

PLANNING

- ★ In your committee meeting you need to come up with two or three options for each of the following categories for the class to vote on.
 - Date (check the calendar in Sally's office to make sure there is no conflicting activities)
 - Time
 - After-event activity (ice cream, pizza, etc)
 - Pre-activity guest speaker—usually a police officer comes in to talk about garbage safety.

- ★ Once decided, write the activity on Sally's calendar.
- ★ Call the Highway Department to schedule the signs, garbage bags, and vests.
- ★ Call and schedule a speaker to come to class (if you choose); make sure it fits with Mrs. Griffin's schedule
- ★ Make a purchase order for the after-event activity.
- ★ Fill out a transportation form for the bus.
- ★ Fill out a permission slip with the date, time and transportation; make a copy of one for each student; hand out to the class; set a deadline for everyone to turn them back in.
- ★ Make sure the Highway Department drops off the signs, garbage bags and vests the day before or the morning of the activity.
- ★ Send a memo to all the teachers at least a week prior to the activity with the following information:
 - Names of students attending
 - Date
 - Time
 - Reason for absence

ACTIVITY

- ★ Take roll on the bus
- ★ Disperse and collect vests and bags
- ★ Set up and take down the signs
- ★ Do you have the purchase order?

FOLLOW-UP

- ★ Write thank you notes for all people not related to the class; i.e. guest speaker, etc.
- ★ Make sure the signs are picked up from the school.

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