

Service Event Planning Form 2019

Students are to complete this proposal form in collaboration with their Global Concern/ Focus group and teacher facilitator, save it in their GCs google folder, then Share this with their Head of Service for their event planning conversation. The form will be sent to GC groups by the GC Service Officer so that ownership is kept within the Service Team. Please fill in as much of the form below as you can BEFORE the meeting with your Service Head. Your Head of Service will go through the rest during the conference and help you with other details. Many of these points will be questions asked DURING the conference. You will then be ready to speak with the Service Executives and they will ask for more information and support you with details that this make your event a success/

Timelines

- Submit proposal form to Service Exec and Service Head (6 weeks before the event).
- Approval will come via email from the HS Service Executive Committee (4 weeks min before the event) or during conferencing with the MS or PS Service Executives.
- Promotional materials and blurbs (3 weeks min before the event) in editable form to the GC Service Officer.

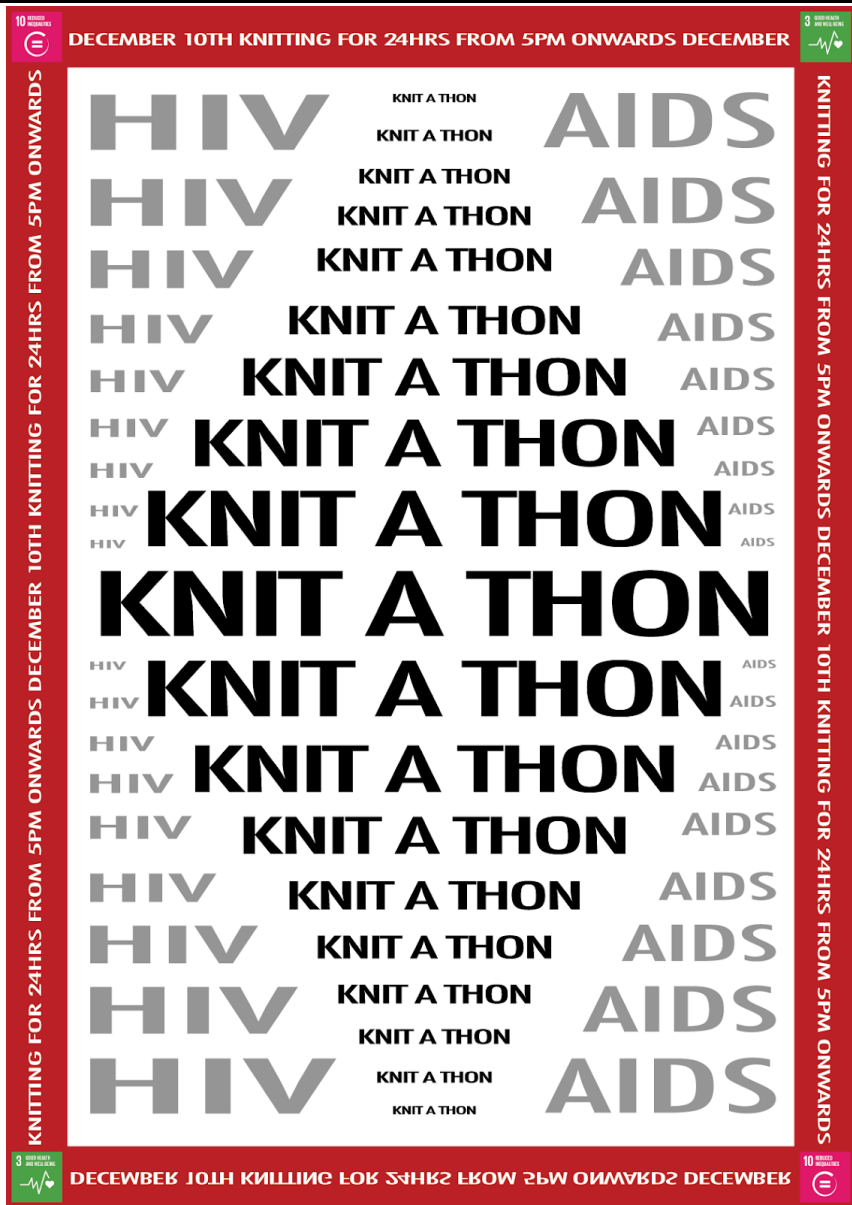
After approval, the Service Team will:

- Inform the relevant Principal in their weekly meetings, and add comments to the Event Planner for their action or input.
- GC Service Officer will check the approved event is on the relevant calendars with the agreed blurb, and use information from the Logistics form to work with facilities on bookings and details.
- Logistics Officer will do all set up with you.
- GC Service Officer will work with your GC Finance on money management and policies.

Date of planning conference	Friday December 13th, 2019 for World HIV/AIDS Day December 1st
Name of group or GC organising this event	Knit-A-Square Focus Group
Event Name	Knit-A-Thon
Private Fundraising Event Explain who will be attending this event and how your tickets / posters / sponsorship forms will be managed to make sure this event is private.	n/a
Description of the Focus Group for advertising purposes	Last March we ran this event and it was very successful. During and afterwards, people were asking about our focus group and specifically about HIV/AIDS and what is currently being done to assist children affected by this disease. This school year, we would really like this event to be a starting point for those in grade 9 or new to HS to appreciate the different ways we can collectively help others through a hands-on approach.

	<p>We raise awareness for HIV /AIDS orphans through regular knitting and the shipping of our knitted efforts to the children of the Kas-Care foundation in South Africa. These are children who are affected by HIV/AIDS due to the transmission of the virus through childbirth. We help them by knitting them blankets and scarves, as a common symptom for HIV/AIDS is constantly feeling cold.</p>
<p>Proposed event date</p>	<p>Friday December 13th 2019 1:00pm to 6:00pm</p>
<p>Proposed venue</p>	
<p>Goal: Aim of this event/reason for this event - how does this IMPROVE STUDENT LEARNING?</p>	<p>Our main goal is to raise awareness about the global epidemic of HIV/AIDS (discussing how this life-threatening disease can not only affect our own lives, but the lives of everyone) and debunking the misconceptions of this illness (what it actually is, how it circulates, who it affects, where is it prevalent etc).</p> <p>To help make this connection, we want students to learn how to knit in order to use this hands-on skill to help others in need. Through this approach, we can establish a more personal connection between ourselves and the cause.</p>
<p>Who is the audience? How many people are you expecting? Who will be affected? What other divisions need to know (activities, music, arts, drama, PS, HS etc...)</p>	<p>The audience for this event is HS students/teachers. At a time we will be expecting not more than 20 people other than the members of the focus group themselves. Anyone is welcome to come at lunch or afterschool, however, we need to seek permission from Ms Jones to miss block 4 for only the members of our focus group (to set up and get started on the knitting).</p>
<p>How will you meet your goals: Describe what you will be doing, making, selling, etc. for your event</p>	<p>We will be knitting and crocheting for the children. We would also show some movies (LIST) afterschool to make the event more attractive to people outside of the focus group. The top 4 movies are: AIDS in Africa, WHY? (28 mins): https://uwcsea.kanopy.com/video/aids-africa-why Mentions statistics and shows exact examples about what we stand for as African orphans that are HIV Positive are talked about.</p> <p>All of Us (1 hr 21 mins): https://uwcsea.kanopy.com/video/all-us Well renowned documentary that's been given good reviews by The New York Times and Huffington Post</p> <p>The Nemesis of Mankind: HIV and AIDS (32 mins): https://uwcsea.kanopy.com/video/introduction-infectious-diseases-nemesis-man Medical information and background on HIV/AIDS.</p> <p>Thing With No Name (1 hr 15 mins): https://uwcsea.kanopy.com/video/thing-no-name</p>

	<p>Discusses the universal aspects of motherhood and the struggle to survive are explored through peeks into women's lives in Sub-Saharan Africa.</p> <p>We would also have informational slideshows to raise awareness about AIDS.</p> <p>Just a suggestion - Consider reaching out to local organisation e.g Action for Aids, to see if they have a guest speaker who could come in.</p> <p>Consider sharing local resources in case anyone might have a personal/local connection to the issue of AIDS for example Dept. of STI control or here is a list for anonymous HIV testing: https://www.healthhub.sg/live-healthy/372/anonymous_HIV_testing</p>
<p>What resources will be required?</p>	<p>Room:</p> <ul style="list-style-type: none"> - 15 bean bags - Sofa (we'll bring from Ms Werner's classroom) - Projector and screen in room - Ms Levy's Room (D525) <p>Materials: approximately \$400 for materials - student leaders to purchase 2 weeks in advance</p> <ul style="list-style-type: none"> • Wool • Needles • Crochet hooks <p>Will update exact amounts accordingly</p>
<p>Who will be responsible for meeting the goals and when?</p>	<p>We are still in the process of electing our logistics and communications team (see this spreadsheet for who will be running for which position). We ran this event last year so we already have an idea of the cost of the materials (knitting needles, wool) and the location.</p> <p><i>Everyone</i> will have some level of responsibility for marketing our event through teacher briefings, announcement in mentor classes, creating an updated poster, and the members of our service will be bringing at least one other buddy to the Knit-A-Thon event. Winnie and myself, Juliette will coordinate with the logistics team to see who is sending emails for block 4 absence.</p> <p>The students who are participating in the event will be expected to have completed one knitted square.</p>
<p>How do you plan to spread awareness of your cause/event? Note: Work with GC service officer.</p>	<p>We plan to spread awareness by:</p> <ul style="list-style-type: none"> - playing a Kahoot at the start of the event as a warm up and debunk misconceptions for the newcomers - playing a documentary about HIV/AIDS during the event to watch while we knit - poster: must include the relevant SDG that we're targeting (this is last year's poster but we are currently updating it with the new communications person).

	
<p>Will you be raising any money? What is your budget? Link budget info. Who will the money go to? Link Service Goal. Do you need a float? Do you need a money basket? Do you need a cash bag? What account will the profits be paid into? What date will you be closing the money process with Service? Note: These areas need instruction from GC Service Officer.</p>	<p>We will not be raising any money.</p> <p>Our budget is around \$400 for materials (this needs revision: we first need to coordinate with communications team on their marketing strategy and see if we can estimate the number of people who will be coming to the event)</p> <ul style="list-style-type: none"> • Wool • Needles • Crochet hooks • Renting a documentary (we will check on Netflix first) <p>We will need to have purchased the materials by Thursday December 5th (day before the event).</p> <p>There will be no direct profits generated from the event as there will be nothing on for sale. As we will not be generating profit, we will not require a float, money basket, or cash bag.</p>
<p>Are there other events on at this</p>	<ul style="list-style-type: none"> • There's Write for Rights for HS which is the same day as our event.

time? 4 calendars need checking: PS/ MS / HS / College Note: These areas need instruction from GC Service Officer.	
Will this impact classes? How? Do the other Heads of Service need to know? Anyone else?	It will affect the focus group members who are missing block 4. Students will need to send an email to their teacher or a classmate to catch up on the work. But since the event is on the Friday, this shouldn't cause too much disarray. It will also affect after school activities and service for students participating in the event. They will need to ask permission in advance and we need to make sure we market the date of our event well in advance so they can prepare accordingly.
Student in charge of this event, tutor group, phone number & email	Juliette (11KaL): maiso79016@uwcsea.edu.sg (new chair) Winnie (G12): saes76927@uwcsea.edu.sg (current chair)
Staff supervisor. Must name one teacher as a contact. This person also needs to be present for the duration of the event.	Theresa Werner or Theo Sweeting
Approval by Service Executive / date	
Approval by Head of Service / date	Rick Hannah
Approval by Principal / date	
Notes:	

Getting Ready for the Proposal Conference

In your GC meetings, identify all the tasks that need doing as you are planning.

- Booking of the venues, resources
 - Booking of venue
 - Facilities details and set up
 - MS Student Executive Committee must be informed
 - StuCo must be informed (Head of StuCo?)
 - PA must be informed (via Service Team)
 - HOG's must be informed (via Service Team)
 - Principals must be informed (via Service Team)
 - Rubbish bin will be placed in the area and moved back
 - Advertising materials

- Resources required
 - What?
 - Who is buying them?
 - Using what money?
 - Receipts?
 - Storage?
 - What are they being used for?
 - How does it help spread awareness?
- Calculate basic projection: breaking even, possible profits etc. to help with pricing process. Fundraising should adhere to a 70 / 30 guideline (no more than 30% expenditure for 70% profit margin)
 - We will spend \$
 - We aim to make \$
 - We will reinvest profits into?
 - We will bank % of the profits
 - We understand the payment forms and what to do with them (demo & explanation from Ms Joy)

On the day

- set up time set?
- who is in charge? (student timetable)
- tidy up time?
- who is in charge? (student timetable)
- who is following up with money issues to GC Service Officer?

Reflection

The GC group will...

- take pictures of our work and share the best 5, high quality images with Service
- write a 200 word article about why our work makes a difference and share this with Service
- we will take pictures on the trip of the stock we bought, and of ourselves using the materials (where relevant).
- we will discuss what real life skills we are learning through this project and include them in our portfolios, guided by our GC teacher facilitator.
- we will make sure that accounts are written up, and sales were tracked so the next group know what sells well, the profit margins and so on - we will consider sustainability.
- ensure all finances have been processed through the proper channel.
- we will remove all advertising materials from around school after the event.
- we will tidy up and return all materials.
- we will write thank you emails to Facilities for their help.
- we will write an email to Ms Naylor / Mrs Psillides / Mr Hannah saying briefly how it went and how much we raised / what our impact was.
- Consider posting onto Perspectives online platform.