

**To Do for the Anti-Apathy Award Ceremony**  
**Updated 01/15/2010**  
**WEDNESDAY, APRIL 21, 2010 at 12:00**

(Complete On Campus Use of Facility Form for event)

1. How Many Awards? Suggest 5 total to Senate
  - a) One (1) SCSS Choice Award to be taken by vote
  - b) Three (3) Student Choice Awards for main campus (to be taken by vote online and hard copy by the student body, top 4 vote getters get the award)
  - c) One (1) Student Choice Award for other campuses. to be taken by vote online and hard copy by the student body, top 4 vote getters get the award)
2. Explain to Student Senate members that the word nomination/nominated/nominee needs to not be used during the ceremony. The word recipient should be used in its place.
3. Meet with Ken Parisot and **decide** a lunch option and get a quote that is sent to Jamie. Make sure the lunch has a vegetarian option.
4. Draft Invitation list – finalize with Heather/Brian/Jamie – Put 5 vacant slots and a 4 vacant slots for selected students who have agreed to publicly award the recipient.
5. Draft/finalize invitation that includes RSVP, includes price of lunch, and deadline for submitting lunch payment and who/where to send \$/checks payable to, etc., and the following blurb:
  - \*Shasta College employees and board members who are participating in this year's Shared Governance Luncheon will need to purchase their own lunch due to the fact that Student Senate funds cannot be used to pay for employee meals.
6. Fill out Cash Box Request form to get a receipt book. Collect payment from Shasta College employees that are paying. Deposit it with the Office of the Dean of Students. The only people that do not need to pay are Student Senate members and the Anti-Apathy Award recipients.
7. Vote for SCSS choice at a designated meeting.
8. Open voting for Student Choice awards. Close voting.
9. Finalize award recipients. Make certificates; get their names engraved on name plates to be added to the plaque that is hung in the 2300 building hallway.
10. Set up program for event. Who is the master of ceremonies for the ceremony? Who is awarding, etc. Who are the greeters/ushers, etc.
11. Notify Student Senate members that the dress code is business professional or Student Senate polo shirts and slacks/skirts.