ASB Report: August Sofia Grewal Junior Class Administrative Assistant Aug 17, 2023

#### **Position Assessment:**

So far the beginning of Junior year has been really busy. The first thing I had to tackle actually started before sophomore year was over. Because class t-shirt sales happen before the school year starts at POW WOW, I wanted to make sure all the paperwork needed was completed. I filled out a cash box request form and turned it into Davina in May. After that was completed I started to work on the procedure form for class t-shirt sales. To discuss the details of clothing sales and the designs of the class t-shirts, the entire Junior class met at my house for a few hours and knocked everything out. Then the other class officers and myself had a meeting to finalize who was bringing what decorations. After this was set, and shifts were decided everything was ready for POW WOW and it went pretty well. The next thing I tackled was Core Camp. I'm so glad I got to do this year because I was able to become closer to my peers and learn more about my job. At core camp I was able to put on a fundraiser along with other secretaries and treasures from other schools and we ended up making the most money the camp has made in a while. While at Core Camp we decided our theme for Homecoming as well. Our theme ended up being Liv and Maddie and the winterfest theme is One Direction. As far as the Homecoming theme goes, there has been a shift in attitude towards it and might be changed to Scooby Doo pending how our class meeting with Morty goes. Whether we choose Liv and Maddie or Scooby Doo, Gia and I have been working on drawing sketches and laying things out

for each design so that it'll be easier to order things from amazon. I am in charge of the lip sync again this year so I have finished the audio for the dance and will start coming up with choreography soon. Apart from Homecoming and class t-shirts, I have also been busy with my special committees as well. One of the biggest ones is Kyoto. For this we are currently looking for families to take in kids from Japan and as of right now we still need to find quite a bit of homes. Once we find homes we can work out the details and that's what our Kyoto meeting is for. My other special committee I have been busy with is My Intent. Gia and I are running my intent this year and so far we have gotten everything ready for club rush. I filled out an announcement and sent over our poster for sales during the club rush. I also filled out a cash box form for my intent as well. Finally, these past few months I have been really trying to be there for the Freshmen and any new students. I helped the freshmen get a hang of their paperwork and am trying my best to be a support system for all of them. In the near future I need to start working on Gallery of the Arts as well as Kyoto and of course more Homecoming activities.

### **Standing Committee:**

For my standing committee I am a part of Link Crew at Ripon High school. During the summer I was very involved with Link Crew as we were gearing up to host our big event which of course was Freshmen orientation. We started with a training day earlier this month to get everything set for August 8th which was our Freshmen orientation day. During this training day we were able to do some ice breakers that included huggy bear and a laugh line. This was a way to get to know the other link crew leaders better if we didn't know them already. We also went over a few chants and then closed the day off with going over the agenda for orientation. As far as prepping for my group goes, we already had a poster made that Chloe saved from 8th grade day so we were good on that end. I wanted to buy some spirit items for my group of kids so I

purchased red bandanas from amazon and each kid in my group was able to get one. I also made rainbow loom bracelets for each person in my group and that was just a personal touch I wanted to add. Chloe brought candy and with that our group was complete. The chunk of the day was showing the freshmen around campus and just giving them some tips and tricks that we have learned over the years and with that the freshmen were off to their first day of high school! Special Committee:

This year I am a part of a couple different special committees. The first one I am a part of is My Intent. Last year I was a trainee for My Intent but this year I get to lead the committee. As far as my intent goes, our first big project is bracelet sales at club rush. For this we have already written an announcement, filled out a cash box form, made publicity, and sent Morty a poster to print for club rush. At club rush we are taking pre-sales which we then will make the bracelets by hand. Later in the year around Dude be Nice time, we will bring out my intent once again but this time with the video and everything behind it.

Another special committee that I am a part of at this time is Kyoto. Kyoto is my fairly large special committee at this time. Revolving Kyoto there is so much that needs to be done in the near future. The first thing that needed to get done was that we needed to find houses for all 32 kyoto kids. We are still in the process of that as some people have confirmed and others have not yet. Other than that there are a lot of things that I need to tackle. Gia and I need to look at the plaques online to see which one to purchase. We have to put together a gift bag for each Kyoto student and in this bag we decided to have an RHS t-shirt, a hard shell garland, as well as something that the kids can wear to the disco dance. I have looked on amazon and found some glasses that I think would be great to wear for the disco dance. Gia and I also talked to Ms. Ochoa about the garlands and she is going to send over the contact information for her person as

soon as possible. Another part of the exchange program is the aspect of cultural exchange. At the rally, the Kyoto kids will be performing their own traditional routine whatever that may be. For our side of the cultural exchange we were hoping to bring in cheer, band, and choir to perform. We talked to Ms. Paxton about cheer and so far we should be good to go on that end all we have to do is email her the specifics of when the rally is occurring and the time frame for their routine. Another aspect we have to take into account is food. We will need to work with Jandy to order food through the cafeteria and we have the option of ordering pizza plus pizza for the students as well. For desserts we were thinking about bundt cakes but we have to figure out the pricing of everything and stay under our budget. Finally we have to create a committee of three to help us with the entire Kyoto process. I'm still thinking about who I want the three to be. We also have two possible candidates in mind to be our trainees for the program and we are going to go through the details with them later on. We still have a lot to accomplish but right now we are establishing the base of everything.

# **Mentorship Evolution:**

I have always been one who loved the mentorship program! This year my mentorship partner is Camden. Camden is a sophomore this year and she's super cool. I reached out to her a little bit after we got our mentorship pairing in the summer to be there as a person she could come to if she wanted to ask any questions. We were trying to plan a little hang out but that didn't end up happening because of our busy schedules. Nonetheless, we kept in touch through text and Camden has been very good about asking questions whenever she needs help. So far I have helped her with her website as well as just giving her general advice for the school year as she and her officer team are diving head first into homecoming. We also went to lunch and that was really fun. Camden is so easy to talk to and is super relatable. She has a lot of the same teachers that I had sophomore year so if she ever needs advice with any of her classes I would be able to help her with that. Overall I'm really excited to see Camden grow as she continues her journey in leadership and I hope I can continue to be someone she can come to when she needs help with anything at all!

# **Concerns/ Change:**

One concern I have is that not everyone completely understands the full extent of their job in the program, especially the newbies. Now joining leadership for the first time can be super confusing because there are so many things being thrown at you, but in the end it is your own responsibility to know what you have to accomplish. So far it already shows who is putting in more effort to learn their position and try to fulfill it to it's best potential and who's just waiting around until they are told to do something. Part of leadership is knowing when to step up even when no one asks you to and that's what needs to be done right now. I had a thought, it might not work out but it's an idea for change. Like we have the mentorship pairings, I think it would be really helpful to have job pairings. For this I think it would be ideal to group people based on their jobs where there are people that know what they are doing and then there are newbies that should ask questions. I think this is really important, specifically for admin, because there is so much paperwork we have to handle. In order to work well together as an officer team, each officer should know what their responsibilities are. As far as commissioners go, maybe newbies and get to know the old commissioner that had their role previously. This way they have something new to learn and no one person has to pick up the slack for everyone else.

#### **Positive Comment:**

Throughout these past couple of weeks I have been really observing who is taking the initiative to try and become a better leader. I really want to shout out Aiyana, Colt, and Hailey. The freshmen class has been productive overall but I wanted to highlight these three individuals for going the extra mile from my perspective. A really important part of being a better leader is asking questions so you don't run into anything blind. I have gotten several text messages and even phone calls and facetime calls from these three whenever they have questions. This to me shows that they really want to be in the program and that they want to expand their knowledge so they can be better leaders in the future which is so incredibly important to me. These three have also made an effort to learn the paperwork aspect of leadership which everyone should know. Without paperwork, nothing can get done so it's so important to build that habit early. I hope they continue to want to learn more because that is something that cannot be taught to everyone, and in them I see a drive to be successful.

#### **Core Principles:**

The Core Principles are ones that are really important to practice all year round. With that being said I think that so far I'm doing a pretty good job at staying true to them. For be impeccable, so far I have given everything that I take onto my plate my full effort. There are so many things this year that are pulling me in different directions but I have been giving each thing the attention it deserves. For the core principle that says, your puzzle piece matters, I have been working on trying to involve everyone in the class with different activities. As admin I think that making sure everyone is involved is crucial. I don't want anyone to feel left out or like they're not doing anything. This is the core principle that I want to improve on just because I think there is definitely a lot more that can be done to involve the class and not just the officer team. The third core principle is, the beacon of empowerment. This is one that I am really passionate about because I believe that things like words of affirmation are really important. Sometimes we don't know what someone is going through and just something simple like, I really like how you shared your ideas in class today, can brighten up a person's day. I have been really trying to tell someone new everyday that I appreciate something about them so they know that they are in the leadership class for a reason. Last but not least, we have evolve and grown with change. This is a big one in leadership generally, but it is especially important this year. There have been some major changes this year starting off with our learning environment. We are now in a classroom and although it may be smaller than we like, we are growing with the change. We are figuring out ways to make it work as a team. Within my own Junior class, we have almost double the amount of people we had last year so I am adapting to the size and trying to think of new ideas so everyone is involved. Throughout the year many things will change, we just have to adapt as we go.

# Impact:

These past few months, the impact I hope I have had on my peers, not in leadership but outside of it as well, is that they feel supported by me. It's still crazy to think that I'm upperclassmen but that means that I can be a support system to underclassmen who are still trying to figure things out. On a daily basis I try to at least reach out to one person and ask if they need any help with anything. That may be with homework, or maybe they just have a question about high school in general. I have been really trying to emphasize early on that I am there for anyone who needs me so that in the future if they ever come across any problems, they can come to me. In the future when I leave RHS, I hope that people will remember me for always being supportive and someone who is approachable.