

**2012 Senior Class Party  
Meeting Minutes – 04/19/11  
6:30 RHS Library**

**1) Welcome**

- a) Jodie Berens opened the meeting with some general comments. The 2012 Senior Class Party will be held after graduation on Sunday, May 20<sup>th</sup> from around 9:30pm – 5:00am. This is a safe, controlled environment for the graduates to have a final celebration with their classmates. RHS 2012 graduation starts at 7:00pm.

**2) Steering Committee Members**

- a) The following group has been informally pulled together.
  - i) Chair – Jodie Berens Phone: 351-5845, email: [Berens5@sio.midco.net](mailto:Berens5@sio.midco.net)
  - ii) Treasurer – Larry Gehle Phone: 310-0897, email: [ldgehle@sio.midco.net](mailto:ldgehle@sio.midco.net)
  - iii) Secretary – Amy Fick Phone: 321-3750; email: [amyfick@live.com](mailto:amyfick@live.com)
  - iv) Members – Kelly and Kurt Brewers Phone: 351-8310, email: [Kelly.brewers@avon.com](mailto:Kelly.brewers@avon.com), Linda Tyler Phone: 362-4390, [lindat@sio.midco.net](mailto:lindat@sio.midco.net), Mike Berens, Wendy Gehle

**3) Contacting all class parents is currently our biggest challenge**

- a) As email addresses are not a part of public information, we can no longer obtain this data from the school.
- b) What has been done so far:
  - i) People are forwarding information to friends that have a Junior student and giving the information to Roby's.
  - ii) Kim Weihe created a facebook site. Search for 'Roosevelt 2012 Senior Class Party'
  - iii) Email request was sent to Booster Club distribution
  - iv) Notice will be published in RHS newsletter for May, June and July
  - v) Kelly Brewers requested information from competition cheer parents
- c) Ways to obtain additional email addresses:
  - i) Doug Roby will send out a one-time request to parents of the 2010 Senior Class Party committee.
  - ii) Tim DeJong is posting a request for email information on the band newsletter
  - iii) Kathy Regas will coordinate with the English teachers to hand out flyers to Junior students.
  - iv) Amy Fick will ask Ed Kieff to post next meeting announcement on the [www.rooseveltbooster.com](http://www.rooseveltbooster.com) website.
  - v) We do have a list of students, their parents, physical addresses and phone numbers. There are over 400 students. We have about 70 addresses. Roby's are organizing a calling tree. **To request a list of 25 names to call for email information, please email Candy and Doug Roby at [smokeyroby@knology.net](mailto:smokeyroby@knology.net).**

**4) 2011 Senior Class Party**

- a) The 2012 Senior parents are the Clean Up Volunteers for this year's class party.
- b) They are requesting five Junior parents help with the set up of a large construction piece so we have the knowledge to take it down Monday morning. They would assemble the display on Friday, 5/20 at 4:00pm. Contact Jodie Berens if you would like to volunteer.
- c) This is a great opportunity to see what activities go on and what the decorations are available. We pack up the decorations and take them to the storage shed. Clean up starts at 4:00am on Monday, 5/23. We can come a little earlier. They are usually finished to go to work by 8:00. **2011 Clean Up Volunteers need to be on 'the list' to be allowed in the building. Please sign up with Jodie Berens.**

**5) Various committees are needed for this event to be a success. Their descriptions are below. Sign up sheets will be available at our next meeting (May 10<sup>th</sup> 6:30) or let a steering committee member know of your interest.**

**6) Committee Descriptions:**

- a) Calling/Email – Chair: Doug and Candy Roby, Home Phone 362-1498. Coordinate group communications.
  - b) Check-In – Chair: Kim Weihe & Marla Durfee. Secured check in at the door; students must have consent forms, identification and be on the registered list; create list of students not checked in; have a process for walk-ins; scholarships for students that cannot afford party; wrist bands; gift bags.
  - c) Clean Up – Plan, organize and participate in cleaning up after the party; solicit junior parents for coverage.
  - d) Decoration - Plan, design, construct, set up and take down decorations; secure storage before and after.
  - e) Entertainment/Games – Search and secure stage entertainers; secure other entertainment; solicit donations and purchase gifts; organize set up; schedule workers.
  - f) Food – plan menu; solicit food donations; make other purchases; schedule and arrange food deliveries; set up, operate and clean up food area
  - g) Fundraisers:
    - i) Concessions – Biggest fundraiser. Organize and purchase supplies for concessions; supervise and coordinate volunteers to work at concession stand during school activities. Current committee will meet with the group from this year to share what they have learned.
    - ii) Basketball Tournament (December 9<sup>th</sup> and 10<sup>th</sup>) – Secure facilities; plan and organize tournament; solicit corporate sponsors; distribute flyers; schedule games; secure referees, scorers, vendor for t-shirt sales, ticket takers and concession workers.
    - iii) Other potential fundraisers – Pancake Feed, Car Washes, Poker Run (motorcycle ride); Walk/Run 5k; 50/50 Raffle during games
  - h) Business Donations and Gifts – Solicit various businesses for donations or contributions; purchase gifts; secure gifts before party; organize, set up and schedule workers to operate gift distribution at the end of the party; will coordinate and communicate with other committees with regards to donations/contributions.
  - i) Publicity and Ticket Sales – Organize, sell and track ticket sales; publicize party; consent forms.
  - j) Security – Work closely with school officer and custodial staff; establish procedures for code violations; arrange for medical staffing (we have the required on site nurse); insure only registered guests are allowed inside; secure and block off unused areas of the school; secure perimeter of the building.
  - k) Senior Video – collect photos throughout the senior year; set them to senior’s favorite songs on video; distribution DVDs; possible collection of fees. Some discussion about types of photos to include (baby and senior picture of all seniors), possibly take pictures during the event. Derek Soukup has helped with this in the past. Dan and Gina DeJong have equipment that we may be able to use.
  - l) T-Shirt – Some discussion about not having the expense of student t-shirts this year. Security has lime green t-shirts to use the evening of the party. Parents may want matching t-shirts for easy recognition during the event.
- 7) Thank you for coming. Please let other class parents know about our next meeting.**
- 8) Next Meeting – Tuesday, 05/10/11 @ 6:30 RHS Library**