



Highland Tech Project Playlist

Step 1: Fill out the project details section of this sheet (final page)

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 _____

Principal _____

Step 3. Staff checklist – Yes, I approve of this event. Please initial.

_____ Hilger	_____ Arthur	_____ Baxter	_____ Burningham
_____ Carton	_____ Counts	_____ Crosby	_____ Gillam
_____ A.Johnson	_____ E.Johnson	_____ Kellerby	_____ Mahoney
_____ Robinson	_____ Snoderly	_____ Thurston	_____ Turner

******Should a staff member NOT approve of the event when you presented it to them, write down their concerns in the concerns table on the last page.**

******You need an 80/20 approval rate for your event to move forward at the final administrative meeting (step 6).**

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: _____

Step 6. Final approval presentation to Student Leadership/Administration

Administrative Chaperone(s) _____

Administration _____

Student Leadership Facilitator _____

STAFF CONCERNS (Use for times when they do NOT want to sign the playlist)

NAME	CONCERNS (List one by one)

Step 1. Project Details

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

PLAN (GOAL)	DO (Steps with Dates)	STUDY (Check for Progress)	ACT (What was learned for next time?)