

## **Project Graduation 2022**

### **Committee Roles and Officers**

#### **Officers:**

##### **Project Graduation Chair or Co-Chairs**

- Hold Project Graduation meetings for parents and committee chairs.
- Work with committee chairs to keep events on target.
- Paperwork for event: waivers, etc.
- Communicate with parents

##### **Secretary**

- keep minutes of meetings and records of attendance
- distribute minutes
- send thank you notes

##### **Treasurer**

- keep track of money
- pay bills
- submit info. to government as needed to stay in compliance with 501c
- Present reports for each meeting
- renew insurance

#### **Committees:**

##### **Flocking**

- supervise and organize student volunteers
- advertise
- Start this project before the ground freezes

##### **Bake Sales**

- Coordinate various events, approximately 2-3 times (election day, winter concert)

##### **Communications**

- maintain web page and Facebook
- send notifications to newspaper and Zip06
- Network for Good on Facebook
- fulfill any other communication/marketing needs
- Advertise Amazon smiles, Giving Portal, Network for Good on Facebook

##### **Corporate Sponsorship**

- send letters to businesses requesting donations for Project Graduation
- Follow up on donation requests
- Keep records of all donations
- Collate donors for poster for events

- contact Lions Club in September with request for donation

#### **Misc. fundraising**

- Paint and Sip Events at Highliner
- Restaurant Events
- Tupperware
- Ornaments

#### **Raffle**

- organize event (obtain prizes, location, date, time, permits, advertising, set up and clean up)

#### **Permits and Sign Placements**

- obtain sign permits for all events
- put signs up/down on town green
- put new dates and times on signs

#### **Santa Breakfast**

- organize event (food donation from Lion's Club, reserve St. Mark's or Firehouse, date, time, permits, advertising, recruits Santa, and gets supplies)
- Contact Mr. Hale for Santa

#### **Baccalaureate**

- organize with clergy and school
- create and distribute invitations and programs
- organize food donation and servers if the committee elects to serve food
- invite parents of underclassmen to help

#### **Mailbox Decoration**

- obtain decorations (balloons or signs, etc.)
- distribute decorations (map out route and find volunteers)

#### **Pasta Dinner**

- organize event (food donation, reserve St. Mark's, date, time, permits, advertising, set up, clean up, and supplies)
- coordinate with Auction Committee

#### **Silent Auction or online Auction**

- solicit items for auction from local and national businesses
- set up and run auction on event night
- coordinate with Pasta Dinner Committee

#### **Venue**

- find and reserve location for Project Graduation event

- coordinate event (entertainment, buses, decorations, favors, letter explaining details to parents, recruit chaperones)

**\*Committee Chair or Co-chairs should provide a report of activities/plans at all scheduled Project Graduation meetings.**