



Highland Tech Project Playlist

Step 1: Fill out the project details section of this sheet (located below)

What is the event? _____
Is this a school wide event?..... Yes _____ No _____
Is Student Leadership assisting in the planning of this event?..... Yes _____ No _____
Is Student Leadership running this event?..... Yes _____ No _____

Step 2. MANDATORY SIGNATURES

(Step 1 must be complete PRIOR to requesting these signatures)

HTH Staff Chaperone _____
Parent/Adult Chaperone _____
Administrator _____

Step 3. Teacher checklist – Yes, I know this event is happening. Please initial.

_____ Baxter _____ Hipsak _____ Arthur _____ Snoderly
_____ Doncaster _____ Hornbuckle _____ Mendalook _____ Talbott
_____ Gillam _____ A.Johnson _____ Mitchell _____ Thurston
_____ Hilger _____ J.Johnson _____ Eckton

Step 4. Chaperones and Student Volunteers

Estimated number attending _____ (Note: Chaperones must be a 1:10 chaperone to student ratio)

Adult Chaperones/Time Commitment

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Staff Chaperones/Time Commitment

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Student Set-up Crew

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Student Clean-up Crew

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Step 5. If needed, schedule Presentation to Student Leadership

Presentation Date: _____

Presentation Time: _____

Administrative Chaperone(s) _____

Administration _____

Student Leadership Facilitator _____

Step 1. Project Details

WHO:	
WHAT: Focus Areas Standards	
WHEN:	
WHY:	
WHERE:	
BENEFITS:	

PLAN	DO	STUDY	ACT