



FAMILY INVOLVEMENT

SENIOR EVENTS

PURPOSE: TO ORGANIZE SPECIAL EVENTS FOR SENIORS

Responsible for fundraising and planning all senior events.

Since the events and budget for this committee vary each year, it is difficult to give a set procedure. Basically, this committee is whatever it is made by the chairs and other parent volunteers (with appropriate approvals, of course). The tips below represent "lessons learned" from previous committee chairs.

Increasing student involvement:

- Meet with senior class representatives, sponsor, and parents in the early fall to determine activities to be planned.
- Plan for the meeting to occur shortly after the school's senior parent meeting, so that event can be publicized.
- Personally invite, via phone or email, senior class officers and senior officers in other prominent clubs (especially spirit-related clubs) and senior AP.
- Send an electronic newsletter to all seniors and senior parents inviting them to come.
- Distribute and collect a survey during first week senior homeroom to generate ideas and enthusiasm and to publicize the upcoming meeting.
- Use the survey results at the fall meeting.
- Designate seniors in leadership roles for some events. For example, they can be in charge of publicity, music, décor, or other aspects of events. The more students see events as "student driven," the more likely they are to attend.

Increasing parent involvement and donations:

- Parents are needed for two things: volunteer hours (and lots of them) and donations (lots of those, too).
- Send a letter and sign-up form home with the summer mailing. The main goal should be to get a good head start on gathering names, phone numbers, email addresses, volunteer committees, and donations.
- Get all email addresses into the ENN database and form a senior database from the sign-up forms. Also, addresses can be obtained from the database clerk in the front office.
- Use the senior events newsletter as a primary communications tool. Note that email addresses are needed for this to work.
- Reach out to parents MULTIPLE times for donations. Send additional mailers to those who have not yet paid/joined in January. Even if a mailer is \$100 in postage, that will be recouped with just two donations, and chances are more will be received.
- Work with senior officers to decide senior gift to school using some of the senior events money. Set aside \$500-\$1000 for the Alumni Scholarship which will be awarded the following year.

- Hand pick chairs for major committees, but encourage everyone to help. Many parents volunteer for senior events who have never volunteered for anything before, and we want them to have a good experience, too.

Many parents do not have the time or inclination to volunteer in person, but they still want to contribute. These people are usually more than eager to send in food, drinks, gift certificates, candy, paper goods, and other budget-saving items. They can really extend your budget.

Getting approval:

- The first approval level is the VP-Family Involvement and PTSA co-presidents. Copy them on all important correspondence.
- The second level of approval is the principal. Coordinate all communications with the principal through the VP and co-presidents (They can coordinate and pave the way).
- Make sure that all ideas are run past the principal prior to making any plans. The first meeting with the principal at the start of the school year should be just getting approval for general concepts. For example, "Is it OK if we have a tailgate party? If so, what would be your concerns and constraints?"
- Once approval is received in theory for the proposed events, create a detailed plan to present in writing, first to the co-presidents and then to the principal. In the plan, be sure that safety issues are addressed, details are coordinated with custodial staff, security officers, facilities manager (a designated AP), and include points regarding parental supervision, entrance and exit, set up and clean up, electrical and water needs, equipment needs, publicity, décor, parking, signage, music, and communications, as required for event.
- Get to be best friends with the custodial staff, security officers, and facilities manager. They can make things happen.
- One AP is assigned to the senior class. While they may or may not be part of the approval process, it is a good idea to keep them apprised of the plans.

Past popular events:

- Tailgate party in fall (get food and drinks donated; pay for a DJ)
- Senior Snacks monthly during lunch (again, parents can donate most of the food and supplies for this committee)
- Games Day (this takes many, many volunteers and a great deal of organization; see separate documents for details)
- Lunch (a themed luncheon held during school hours in the spring)
- Graduation party (an outdoor party on school grounds held a day or so before graduation; with inflatables and a DJ)
- Yard signs (good, easy fundraiser)

DVD of highlights from senior year (need to coordinate with yearbook, parents, and others to get pictures for the DVD; in years past, a student has been paid to do production.