

**The Bedford High School
Class Officers'
Handbook**

A Note from the Authors:

The first edition of this handbook was written during the summer of 2013 to help incoming class officers adjust to their new positions of leadership. We hope that this handbook will continue to be used as such.

This handbook has also been written as a reference guide for all members of the BHS community, representing the first universal codification of decades of BHS oral tradition.

We hope that this guide is passed down from class to class, modified to reflect new traditions that emerge and old ones that fade away.

Contributors:

First Edition (2013):

Ben Kaplan
President, Class of 2013

Ben Driscoll
President, Class of 2014

Emily Moss
President, Class of 2015

The Bedford High School Class Officers' Handbook

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Introduction

“Success consists of going from failure to failure without loss of enthusiasm.”

–Winston Churchill

Congratulations! You have just been elected to a class office at Bedford High School. This handbook was written to guide you through your term in office and the upcoming challenges that you may face. At first your responsibilities may seem daunting, but this handbook will take you step by step through everything that you need to know.

As a class officer, it will be your primary duty to raise money for junior and senior year class events. Much of what you will read will focus on how to raise money and plan successful events. This handbook will also cover some of the other duties of class officers, including how to best represent your class to the school administration.

Before you go on, remember one very important thing: your job as a class officer, first and foremost, is to listen. You must listen to the administration to know when you are doing something wrong. You must listen to your class advisors for advice and guidance on not only how to do your job, but also how to do it well. And most importantly, you must listen to your fellow classmates to hear their suggestions and ideas about how to successfully accomplish your responsibilities and fulfill your goals. Good class officers remember who elected them: their peers.

You are a leader amongst your peers. Remember that you have responsibilities, but also remember that your job is always less important than you think. Never take your job too seriously, but do not take it too lightly either.

Effective Student Government

There are many aspects of an effective student government. In this section we discuss the structure of your government and how you can work with each group to have a successful year.

The structure of a student government includes:

- Three student organizations...
 - Class Officers (includes President, Vice President, Treasurer, and Secretary)
 - Student Government Committee
 - Prom Committee
- One faculty group, your advisors.

*When you read through this section, **keep in mind that the most important part of good leadership is communication.** Have frequent meetings with your government and advisors, and listen to the suggestions of others, and make sure to keep everyone up to speed with any decisions that you want to make.*

Class Officers

You have either been elected to the position of President, Vice President, Treasurer, or Secretary. You and the other officers make up the core of your class government. While each of you have a different title, your jobs are all very similar. Below are descriptions of each position in the office. Not every office is the same, but these are general roles for each officer. Each of you should contribute ideas, help organize events, and work as a team. No single officer, not even the President, should be the sole decision maker in the group. If you work as a team, you will achieve success.

There are, however, slight variations in the duties performed by each officer. These are listed below.

President: Although it is paramount that you treat your fellow officers as equals in the decision making process, you are still the leader. You will have to take the lead on organizing events and delegating responsibilities to your other officers as you see fit. Your peers will also see you as their representative to the school administration. They may approach you with suggestions or concerns that you can pass on to the Vice Principals.

Vice President: It is your job to work closely with the President to organize events and fundraisers. No single person can organize a successful event, so it is up to you to take on many of the same responsibilities that the President takes on during the planning process.

Treasurer: Besides being responsible for your fair share of the organizing, you are in charge of the money. It is your job to work with your advisors to withdraw and deposit money when necessary, and to keep track of cash on hand during fundraising events. It is wise to keep a Treasurer's log to stay organized. You must always know how much money is in the class account so you can alert the other officers when you believe an expense might overextend your budget (see *Appendix G* for a Treasurer's log template).

Secretary: Besides being responsible for your fair share of the organizing, you must keep track of any paperwork produced by the officers. Take notes during meetings and make sure that the proper paperwork is filed with the office before any event. More information on paperwork can be found in the section entitled "Planning Events."

Student Government Committee

It is difficult to keep up with all the work that being a class officer entails. Schoolwork, sports, and other extracurricular activities will also take up a great deal of your time. In order to keep up with your workload and have a successful year, it is wise to form a Student Government Committee.

A committee of students willing to help you organize and run class sponsored events will be invaluable to you. In order to choose who will serve on this committee each year, pass out applications (see *Appendix A*) to interested students. Once these applications have been returned to you, choose 4-10 students who seem the most committed to helping out your class.

Committee members are there to do much of the preparation for events. This includes creating signs and posters, spreading the word about class activities, and helping to run events. They are also a great resource for ideas and feedback.

Remember: Committee members are unique amongst your peers in that they are eager to volunteer for your class and help out wherever they can. You should not squander that opportunity by treating them poorly. Invite them to meetings, include them in the decision making process, and show them your appreciation for all of the hard work that they do.

Prom Committee

The Prom Committee is a group of 4-5 students who are elected junior and senior year. It is the primary job of the junior year prom committee to plan the Semi-Formal and Junior Prom, and it is the primary job of the senior year Prom Committee to plan the Homecoming Dance and Senior Prom. Organizing these events constitutes almost all of the Prom Committee's role in student government.

Prom Committee can, however, take on some of the same duties as the student government committee at the beginning of the year in order to give them the skills required to organize events. It is important to involve Prom Committee in many of your meetings and decisions so they feel part of your team and willing to work closely with you when it comes time to make big decisions regarding Junior and Senior Prom. Like the student government committee, you should never treat prom committee poorly. ***Always invite them to meetings, let them in on planning and decisions, and make them feel part of student government.***

Class Advisors

Your class advisors are two teachers who have volunteered their time to help you create and maintain a successful student government. They are here to help you make the right decisions and organize successful events. Do not be afraid to ask them any questions, and make sure to keep in constant contact with them. ***We recommend that you schedule short, weekly meetings with your advisors in order to make sure that you are meeting your goals and staying on track.***

Your Peers

One of the most important things for you to remember is that it was your peers who elected you. It is important to keep them informed of class events and your fundraising efforts. ***Your first act as a class officer should be to establish a class presence on a variety of social networks.*** You should use social networks (such as a Facebook group) to advertise, inform, and update. It is important to establish a presence on these social networks early on so that your peers become used to checking them regularly.

Planning Events

Planning events can be an overwhelming process, but it is much of what you will do as a class officer. In this section we explain the basics. It is up to you, however, to think of new ideas and deal with specific circumstances as they come up.

This section is organized into three parts: *Paperwork*, *The Basics of Organizing*, and *Advertising*.

Paperwork

All forms can be found in the Student Office, but have been included in the Appendix for reference.

Event Request Form: No matter how large or small an event, the first thing you must do is register the date of the event with the office. Check to make sure there are no major conflicts with your proposed event on the requested date. The master calendar is maintained by the Assistant Principals. After choosing a date for a class event, your Secretary should fill out the full-page event request form (see *Appendix B*) in the student office. Once this page has been filled out in full and signed by a class advisor, give it to the Principal's Secretary.

Sometimes a large event may require chaperones or the Principal's approval. Make sure that you seek chaperones and approval far in advance of any event that you are planning. Indicate any chaperones that have agreed to come to your event on the event request form before turning it in to the student office.

Withdrawal Form: To make money, you must spend money. Everything that you buy for class events can be reimbursed with money from your class account. In order to reimburse someone, your Treasurer should fill out the half-page withdrawal form located in the student office (see *Appendix D*). After filling this out, get a signature from one of your advisors and give the form to the Principal's Administrative Assistant with an invoice or receipt of purchase. If you need small amounts of change to fill a cash box, you may withdraw money without a receipt.

Deposit Form: Once you have successfully organized a fundraiser, you can deposit any money that you have made into your class account. In order to do so, your Treasurer should fill out the half-page deposit form located in the student office (see *Appendix C*). You should then give the form with the money that you raised to the Principal's Administrative

Assistant. Make sure that all coins are wrapped and all bills are organized by denomination. This form requires an advisor's signature.

As with all dealings with the office, it is very important to be respectful to all of the administrative assistants. They are here to help you in anyway, and some of the nicest people you will ever meet.

Organizing: The Basics

Remember: the main goal of most events is to raise money for either your class or charity.

When organizing an event, it is important to be prepared. You should begin planning long before the date of any event, and you should hold meetings to determine exactly what is necessary to make your event a success. The President should work with the other class officers and the committee to delegate responsibilities and determine what needs to be done. An event's success depends on how well you plan and organize, so make sure to create a calendar at the beginning of the year of every event that you would like to organize.

Every event is different. As long as you communicate effectively with the other members of your government and plan accordingly, you should be successful.

Advertising

Advertising is key to the success of any event, no matter how small. Everyone knows how to do the basics: posters, Facebook events, announcements (both BHS Live and the BHSPA email newsletter), etc. As you settle into the year at BHS, you will begin to notice that every student organization employs the same basic tactics. ***The student body is inundated with traditional methods of advertising, and thus such methods often grow ineffective.***

It is up to you to think of new and creative ways to advertise your events. Small fundraisers, such as bake sales, can still be effectively advertised with the traditional methods. Larger or more obscure events are the ones that will pose a significant advertising challenge. Look beyond the traditional methods of advertising and into viral marketing and other means of communication, such as the Bedford Minuteman, and the Bedford Citizen. Pioneering new ways to get the word out is your job. It is a difficult but doable task.

Traditional Class Events

Each year of high school comes with events that each class traditionally must plan. These are listed in detail below. ***Do not let this list prevent you from planning other events. Plan as many events as you can, but work with other classes to make sure that there is no overlap.***

Freshmen

Pep Rally (October/November): A school wide pep-rally occurs every year during an X-Block sometime in late October/early November. It is a fun bonding experience for everyone involved. Various student organizations put on performances, and the four grades compete against each other in a series of games. As freshmen, you must:

- Design **white** class t-shirts to sell to your classmates. These shirts should have some kind of design with your graduation year, and should be worn during the pep rally. If you do not have time to pass out order forms, we recommend you buy shirts for about two-thirds of your class. We recommend you purchase shirts from Tricon Sports in Lexington. Remember, the shirts must be white.
- Create a large banner with your graduation year that can be displayed at the pep-rally.

Sponsor-a-Family (December): Partner with the junior class to collect gifts and donations from your classmates to give to a family in need during the holiday season. Each class must participate in at least one charity event throughout the year, and this is a great way give back.

Apparel Sale: This is an optional fundraiser that freshmen classes have held in the past. It is a simple fundraiser in which you design BHS themed clothing. If you remember to pass out order forms beforehand, the fundraiser will be moderately profitable. Make sure to coordinate with the other classes for when you can do this.

Sophomores

Bedford Day (September): Running a booth at Bedford Day will most likely be the first event that you plan as sophomores. Reserve a space with the Town of Bedford in June of your freshman year. Sophomores have no traditional activity at Bedford Day, so be creative and come up with your own ideas!

Pep Rally (October/November): As sophomores, you must:

- Design **blue** class t-shirts to sell to your classmates.
- Create a large banner with your graduation year that can be displayed at the pep-rally.

Apparel Sale: This is an optional fundraiser that sophomore classes have held in the past. It is a simple fundraiser in which you design BHS themed clothing. If you remember to pass out order forms beforehand, the fundraiser will be moderately profitable. Make sure to coordinate with the other classes for when you can do this.

Sponsor-a-Family (December): Partner with the senior class to collect gifts and donations from your classmates to give to a family in need during the holiday season. Each class must participate in at least one charity event throughout the year, and this is a great way give back.

Valentine's Day Singing-Grams (February): Partner with the *Bellacords and Buccapella* during Valentine's Day to let students send singing-grams to each other. This fundraiser requires some logistical planning but is always very successful. See *Appendix H* for an order form template.

Juniors

Bedford Day (September): Reserve a space (or two) with the Town of Bedford in June of your sophomore year. Traditionally, the juniors run a booth with a dunk tank. This is always very successful, but make sure you reserve a dunk tank early. The least expensive can be rented from Hanscom AFB, but needs to be reserved up to six months in advance. The longer you wait, the more expensive the dunk tank will be.

Pep Rally (October/November): As juniors, you must:

- Design **white** class t-shirts to sell to your classmates.
- Create a large banner with your graduation year that can be displayed at the pep-rally.

Sponsor-a-Family (December): Partner with the freshman class to collect gifts and donations from your classmates to give to a family in need during the holiday season. Each class must participate in at least one charity event throughout the year, and this is a great way give back.

Semi-Formal Dance (January): The Junior Class Officers and Prom Committee must begin to organize the Semi-Formal Dance at the beginning of their junior year. ***While the profits and costs of the dance are split between the junior and senior classes,*** the Junior Class Officers and Prom Committee can use the Semi-Formal as an opportunity to practice organizing large-scale dances. A lot of factors go into organizing a successful dance, but it is important to remember of few things:

- Reserve the Billerica Elks Club early (suggest venue).
- Book a DJ early.
- Buy lots of water (much more than you think you will need).
- Tickets usually cost \$30-\$40.
- Make sure there is a designated group to stay and clean up after.

Senior Spoons (Early May): This event is not school sanctioned and is to be done outside of school time and of school property. Plan and organize the game of spoons for the senior class. For a how-to guide and complete list of rules, please consult *Appendix F*. ***Remember: work closely with the BHS Student Resource Officer to make this a safe event.***

Senior Scavenger Hunt (Late May): This event is not school sanctioned. Work with your prom committee to modify last year's scavenger hunt list and organize a new hunt for the senior class. The list should be kept confidential, and the number of people who have access to the list should be kept to a minimum. You will receive the list from the senior class officers sometime prior to the event. ***Remember: work closely with the BHS School Resource Officer to make this a safe event. You must go over the list with the Officer before the event, but you are advised not to tell him or her the date of the event.***

Junior Prom (Mid May): Junior Prom is much like the Semi-Formal Dance however, dinner is served at the dance. You may hold it at the venue of your fellow officer's and Prom Committee's choice (usually at the Double Tree in Bedford). Remember to book both the venue and DJ early. Tickets usually range from \$50-\$60. The Junior Prom should be held 2-3 weeks before Senior Prom. The date for the prom is set by the administration in the early summer before junior year. See the Assistant Principals if you would like to have input on the date choice.

Bleacher Painting (June): While not officially a school sanctioned event, bleacher painting has been a BHS tradition for many years. The event occurs the night of the senior graduation ceremony, and used to involve the entire junior class painting the bleachers by the football field. Those bleachers no longer exist, but juniors still hold a massive paint fight to commemorate their assentation to senior year. A few things to remember:

- Communicate closely with the BHS School Resource Officer. They will be at the event, and they want to ensure the safety of everyone involved.
- Use sheets of plastic and caution tape to cordon off the area where the event will take place.
- Only buy **water-based** paint. Make sure that it is blue and white.

Seniors

Bedford Day (September): Reserve two spaces with the Town of Bedford in June of your junior year. Traditionally the seniors run two booths, one with a kissing booth and one with a game where the prize is goldfish (this could be changed). Both are successful, but require some preparation. When done right, these two booths will be extremely profitable.

Spirit Week (October): Each day leading up to the Pep Rally is a spirit day. Advertise what theme each day is and choose a daily winner on BHS live. ***Remember: If any day except Friday is October 31st, the spirit must be Halloween costumes.*** The days are as follows:

- Monday: School wide black out, senior white out
- Tuesday: Buc Pride
- Wednesday: (you decide, ex. Superhero Day)
- Thursday: Twin Day
- Friday: Class Shirts

Pep Rally (October/November): As seniors, you must:

- Plan the event. Make sure to get input from your advisors and the administration. Organize all of the logistics (sound system, how classes enter, etc.) and structure the event. See Appendix H for an example of the itinerary for the event..
- Design **black** class t-shirts to sell to your classmates.
- Create a large banner with your graduation year that can be displayed at the pep-rally.
- Sell sunglasses to your classmates (optional).

Homecoming Dance (October/November): This dance is held in the cafeteria the night of the Pep Rally after the football game. Tickets are usually \$10.

- Book a DJ
- Need chaperones (minimum of 10).
- Sell tickets in advance of dance; sell during lunches. Can't sell any tickets at the door.
- Reserve cafeteria for the evening of the dance with the Business Office.
- Make sure there will be at least 1 custodian there to clean up after.

Basketball Tournament (November): This event requires some advanced planning, but is always well received and very profitable. In order to reserve the gym, contact Business Office.

Sponsor-a-Family (December): Partner with the sophomore class to collect gifts and donations from your classmates to give to a family in need during the holiday season. Each class must participate in at least one charity event throughout the year, and this is a great way give back.

Semi-Formal Dance (January): Seniors do not have a major part in the planning process, but must pay for half of the costs of the event and will receive half of the profits.

Hypnotist (March): In the past, some classes have hired a professional hypnotist to put on a performance. While this sounds like a clever idea, it has consistently failed to turn a profit due to the cost of the hypnotist.

Nth Annual Volleyball Tournament (March): Started in the spring of **2013**, and requires some advanced planning, but is always well received and very profitable. In order to reserve the gym, contact the Business Office. When advertising the event, remember to use the full name (i.e. the 2015 volleyball tournament should be called the “3rd Annual Volleyball Tournament”).

Mr. BHS (April): This pageant is a staple at BHS, but can realistically only be put on if 5 or more boys choose to participate. Besides senior prom, this is the most difficult event to organize. Refer to *Appendix E* for a complete how-to guide.

Nth Annual T.J. Paganetti Dodgeball Tournament (May): Started in the spring of **2007**, this event has become a high school tradition. This event requires some advanced planning, but is always well received and very profitable. In order to reserve the gym, contact the administrator in charge of the district calendar in the Business Office. When advertising the event, remember to use the full name (i.e. the 2015 dodgeball tournament should be called the “10th Annual T.J. Paganetti Dodgeball Tournament”).

Blood Drive (Fall or Spring): Work closely with the Red Cross to organize a successful blood drive. For many years BHS has exceeded the expectations of the Red Cross, regularly doubling the average amount of blood that is usually donated by a school of our size. This is the most impactful event that you will organize in your high school career. Do this event out of sports seasons; November 18th-29th and/or March 3rd-14th.

Senior Spoons (May): This event is not school sanctioned. It is up the Junior Class Officers to organize spoons, but work closely with them to ensure that the game is a success.

Senior Scavenger Hunt (May): This event is not school sanctioned. It is up the Junior Class Officers to organize Senior Scavenger Hunt, but work closely with them to ensure that the game is a success.

Senior Prom (June): Senior Prom is what you and your class have been working to raise money for over the past four years. This is not a fundraiser; it is the event where you should spend almost all of the money that you raised. A great deal of effort must go into making this event a success, so make sure that your Prom Committee begins planning the event at the beginning of senior year.

Other Senior Obligations (End of Year): Every graduating class has certain monetary obligations that they must fulfill. Seniors must:

- **Purchase Graduation Gowns:** Gowns are given out for free to senior, so you must save about \$2000 to be able to pay for these.
- **Finance an End-of-Year BBQ:** You should save about \$500 to pay for a BBQ organized by your advisors and held the afternoon of your graduation rehearsal.
- **Purchase a Gift:** While this is not mandatory, we strongly encourage that you buy a gift for BHS.
- **Give to Lower Grades:** While this is not mandatory, we strongly encourage that you give any extra money in your account to the grades below you.

Working Outside Your Class

As a class officer, you are a representative of your classmates. You must work with teachers, the administration, and class officers from other grades to protect the interests of your classmates. In this section, we discuss the different ways that you will have an opportunity to work with other members of the BHS community.

Principal's Advisory Council (PAC)

The Principal's Advisory Council (PAC) consists of members of the BHS student community who have been selected by their peers to represent student interests and concerns to the Principal. The Principal uses this group as a secondary board where ideas that come up can impact the student body. Each class President is also invited to attend these monthly meetings.

PAC offers an excellent opportunity to get to know the Principal and offer suggestions that you think will make the school a better place. Any questions, concerns, or suggestions that you or your peers have regarding the school can be discussed in PAC.

Collaborating with Officers in other Grades

Every year the Senior Class President must open up lines of communication with the Presidents of the other three grades. The primary reason for this is to keep each other updated with any events or fundraisers that a class is planning to hold, which is mutually beneficial and helps prevent conflicts over scheduling. Student government should be a collaboration, not a competition. This system ensures that all four class governments work together. This system of communication can also be very useful in the event that a school wide concern needs to be brought to the attention of the administration.

Appendix A: Student Government Committee Application

Bedford High School Class of -FILL IN- Student Government Committee Application

Due Date: *-FILL IN-*

Name: _____

We are glad that you are considering applying to be one of the Student Government Committee (SGC) members of the Class of -FILL IN-! To make this application fair, please only state your name where it is required. Do not put your name in any written responses, as we are trying to make this process the least bias as possible.

As an SGC member, you get to contribute your opinion on ideas at our meetings, help out at our fundraisers/events, and most importantly, act as a role model for the students of our class. This is a commitment, not just a time to hangout, and we need people that will take this seriously. We are looking for members who are good with last-minute obstacles and who are open to working collaboratively with the SGC team and class officers. We are here to ultimately reach one goal: have an amazing senior prom! Reaching that goal comes with a lot of responsibilities and hard work, but also a lot of fun. Here are a few examples of SGC tasks:

- Help out with logistics/advertising for fundraisers & events
- Attend portions of fundraisers & events
- Give your thoughts & feedback on ideas
- Contribute to a positive atmosphere for the Class of -FILL IN-

The application begins on the next page.

Please return your application to -FILL IN- no later than -FILL IN-!

Good luck!

~Class of -FILL IN- Officers

-FILL IN NAMES-

SGC Application: Please answer *ALL* questions & return by *-FILL IN-*!

Please list extra-curricular activities that you participate in (sports, clubs, jobs, etc.):

Please explain why we should choose you and what you can bring to the table that will make us want to choose you. What makes you stand out from everybody else?

What are three good, profitable fundraisers that you think we should do?

1.

2.

3.

What do you think we should do to encourage more people in our class to participate/contribute to our fundraisers and events?

Have you had prior experience in being an SGC member? Are you up for the commitment?

Thank you for taking the time to fill out this application.
Please return your completed application no later than -FILL IN-!

Good luck!

Appendix B: Event Request Form

Bedford High School

Application for a School Sponsored Event

Complete this form and submit it to Mrs. Cella in the Principal's office at least two-weeks prior to the event.

Organization: _____ Application Date: _____

Name of Event: _____ Date(s) of Events: _____

Start Time: _____ End Time: _____

Location: ☐ Auditorium ☐ Cafeteria A ☐ Cafeteria B ☐ Gym

☐ Library ☐ Classroom _____ ☐ Other

Description of Activity: _____

Special Requirements: ☐ Custodian(s) ☐ Risers ☐ Tables
☐ Chairs ☐ Police ☐ Microphone
☐ Television ☐ VCR ☐ Food Services
☐ Other _____

Signature of Student Officer: _____ Date: _____

Signature of Faculty Advisor: _____ Date: _____

Signature of Chaperones: _____ Date: _____

.....
Office Use Only

Principal/Asst. Principal: _____ ☐ Approved ☐ Not Approved

Appendix C: Deposit Form

BHS Deposit Form	
Attached a Copy of All Checks	
Roll All Coins	
Make Sure <u>All</u> Checks Are Signed & Dated Properly	
Submit to Brenda Cella in the Principal's Office	
Date:	_____
Account:	_____
(E.G. Class of 2012, Yearbook, Social Studies)	
Request From (please print):	_____
Bills:	_____
Coins:	_____
Checks:	_____
Total:	_____
Number of Checks:	_____
Source of Income (Make Sure You Fill This In):	

(Example: Bake Sale, Car Wash, Fundraiser or Donation)	
.....	
For Office Use Only	
Date Entered into QuickBooks:	_____

Appendix D: Withdrawal Form

BHS Withdrawal Form	
Please include the original invoice OR original receipts with this form. Submit to Brenda Cella in the Principal's Office.	
Date: _____	
Account: _____ (E.G. Class of 2012, Yearbook, Social Studies)	
Request From (please print): _____	
Advisor (<i><u>MUST SIGN</u> if request is from a student</i>): _____	
Amount of Withdrawal: _____	
Pay to the Order of: _____	
Address if being Mailed & Please Attach a Extra Copy of Invoice: _____ _____	
Payment for: _____	
Receipts From _____	
.....	
For Office Use Only	
Date Entered into QuickBooks: _____	
Check Number: _____	

Appendix E: Mr. BHS Planning Template

"Mr. BHS" Officer Checklist

Order of Events:

1. Introduction
2. Excuse
3. Dance
4. Talent
5. Poem
6. Awards

What we have to do in the next few weeks:

- Book the auditorium
- Create easy to use forms/ guides for:
 - The introduction
 - The excuse
 - The dance
 - The talent
 - Poem
- Find at least 5 boys willing to compete:
- Ask (*good dancer*) to choreograph the dance
- Confirm MC's:
 - Teacher 1
 - Teacher 2
- Confirm Judges:
 - Officer (Wardwell, Waite)
 - Superintendent
 - Principal
 - Vice Principal 1
 - Vice Principal 2
 - Teacher 1
 - Teacher 2
 - Teacher 3
- Confirm Bucapella
- Confirm Bellachords
- Confirm Stage Crew (Ask tech. crew from play)
- Confirm Greeters

What we have to do after that:

- Turn everything into a usable script
- Create the Video (to put on BHS Live to get people to go to event)
- Hold several rehearsals, 1 dress rehearsal.

What we have to have at the event:

- Roses (1 per contestant)
- Crowns/Sashes for winner(s)
- Projector
- Q & A video
- Flyers
- Scripts
- Stage Props
 - Classroom (chairs, desks, backpacks, etc.)
 - Poem (trellis, bench, etc.)
 - Contestant's Dance (sometimes the boys have props)

What contestants have to bring to the event:

- Special Clothing:
 - Boys:
 - Suit
 - School Clothes
 - Dance Clothes
 - Girls:
 - Dress
 - School Clothes
- Poem
- Poster
- Any other props that they want

Example outline to give to students participating in MR. BHS at first meeting

Thursday, April 11th from 7pm to 10pm (*mid-April in the Auditorium*)

Thank you for choosing to compete in Mr. BHS. Before the day of competition, there is a little work that you and your sponsor have to do. Below we explain what that work is (don't worry, it's not a lot) and everything that you need to be ready for the competition.

Poster. Sponsors should create a poster advertising their man for officers to hang in the lobby before competition. **Due March 15th.**

Introduction. Fill in the Blanks. **Due March 15th.**

Our next candidate is sponsored by the lovely [*insert sponsor name here*]. He is a member of [*...clubs/organizations*] and plays [*...sports*]. He plans to attend [*...university*] to study [*...intended major*]. In his free time, you can find him [...]. One of his fondest high school memory/one of his proudest moments at BHS was [...]. Ladies and gentlemen, please welcome [*insert your name here*].

Excuse. Write an excuse for why you are late to class to Mr. Sunderland's class. This should be as funny as possible and can be as short as one line or as long as 3 minutes. Remember, you will have to memorize this in order to present it at the competition. **Due March 22nd.**

Talent. Please describe the talent that you will be demonstrating in the competition. Your presentation should last 3-5 minutes. **Due March 22nd.**

Poem. Write a love poem to your sponsor. This can be as short or as long as you would like. It can be either serious or funny, but funny is better. **Due March 29th.**

Dance. You will be performing a dance *with* the other contestants. We will have plenty of rehearsals to choreograph it.

Attire. Sponsors should wear semi-formal attire, and should bring school clothes for the excuse portion of the competition. Contestants should also wear semi-formal attire and bring school clothes, as well as clothes to wear during the dance segment. We will go into more detail later.

Props. We will be supplying many of the props, but if there are any props that you need to spice up any of the segments, feel free to bring them.

Example Script (with detailed order of events)

INTRODUCTION

Contestant fills in the blanks of the paragraph. MC's read the introduction.

Our next candidate is a senior and is sponsored by the lovely [insert sponsor name here]. He is a member of [...clubs/organizations] and plays [...sports]. He plans to attend [...university] to study [...intended major]. In his free time, you can find him [...]. One of his fondest high school memory/one of his proudest moments at BHS was [...]. Ladies and gentlemen, please welcome [insert your name here].

MC's briefly entertain as CONTESTANTS change into school clothes.

EXCUSE

Each CONTESTANT writes and presents an excuse for why they are late to class.

BUCCAPELLA serenades the Judges as CONTESTANTS change into their dance clothes

DANCE

CONTESTANTS dance to a song.

BUCCAPELLA again sings as CONTESTANTS prepare to present their talent

TALENT

Each CONTESTANT presents his talent.

BELLACHORDS sings as CONTESTANTS prepare to present their poem.

POEM

Each CONTESTANT reads a poem to their sponsor with a rose that we provide.

As the Judges decide on a winner, the Q&A video plays.

CLOSING

MC's announce the winner/ Mr. Congeniality and they give their acceptance speech.

Appendix F: Treasurer's Log

Event	Cost	Person to Reimburse	Profit	Total Money so Far!
Pep Rally	\$1000	President	\$750	\$750
Apparel Sale	\$2000	Nobody	\$1000	\$1750

Note: Costs and profits shown here are not correct.

Appendix G: Singing-Grams Order Forms Template

Valentine's Day Singing Grams

Singing Gram Recipient:

Sent From *(optional)*:

Day 4 AB-Block: E-Block:

Song Choice *(please refer to list)*:

Valentine's Day Singing Grams

Singing Gram Recipient:

Sent From *(optional)*:

Day 4 AB-Block: E-Block:

Song Choice *(please refer to list)*:

Valentine's Day Singing Grams

Singing Gram Recipient:

Sent From *(optional)*:

Day 4 AB-Block: E-Block:

Song Choice *(please refer to list)*:

Valentine's Day Singing Grams

Singing Gram Recipient:

Sent From *(optional)*:

Day 4 AB-Block: E-Block:

Song Choice *(please refer to list)*:

Valentine's Day Singing Grams

Singing Gram Recipient:

Sent From *(optional)*:

Day 4 AB-Block: E-Block:

Song Choice *(please refer to list)*:

Valentine's Day Singing Grams

Singing Gram Recipient:

Sent From *(optional)*:

Day 4 AB-Block: E-Block:

Song Choice *(please refer to list)*:

Valentine's Day Singing Grams

Singing Gram Recipient:

Sent From *(optional)*:

Day 4 AB-Block: E-Block:

Song Choice *(please refer to list)*:

Valentine's Day Singing Grams

Singing Gram Recipient:

Sent From *(optional)*:

Day 4 AB-Block:

E-Block:

Song Choice (*please refer to list*):

Appendix H: Pep Rally Itinerary Template

Fall Pep Rally ----- (DATE)

MC's: (FILL IN)

Phase 1: Entrance (1:16-1:30)

- Call down freshman, sophomore, juniors
- Senior's grand entrance
- Marching Band is playing during entire Entrance

Phase 2: Introduction/Fall Sports Captains (1:30-1:40)

- MC's welcomes everyone
- MC's calls down all the Fall Sports team Captains
- Fall Sports team Captains do a 1 minute blurb about their season and stats. (Contact & Confirm w/ Captains)

Phase 3: Performances (1:40-1:55)

- MC's will introduce Dance Class (Contact & Confirm w/ Dance Class Teacher)
 - Dance Team will do their dance (~___ minutes)
- MC's will introduce Marching Band (Contact & Confirm w/ Marching Band Teacher)
 - Marching Band will perform (~___ minutes)
- MC's will introduce Cheerleaders (Contact & Confirm w/ Cheerleading Captains)
 - Cheerleaders will do their routine (~___ minutes)
- MC's will introduce G-Squad (Contact & Confirm w/ G-Squad Captains)
 - G-Squad will do their step (~___ minutes)

Phase 4: Games (1:55-2:25)

- MC's will introduce first game; Wheelbarrow
 - Wheelbarrow Racers will assemble at start line
 - 2 cones will be put out to mark the finish line
 - Get cones from Gym Teacher (Contact & Confirm)
 - Begin Wheelbarrow Race
 - Announce winners

- MC's will introduce second game; 3-Legged Race
 - 3-Legged Racers will assemble at start line
 - Get rope/string and cone from Gym Teacher (Contact & Confirm)
 - Begin 3-Legged Race
 - Announce winners
- MC's will introduce last game; Tug-of-War
 - Get big rope from Gym Teacher (Contact & Confirm)
 - 1st Round- Freshmen VS Juniors
 - 2nd Round- Sophomores VS Seniors
 - 3rd Round- Winners from 1st & 2nd Round compete
 - 4th Round- Winners from 3rd Round VS Teachers
 - Announce overall winner of Tug-of-War

Phase 4: Closing (2.25-2:29)

- MC's will thank everyone for coming
- Start a Buc Pride chant to end the event with some school unity!