

Design Committee

(T-shirts, Ribbons, Post Card and Bracelets)

T-shirt:

1. Design a t-shirt to sell in the commons during Words Hurt Week. Bring all of your ideas to the committee meeting to get approved. Keep in mind, the design should be minimal and cost-effective.
2. Talk to Mr. Wegand about your design and having the t-shirt ready for the week. (You may want to do this way ahead of time!!)
3. Organize a sign-up sheet and people from your committee to sell t-shirts *prior* to the event. You may want to have flyers for seniors and juniors since they are not in the commons. Think about having a place for students' to pick them up and making an announcement to tell them where to do that.
4. Talk to Linda Franklin in the Office about getting you a cash box to sell the t-shirt. You need to do this a week ahead of when you need it. Make sure people pay before you print the t-shirts or sometimes they don't pay for their shirt.
5. Pick up the t-shirts and organize them.
6. Choose a date to pass out the t-shirts to students in the commons and organize an announcement that lets students' know when and where to pick up the shirt.

Bracelets:

1. Design a bracelet online for students to purchase during words hurt week. The site we have used in the past is:
<http://www.wrist-band.com/index?gclid=CMOPpb20p6wCFUfsKgodlR501g>
2. Order the bracelets way ahead of time. I would suggest ordering some youth bracelets, as some people have smaller wrists, and some adult bracelets. We have ordered 250 in the past and I think you get 100 free ones with your order on that webpage.
3. Determine how much to sell the bracelets for. I would make them relatively cheap so people buy them.
4. Organize people to sell the bracelets in the commons hours 4, 5, and 6 during Words Hurt Week.

Ribbons:

1. Decide what you want the ribbon to look like for Words Hurt Week that you will give out to students who sign the pledge that they will watch their words.
2. Buy the ribbon and pins.
3. Organize people on your committee to cut the ribbon and make the pins. You will need to burn the ends of the ribbon pin so the ribbon doesn't fray.

Post Secret Writing Prompt and Homeroom Delivery

1. Come up with a post secret prompt and have it approved by the larger committee.
2. Design the look of the post card and have it approved by the committee and your advisor.
3. Print off and make copies of the post card.
4. Cut out all post cards.
5. Create an email to send out to homeroom teachers for the Post Secret Prompt. It should state the prompt and give a timeline of what should happen during homeroom. You should send this out at least a week ahead of time and then again, the day before homeroom to remind teachers.
 - Include in the email to staff that you will deliver the shoeboxes to their homerooms and post cards (the day before homeroom) and they should email you if they do not receive one.
 - Also, tell the staff members to drop off their post secret box at the end of homeroom (a student should not do this) to the main office.
6. Get a list of the homeroom numbers and how many students are in the homeroom from Ms. Vang in the main office.
7. Deliver the shoeboxes and postcards to the homerooms on Wednesday, January 26.
8. Hang the post cards after school on Friday, January 27 with the help of the large committee. Any post card that seems questionable or inappropriate should be brought to an advisor or administration.

Post Secret: Shoeboxes

1. You can help out with the duties of the above committee as well since you will be working to help them out.
2. Your job is to collect shoeboxes for the Post Secret prompt.
3. Cut a slit in the top of the shoe box (enough for the postcards to slip in) and tape the sides down.
4. As a committee, choose a wrapping paper color. Purchase wrapping paper and wrap and decorate the boxes.
5. Deliver them with the above committee to the homerooms.

These are things we have done in the past. Keep in mind your committee may develop new ideas as well.