

2012 Senior Class Party
Meeting Minutes – 06/06/11
6:30 RHS Library

1) Welcome

- a) Jodie Berens opened the meeting with some general comments.
- b) There are 11 months until the party. We would like to get things organized now so we are off and running in August and not scrambling in May 2012.
- c) Scholarships are available to any student that needs help purchasing a ticket. No questions asked. No one is turned away. The student should contact a teacher or counselor. This is anonymous to us. This year about ten scholarships were given out.

2) Contacting all class parents

- a) As email addresses are not a part of public information, we can no longer obtain this data from the school. There are 433 students on our class list. We still need about half of the email addresses.
- b) What is being done this month:
 - i) Doug and Candy Roby organized a calling tree. All names without email addresses were handed out.
 - ii) Kim Weihe created a facebook site. Search for ‘Roosevelt 2012 Senior Class Party’
 - iii) RHS Newsletter and Band Newsletter ads
 - iv) Booster Club website/meeting notice
 - v) Fliers to hand out
 - vi) Email was sent to 2010 graduate parents
- c) To be added to the email distribution:
 - i) **Please email missing contact information to Candy and Doug Roby at smokeyroby@knology.net.**

3) 2011 Senior Class Party

- a) The 2012 Senior parents were the Clean Up Volunteers for this year’s class party. There was a good turnout. Thank you to everyone that helped. Volunteers were at the school around 3:30 am and by 7:00 everything was in the storage unit. Plastic bins were purchased and labeled. The storage unit was cleaned out. Pictures were taken of the various stations this year so next year you will be handed the pictures and labeled bins. Then just use your creativity!

4) Potential Fundraisers:

- a) The Concession Stand is by far our biggest fundraiser. Last year three families shared the responsibility dividing the duties by purchasing, scheduling workers and opening the booth. This system was very successful. While all parents are needed to work the booth during activities we are looking for people to step forward for these leadership roles. Julie Shepersky has volunteered to coordinate the purchasing. Bev Haschke will help with scheduling workers. If you would be willing to fill one of these roles or job share, please contact Jodie Berens at 351-5845. This year’s class gifted us a budget for a pizza warmer. Joel Collins works for Sara Lee and is willing to be a liaison with them. The Concession Stand will be in the same location as last year in the commons, but across from the large gym.
- b) Last month the Family Wellness Center contacted us to set up a pancake feed after a sponsored road race in September. They have decided not to have a pancake feed after all.
- c) Our Basketball Tournament is scheduled for Friday, December 9th and Saturday, December 10th. Traditionally this has been one of the largest fundraisers. We need a chairperson for this.
- d) Burger King Whopper Blitz. Each school is only allowed to do this once per year. We would pre-sell tickets for Whoppers. Burger King brings everything to prepare the burgers, sets up, cooks and tears down. We

receive 100% of the profit. We need someone to coordinate this effort. We can pick any date we want. The night President's Bowl tickets are sold may be a good time.

5) **Sign up for a sub-committee.** Various sub-committees are needed for this event to be a success. Their descriptions are below. Contact a steering committee member with your interest in being a sub-committee spokesperson or member. Some sub-committees need up to 10-15 families. The spokesperson will give the status updates during our monthly meetings. Binders containing sub-committee historical information were handed out tonight.

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 – Completed for this year. Plan, organize and participate in cleaning up after the party; solicit junior parents for coverage.
- d) **Decorations** - Plan, design, construct, set up and take down decorations; secure storage before and after. This is repetitive year after year as the students have never seen it before. All needed decorations are in the storage unit.
- e) Entertainment/Games – Chair: James Ysbrand. Search and secure stage entertainers; secure other entertainment; solicit donations and purchase gifts; organize set up; schedule workers. This is also repetitive year after year. The hypnotist and illusionist contracts are being written. Dakota Entertainment is used for a variety of activities. Poker tables are in the storage unit.
- f) Food – Chair: Craig and Jill Matson. Plan menu; solicit food donations; make other purchases; schedule and arrange food deliveries; set up, operate and clean up food area
- g) **Fundraisers:**
 - i) Created a new sub-committee to organize all fundraisers.
 - ii) Concessions – Chair: need more help, Julie Shepersky, Bev Haschke. 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.
 - iii) Basketball Tournament (December 9th and 10th) – 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.
 - iv) Large raffle – Chair: Kelly Wiese. Solicit donations or contributions; coordinate ticket sales and prize distribution.
 - v) Other potential fundraisers – Pancake Feed, Car Washes, Poker Run (motorcycle ride); Walk/Run 5k; 50/50 Raffle during games; Burger King Whopper Blitz
- 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 – Chair: Christen Rennich. Organize, sell and track ticket sales; publicize party; consent forms.
- j) Security – Chair: Scott Johnson. 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 – Chair: Derek Soukup. 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.

- l) T-Shirt – Will be combined with Publicity and Ticket Sales. T-Shirt may be the student ticket to get in to the party. 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) Steering Committee:
 - a) Chair – Jodie Berens Phone: 351-5845, email: Berens5@sio.midco.net
 - b) Treasurer - Larry Gehle Phone: 310-0897, email: ldgehle@sio.midco.net
 - c) Secretary - Amy Fick Phone: 321-3750; email: amyfick@live.com
 - d) Member – Kelly and Kurt Brewers Phone: 351-8310, email: Kelly.brewers@avon.com,
 - e) Member - Linda Tyler Phone; 362-4390, lindat@sio.midco.net,
 - f) Member - Mike Berens Phone: 351-5845
 - g) Member - Wendy Gehle Phone: 310-0897
- 8) Future meetings have been scheduled through next May for the second Monday of every month at 6:30 in the RHS Library.
- 9) **Thank you for coming. Please let other class parents know about our next meeting.**
- 10) **Next Meeting – Monday, 07/11/11 @ 6:30 RHS Library**