

**2012 Senior Class Party**  
**Meeting Minutes – 03/29/11**  
**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. RHS 2012 graduation starts at 7:00pm. This is a safe, controlled environment for the graduates to have a final celebration with their classmates.

**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.
- b) We do have a list of students, their parents and addresses.
- c) Initially, we will mainly rely on word of mouth to send the message that we are starting to meet as a group.
- d) Kathy Regis suggested English teachers could hand out the information slips to all the students.
- e) A small ad will be requested in the RHS newsletter for the next several months.
- f) We may organize a calling tree for the parents that have not responded.
- g) Kim Weihe offered to build a facebook page for our group.
- h) We could have a table at Rider Charge Day.
- i) **Please email Candy and Doug Roby at [smokeyroby@knology.net](mailto:smokeyroby@knology.net) with any other parent email addresses that you can share.**

**3) 2011 Senior Class Party**

- a) The 2012 Senior parents are the Clean Up Volunteers for this year's class party.
- b) 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.
- c) 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.**
- d) Future 2011 Senior Class Party meetings are scheduled for Monday, 4/4 and Monday, 5/2. You may sign up there also.

**4) Steering Committee**

- a) The following group has been informally pulled together. Asked for other volunteers.
  - 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), Mike Berens, Wendy Gehle, Linda Tyler Phone; 362-4390

- 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 or let a steering committee member know of your interest.**

## 6) Committee Descriptions

- a) Calling/Email – Doug and Candy Roby, Home Phone 362-1498. Coordinate group communications.
- b) Check-In – 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.
  - 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 (same weekend as basketball tournament), 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 – Medical (required to have a nurse on site); work closely with school officer and custodial staff; establish procedures for code violations; arrange for medical staffing (required to have a nurse on site); 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 note 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, 04/19/11 @ 6:30 RHS Library