments and Snacks \$100</li> <li>● Tickets: \$25</li> <li>● Miscellaneous: \$200</li> </ul>
<b>Partners/Collaboration</b> (ie. Clubs, classes, organization)	<p>Clubs/Groups</p> <ul style="list-style-type: none"> <li>● Photography Class - (Sponsor-Shipley)</li> <li>● Key Club</li> <li>● World Vision Club</li> <li>● STEM Club</li> <li>● Junior Class</li> <li>● Parent Center</li> </ul>
<b>Committee Members</b>	<ul style="list-style-type: none"> <li>● Malia Pinkard - ASB Representative</li> <li>● Sylvia Griffin: Chair</li> <li>● Suzanne Rueda</li> <li>● Sofia Sevilla</li> <li>● Julia Sarieva</li> <li>● Olivia Curiel</li> <li>● Kimberly De Angel</li> <li>● Briana Morales</li> <li>● Jennifer Guevara</li> <li>● Heather Solis</li> </ul>
<b>Miscellaneous Notes</b>	

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**Approval**

Name of Committee Chair \_\_\_\_\_

**Signature of Committee Chair** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of ASB Representative \_\_\_\_\_

**Signature of ASB Representative** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Mr. Lee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Activity Reported to Campus Security**

**Signature of Stephanie Martinez** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Activity Approved by Administrator**

Name of Administrator \_\_\_\_\_

**Signature of Administrator** \_\_\_\_\_ **Date:** \_\_\_\_\_