

Available Grad Night Committee Descriptions 2011/2012:

Celebration Purpose: To provide an exciting memorable evening for graduating seniors in an alcohol/drug-free atmosphere, providing an educational example for both students and parents. Overall, the gift is the party. This is a project planned and implemented by volunteers. The more volunteers there are, the more successful the celebration will be with more students attending.

Grad Night Chairman: Responsible for the entire party. Attends all required meetings providing updates throughout the planning stages. **Responsible for Publicity Duties** - To create enthusiasm for the party among students, parents, school administrators, faculty and the community. Responsible for all articles in school newsletters, community newsletters, school web site, letters to parents, local newspapers, electronic email newsletters, and all other means of communication available, etc. ***Coordinates tasks and work requirements between all committees. Provides guidance and motivation to chairman to keep the program on track.***

Sub-Committee Chairman:

Fundraising: Main responsibility is providing cash revenue fundraisers through various sources. Responsible for mass mailing of Fall Fundraising letter to Forest Park families, businesses and colleges. Supervises various fundraisers throughout the school year including coordination of volunteers and shift duties. Responsible for any other fundraisers held throughout the year in support of Grad Night (selling grad bears/car washes/candy bars, etc). ***Coordinates with Donations Chairman.***

Security: To provide a safe alcohol/drug-free atmosphere for the graduates. Security includes students and volunteers. Responsibilities include internal & external building security, first aid and security room volunteers for student's possessions. Responsible for Student White Security Bag prep, setup & use throughout the event. ***Coordinates duties with the Door Prize & Ticket Chairman as needed.***

Transportation: Strong bodies are needed for this committee. Duties include coordinating use of a truck (rent or borrow), *loading* the activities equipment and decorations that are in the Grad Night warehouse facility and *unloading* them at the party location. Plus, picking up any other large loads of items needed that night of the event (door prizes, store purchases, etc.). After the party, *loading* the truck and *unloading* all items to storage in an organized manner including packing or covering items to protect from damage for future use. ***Works with Activities, Decorations and Setup/Packup Chairmen to coordinate logistics and manpower requirements.***