

2012 Senior Class Party
Meeting Minutes – 05/10/11
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 20th 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.
- b) Goal: 100% graduate attendance.
- c) There are 12 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.

2) 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

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. There are 433 students on our class list. We still need 276 email addresses.
- b) What has been do so far:
 - i) Doug and Candy Roby are organizing a calling tree. All names without email addresses have been handed out.
 - ii) Kim Weihe created a facebook site. Search for ‘Roosevelt 2012 Senior Class Party’
 - iii) Notice was published in May RHS newsletter. It will also be published in the June and July newsletter if one is published.
 - iv) Doug Roby sent a one-time request to parents of the 2010 Senior Class Party committee.
 - v) Tim DeJong sent an email to request information from band parents.
 - vi) Kathy Regas coordinated the English teachers to hand out notifications to Junior students.
 - vii) Amy Fick asked Ed Kieff to post meeting announcement on the www.rooseveltbooster.com website and send to booster email distribution.
- c) To be added to the email distribution:
 - i) **Please email missing contact information to Candy and Doug Roby at smokeyroby@knology.net.**
- d) What could be done in the future for parent contact:
 - i) Rider Charge Day
 - ii) Activities Day

4) 2011 Senior Class Party

- a) The 2012 Senior parents are the Clean Up Volunteers for this year’s class party. Tonight was the last night to volunteer for this task. A background check is done on any adult entering the building the night of the party. If your name is not on the list you will not be admitted. Thank you to those that signed up. You should arrive around 4:00 AM on Monday morning, 5/23. Most people can make it to work by 9:00 AM.
- 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 will assemble the display on Friday, 5/20 at 4:00pm. Contact Jodie Berens if you would like to volunteer @ berens5@sio.midco.net

- c) The current committee would like to gift a pizza warmer to our committee. They will order it when we know where we can store this machine and the popcorn machine.

5) Potential Fundraisers:

- a) Family Wellness Center contacted us to set up a pancake feed after a sponsored road race in September. Kelly Wiese will contact them for more information.
- b) 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. Looking to the future, with so many basketball tournaments every weekend, there may be a decline in income. We should explore new fundraising ideas.
- c) Breadsmith Cards
- d) Poker Run
- e) 50/50 Raffle
- f) Raffle for larger prizes with a pre-determined drawing date. Kelly Wiese will coordinate this.

- 6) 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 chair or member.** Some sub-committees need up to 10-15 families.

7) 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) Decorations - 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) Creating a new sub-committee to organize all fundraisers.
 - ii) 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.
 - 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) 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 – Chair: Christen Rennich. 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 – 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 – 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.
- 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, 06/6/11 @ 6:30 RHS Library