

# PLANNING A PROM

LEVEL: **HIGH SCHOOL**AGE GROUP: **STUDENTS AGES 15 TO 17**

## ACTIVITY SUMMARY

In the fourth year of high school, and especially at the beginning of the fifth, students start thinking about how they will plan their prom. Take advantage of this event to launch the idea of a multidisciplinary cooperative entrepreneurship project for students. They will be able to develop financial management and cooperative organization competencies.

## MAIN OBJECTIVES

- Plan and carry out a major project
- Track earnings and expenses
- Meet deadlines
- Work cooperatively



**AGE GROUP:**  
Students ages 15 to 17



**WHEN:**  
All year

### DOMAINES DE FORMATION

Career planning and entrepreneurship

Citizenship and community life

Environment and consumption

## COMPETENCIES

### DISCIPLINARY COMPETENCIES

Disciplines	Competencies	Learning progression
Mathematics	Use mathematical reasoning	As part of the cost analysis and expense tracking: <ul style="list-style-type: none"> <li>• use different types of reasoning (e.g., inductive, deductive, analogical, proof by exhaustion, proof by contradiction) to clarify, validate, adjust or refute conjectures</li> <li>• present the results of a procedure</li> <li>• if necessary, improve a procedure by eliminating superfluous steps</li> </ul>
English Arts	Write a variety of genres	English teachers can work with students on a writing activity linked to the creation of a yearbook: <ul style="list-style-type: none"> <li>• In a writing communication context, take a stance and share a subjective point of view supported by knowledge, interests, experience and values.</li> <li>• Write a text:               <ul style="list-style-type: none"> <li>• Determine and plan the content, and then draft, revise and correct the text (vocabulary, syntax, punctuation and spelling).</li> <li>• Produce a draft and a final version of the text.</li> </ul> </li> </ul>

## COMPETENCIES (SUITE)

### NON-DISCIPLINARY COMPETENCIES

- Processing information
- Thinking critically
- Cooperating

### FIND OUT MORE

For help in conducting a cooperative class project, you may attend an educational session on youth collective entrepreneurship, free of charge. Contact an entrepreneurship development officer at [Conseil québécois de la coopération et de la mutualité](#) (site in French only).

To learn more, see [Youth Entrepreneurship Program in Ontario](#).

## PREPARATION

**WITH YOUR HELP, STUDENTS SET UP PROM COMMITTEES, APPOINT THE MEMBERS AND CHOOSE THE TASKS TO BE DONE.**

### TASK 1 SETTING UP COMMITTEES



**WHEN**  
Late September

### TASK 1 OBJECTIVE

At the end of this task, students will be able to set up various prom organizing committees in a democratic manner.

### Instructions

1. Set up the prom committees and subcommittees.
2. Call on everyone to recruit students who will become committee members.
3. Suggest that the committee members survey future graduates on the prom theme.

### TEACHER'S NOTES

- Committee suggestions: 1 organizing committee and 2 subcommittees (fundraising committee and yearbook committee).
- Help students democratically choose the members of each committee. Some schools opt to recognize the time devoted to committees as volunteer work. You could use this approach to motivate students.
- Talk with students about how to disseminate prom information to all students in the school. Use traditional media (e.g., school newspaper, student radio station) or the web (e.g., public blog, Facebook page, document sharing with Google Docs, Survey Monkey questionnaire, etc.).
- Make a group decision and ask students for help in implementing the means of communication.

## TASK 2

### CHOOSING THE TASKS TO BE COMPLETED



**WHEN**  
Late October

#### TEACHER'S NOTES

Talk with students about the importance of consulting each other prior to making a decision and of collaborating with other committees.

#### TASK 2 OBJECTIVE

At the end of this task, students will be able to choose the tasks of the organizing committee and the subcommittees.

#### Instructions

1. With the students, set organizing committee and subcommittee mandates.
2. Establish the tasks to be completed and the schedule for joint meetings.
3. Suggest that the committees work as a team, cooperatively.
4. Help students on each committee choose:
  - the tasks to be completed
  - the priorities
  - the timeframe
  - the meeting schedule

## TASK 3

### ESTIMATING THE COSTS



**WHEN**  
Late October

#### TEACHER'S NOTES

- Use data on the cost of the last 3 proms, if available.
- Compare the costs with the committees' choices for the last 3 proms (e.g., with or without hotel accommodations, 3 or 4 star hotels, etc.).
- Help students on the organizing committee raise awareness among other graduates of the magnitude of prom organization expenses:
  - Suggest that they save for the prom as early as possible.
  - Encourage them to participate in fundraising activities.

#### TASK 3 OBJECTIVE

At the end of this task, fundraising committee members will be able to estimate the prom ticket price.

#### Instructions

1. With students, estimate the total potential cost of the prom activities.
2. Ask the school administration for a donation or sponsorship.
3. Estimate the prom ticket price. To do this, subtract the school administration donation from the total estimated cost, then divide the remaining amount by the potential number of students attending the prom.
4. Open an account with a financial institution to deposit the money raised over the year.

## EXECUTION

**STUDENTS ACTIVELY PARTICIPATE IN THE VARIOUS COMMITTEES. THEY PLAN THE EVENT, DETERMINE THE TICKET PRICE AND OVERSEE THE FUNDING AND YEARBOOK PRODUCTION.**

### TASK 1 TRACK EXPENSES AND EARNINGS



**WHEN**  
November to June

#### TEACHER'S NOTES

- Help students ensure careful monitoring of the established budget.
- Suggest that the school's graduates pay for their ticket in several instalments. This method requires follow-up by the fundraising committee.

#### TASK 1 OBJECTIVE

At the end of this task, students will be able to compile the money raised and determine the price of prom tickets.

#### Instructions

1. Schedule regular meetings for the organizing committee and subcommittee members to discuss the tasks to be completed, money raised and expenses incurred.
2. Help students compile the expenses related to prom organization, yearbook production, etc.
3. Ensure the tracking of estimated costs, actual costs and sums received from graduates attending the prom.
4. Suggest that committee members deposit the money raised in an account.
5. Be sure that committee members communicate the prom organization costs to the school's other graduates. To do this, use traditional media (newspapers, radio) or social networks.
6. Help students calculate the actual cost of the prom and determine the ticket price. They must compile the amounts raised individually, then calculate the payments already made by students, if applicable.

### TASK 2 SERVE OF THE ORGANIZING COMMITTEE



**WHEN**  
November to June

#### TEACHER'S NOTES

- Examples of decisions made by the organizing committee:
  - place
  - date: consult the school administration to avoid scheduling conflicts with end-of-year field trips and exams
  - menu
  - music and entertainment
  - decorations
  - photos and videos
  - ring
  - etc.

#### TASK 2 OBJECTIVE

At the end of this task, the student members of the organizing committee will have collaborated with the various committee members on prom organization tasks.

## TASK 2

### SERVE OF THE ORGANIZING COMMITTEE (SUITE)

#### Instructions

1. Ensure that students on the organizing committee make decisions democratically.
2. With the committee members, brainstorm on how to plan the prom.
3. Assist them in their dealing with various suppliers (e.g., reception hall, hotel, musicians, etc.).
4. Suggest that they request quotes to better estimate the costs.
5. Suggest that the committee survey the school's graduates on the theme and activities chosen for the prom.
6. Analyze the survey results with all committee members and let them make a final choice democratically.

#### TEACHER'S NOTES (SUITE)

- Ensure that students live cooperative values. For example:
  - self-help, self-responsibility and responsibility for others (e.g., organizing committee members can be responsible for sharing the results of their research with others)
  - equality (e.g., everyone can express themselves with regard to the various choices to be made)
  - equity (e.g., everyone contributes to organizing the prom)
  - solidarity (e.g., everyone supports what has been decided by the group)
  - democracy (e.g., students consult each other and make decisions together)

## TASK 3

### SERVE ON THE FUNDRAISING COMMITTEE



**WHEN**  
November to June



**TEACHING MATERIAL**  
Financing methods  
Democratic Decision Making  
On [desjardins.com](https://desjardins.com)

#### TEACHER'S NOTES

Examples of group fundraising activities:

- fashion show
- spaghetti dinner
- carwash
- etc.

The money raised will then be shared among the participants.

#### TASK 3 OBJECTIVE

At the end of this task, the student members of the fundraising committee will be able to choose and coordinate different fundraising activities.

#### Instructions

1. Brainstorm with the members on the different collective and individual ways of funding the prom. Use the costs of previous years as the basis for discussion, if they are available.
2. As a committee, democratically choose the fundraising methods that seem most effective.
3. Ensure that the fundraising committee communicates the final choices to the other graduates.
4. Plan and organize the fundraising activities with the committee members.
5. Be sure that the committee follows up on the fundraising activities and compiles the earnings.

## TASK 4

### SERVE ON THE YEARBOOK COMMITTEE

#### TASK 4 OBJECTIVE

At the end of this task, the student members of the yearbook committee will be able to produce the yearbook cooperatively.

#### Instructions

1. Help the yearbook committee members manage the drafting of texts that will appear in the yearbook.
2. Ask the administration, other teachers and the student committee to write a message for the yearbook.
3. Suggest that the yearbook committee call on everyone to find anecdotes and photos of graduates that have been taken over the last 5 years of high school.
4. With the committee members, estimate the number of pages required for all the yearbook messages and the content on other pages (e.g., photos, sponsors, graduate contact information, etc.).
5. Help them with their requests for quotes from different publishers and printers.
6. Advise them on organizing a design contest for the yearbook cover page. Use the means of communication chosen by the organizing committee.
7. Ensure that the committee sends all of the content, photos and messages to the publisher within the established timeframe.

#### TEACHERS NOTES

- Ask other teachers to collaborate on the yearbook project. For example, suggest a cooperative activity for the English teacher (e.g., write yearbook messages) or art teacher (e.g., design the yearbook cover).

Examples of cooperative activities for all Grade 11 students:

1. Form teams of 4 students.
  2. Each student writes the name of the person to their left in uppercase letters on a sheet of paper, shares an event or anecdote or writes a comment about him or her, then signs the message.
  3. After a certain period, ask each student to change places and write a message about another student on his/her team, and so on.
  4. Students validate the messages in teams, democratically, and complete them as needed.
  5. Each student then asks a friend to write his or her final message, drawing inspiration from the messages written previously.
  6. Correct the texts and assess each student's written communication before sending the final texts to the yearbook committee.
- Suggest that students find sponsors to offset the cost of the yearbook.
  - Determine the number of pages to be used for sponsors and democratically set a package price per page with the committee members.
  - Remember to ensure a date of receipt for the yearbooks that will allow you to distribute them to graduates before the prom. This way you will give students time to sign and leave notes in their friends' yearbooks.

## EVALUATION

**YOU DIRECT STUDENTS TO THINK ABOUT THE COOPERATIVE PROJECT THEY HAVE PARTICIPATED IN AND EVALUATE THEIR INVOLVEMENT IN THE VARIOUS PROM COMMITTEES.**

### THINKING ABOUT COOPERATIVE WORK

#### Instructions

1. At the last organizing committee meeting, before the prom, have a discussion with the students.
2. Ask them if they liked serving on the prom committees. Ask them about how the committees worked.
3. Assess the degree of involvement in the project and their overall satisfaction after having completed it.
4. Discuss the ways of working cooperatively, timeframes, group decisions, committees and tools used throughout the year.

#### TEACHER'S NOTES

Examples of questions to ask the committee members:

- Was the committee work an experience of sharing and discussion for you? If so, explain why.
- What subjects did you talk about in your discussions with other committee members?
- What did you take away from your experience?

## REINFORCEMENT

**BE SURE TO REINFORCE THE COMPETENCIES ACQUIRED OR DEVELOPED BY ORGANIZING ACTIVITIES SIMILAR TO A PROM.**

#### OBJECTIVE

Go over what students have learned about finance and cooperatives through the Planning a prom activity.

#### Instructions

Students can use the new financial and cooperative management concepts they have acquired to find ways of financing their studies.

#### TEACHER'S NOTES

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