2019 – 2020 Departments (1st Semester)

*Included are some examples of responsibilities/duties for the department. These are NOT the only responsibilities just an example for helpful hints*

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| **Decorations*** Physically creating posters
* Physically hanging posters
* Creating decorations for events
* Hanging decorations for events
* Composing/drafting posters
* Determining where to hang posters
 | ***VANESSA*** |  | **Spirit*** Finding groups that need more celebrating
* Figuring out ways to get students involved
* Seeking out attendees for different sporting **and** other school events
* Creating ad campaigns for events and groups
 | ***JACK*** |
| Shelby |  | The whole ASB Class |
| Faith |  |
| Michelle |  |
| Madi |  |
| Devon |  |
| Kalie |
| Emma |
| Brian |
| Alex |
| **Student Locators*** Helping out with call slips
* Helping with any handouts/deliveries
 | ***MICHAEL*** |  |
| Caleb |  |
| Jason |  |
| Grace |  |  |  |
| Maddie |  |  |
| Parker |  |  |
| Spencer |  |  |
| **Social Media*** Contacting iVision for announcements
* Drafting iVision announcements
* Creating and editing social media posts
* Coordinating/creating timelines for social media posts
 | ***EMILY*** |  |  |
| Paisha |  |  |
| Fiona |  |  |
| Jasper |  |  |  |
| Erin |  |  |
| Kirsten |  |
| Ashley |  |
|  |  |
|  |  |
| **General Housekeeping*** Keeping track of ASB supplies
* Submitting PO’s to replenish supplies when necessary
* Walking around the school and removing old posters
* Walking around the school and maintaining posters
* Cleaning back closet
* Maintaining back hallway
 | ***RYAN*** |  |  |
| Neha |  |  |
| Aidan |  |  |
| Kobi |  |  |
| Maryam |  |  |  |
| Jack H. |  |  |  |
| Liv |  |  |  |
| Steen |  |  |  |
| Torin |  |  |  |
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