

Debrief Terry Fox & Grade 8 Retreat

CONGRATS ON YOUR FIRST TWO BIG EVENTS!!!!!!

1. Class discussion

- a. Come up with a list of Pros/Cons for each event.
- b. Designate one member of your committee to record class discussion
- c. What worked, what didn't
- d. How do we feel the two events went?
 - i. Start with what went well.
 - ii. Areas for improvement
 - iii. Feedback form for Grade 8's?
 - iv. Feedback from Ms Hemingway
 - v. Thank you's
 1. Who helped us out? What should we do to thank them?

2. Self Reflections

- a. Look back on the two events and answer the questions honestly. You need to include specific examples. You need to back up your choices with evidence from before, during and after the event. Critically examine your contribution to both events. Self reflection is a VERY important skill developed by leaders. Self awareness is important for effective leaders.

3. Event Reports

- a. Each group (Terry Fox/Grade 8 Retreat) are required to complete a Final Event Report detailing their event. The Chairs of each group should lead the discussion and put together the final report with the help of their group.
- b. Use the Event Planning Guide to help shape your final report.
- c. The final report must include the following
 - i. Project Information
 1. Name, Members, Chairs & Co Chairs, Date of event, time, location, Goal, description and summary of Event

- ii. Pros/Cons of the event-did you improve off of last years?
- iii. Improvements for next year
- iv. Event Planning Checklist & Jobs
 - 1. Committees, Pre event, Lead up, Day before, Day of, Clean up
- v. Contacts
 - 1. Who did you need to involve/talk to for materials
- vi. Schedule for the day (Updated if any errors)
 - 1. Jobs, Games etc
- vii. Post Event Report/Reflection
 - 1. Overall how did your group feel it went.

Jobs still to be completed

- Collecting Terry Fox Envelopes, counting money and tallying up total.
- Returning all materials back to where they came from
- Cleaning up promotion materials
- Thank you Notes.