

LEADERSHIP CLASS SCAVENGER HUNT

DIRECTIONS: You and your team have the class period to complete this scavenger hunt. It is not a race. It is an activity designed to familiarize you with important places on our campus. Remember to go professionally through the halls and use leadership class etiquette. You will need to take extra sheets of paper and a pen with you. Follow the order of places below and the starting place indicated for your group. Watch your time. Return with 5 minutes left, even if you are not finished.

Standard Format for Introductions

Please use this throughout the activity

Student#1: Hello, my name is . We are from the leadership class and we are on an assignment. I'd like to introduce the people with me. They are.

1. Find the principal's secretary. Introduce yourselves using the correct format. Discover the procedure for submitting an announcement for the daily bulletin. Describe the procedure.
2. Find the athletic director's office. Follow the directions posted on the office door.
3. Find the custodial headquarters. If a custodian is available, introduce yourself and ask what services they provide for student activities and programs. If a custodian is unavailable brainstorm a list of the services they provide for student activities and programs.
4. Locate the student store. Make a list of the hours it is open.
5. Stop by the outside reader board. How many rows of letters will the board hold? (front and back) Find out the procedure for having a message displayed.
6. Find the graphics and production room. Introduce yourselves by using the correct format. Who is in charge of graphics? What is the procedure to get items copied?
7. Find the office of the Activity Coordinator. Leave a note under the door written and signed by each member of your team. The note needs to describe each members' favourite part about school.
8. Find out where the office of the audio visual coordinator is located. Introduce yourselves using the correct format. What is the procedure for checking out and using video tape equipment?
9. Find out where the assistant principal's secretary is located. Each of you introduce yourselves individually. Find out how the student mail system works and what makes the system function the most efficiently for the staff.