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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