

Job Description List for the 2011 Senior Graduation & Party Planning Committee

Leadership for the Senior Party 2011 Planning Committee:

Chair Person: open : **Volunteers** open

Overall coordination of committees, venue planning, budget review, contracts, PTA communication, etc.

Venues

Arrangements of where the party will take place

Chair Persons: Rachel & Jerry Mickelson, Judy Thompson, Julie Bebee & Christine Sogn

Fundraising: Chair Person: open : **Volunteers** open

Working with other parents, students & the community to raise the funds necessary for the party. We need to keep this going steadily throughout 2010-2011 school year.

Ticket Sales: Chair Person: open : **Volunteers** open

Promoting & advertising early ticket sales will begin with Curriculum Night at the beginning of the 2010 school yr.

Registrar: Chair Person: Cheryl Manao **Volunteers** open

The registrar will work with the PTSA treasurer to implement the correct procedures to accurately monitor funds collected & follow the guidelines for fundraising. We are looking forward to fund-raising monies to begin trickling in as soon as possible.

Chaperones : Chair Person: open : **Volunteers** open

The goal of the 20 chaperones is to facilitate a fun, safe & alcohol/drug free event. Chaperones will be assisted by 4 professional security staff a police officer to help monitor students. There will be a comprehensive orientation to aid chaperones in understanding their duties & how to handle different situations, should they arise.

Student Involvement: Chair Person: open : **Volunteers** open

We need some talented parents who can rally & motivate students to share their ideas & fully participate! We hope to create a large committee of students who will help promote early ticket sales & play a big part in planning & executing fund raising activities.

Prizes & Donations: Chair Person: open : **Volunteers** open

Donations of prizes for a raffle & other activities/competitions at the party will be organized by this committee. Your time will be required most in the spring of 2011.

Transportation: Brian Kohlwes: **Volunteers** open

Charter buses are required to provide transportation to the party & back to Lake Washington High School. A cost comparison is recommended to determine which company we use (Starline, JourneyLine, Greyhound???)

Web Master & Flyer/Form Designer (Communication Liaison)

Chair Person: Lynn Kohlwes: **Volunteers** open

This committee is responsible for designing or collecting flyers, forms, letters of communication & posting them on the PTSA (2011 Senior Graduation Page) on LWHS School's Website, or getting them to the liaison for the Trumba Emails & Calendar (*currently Renee Dyer Shipman*), & Kang Crier Monthly Newsletter Editor (*currently Betty Cox*)

Contact Info

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