

GRAD 2017 PARENT COMMITTEE

CONTACTS

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In response to the survey conducted last spring, parents who responded gave a resounding thumbs up to keeping the grad format as it has been the last several years. This includes a dry-grad activity (referred to as “After Grad”) that includes ALL graduates and provides a safe, chaperoned and fun night of activity, and a dance following the banquet which is also a parent-run activity. **In order for these two components to happen, parental involvement is not only welcomed but essential.**

GRAD COMMITTEE ROLES & RESPONSIBILITIES

AFTER-GRAD PARENT COORDINATOR

Responsibilities

- Strong leadership, communication and administrative abilities are required for this position. Willingness to donate many hours and have some flexibility in scheduling are also needed.
- This person serves as the liaison between the parent committee and staff.
- Responsible for calling meetings of the committee heads, and for booking a meeting room with Brenda Nettleton (school office).
- Oversees the following areas:
 - After-grad venue, food & activities
 - Transportation to & from after-grad activity
 - Safety of students through all events
 - Reception after convocation ceremony
 - Decorating personnel – convocation and banquet
 - PowerPoint coordinator
 - Promenade coordinator
 - Special events coordinator
 - Fundraising coordinator
 - Budget

AFTER-GRAD VENUE, FOOD & ACTIVITY COORDINATOR

Responsibilities

- Determines and books the venue for the after-grad activity.
- Ensures that all deposits are made to secure the venue(s).

TRANSPORTATION COORDINATOR

Responsibilities

- Ensures that appropriate arrangements are made for safe transportation for students to and from their after-grad activities. This may include making arrangements with KCS for use of the activity buses (48 passengers), or with A1 bus lines.
- Ensuring that invoices for transportation costs are paid as needed.
- Works closely with the Student Safety Coordinator.

STUDENT SAFETY COORDINATOR

Responsibilities

- Ensure that all safety measures necessary are in place for after-grad events.
- Gives leadership to the safety team during all grad activities including time between ceremony and after-grad events, promenade and banquet.
- Provide clear instruction and training as needed to the safety team.
- Act as contact person for Grade 11 parent helpers to sign up and assist.
- Works closely with the Transportation Coordinator.

RECEPTION COORDINATOR

Responsibilities

- Purchase, coordinate and prepare food and beverages for the light reception after grad convocation ceremony at Evangel, Friday, June 9, 2017.
- Ensure that all materials needed for serving and preparing are available. Responsible for purchasing same, if items needed.
- Act as contact person for Grade 11 parent helpers to sign up and assist.
- Schedule Grade 11 helpers to monitor and re-stock food and beverages at event.
- Responsible for all communication needed between yourself and helpers.
- Day of convocation duties:
 - Oversee parent helpers in morning of convocation to prepare the food for serving later that evening.
 - Ensure food and beverage left-overs are cleaned up at end of evening **before leaving.**

DECORATING COORDINATOR - Convocation

Responsibilities

- Organize, arrange, create and set up decorations for the entrance to the auditorium, stage and photo booth / photo op area.
- Act as contact person for Grade 11 parent helpers to sign up and assist.
- Responsible for all communication needed between yourself and your team.
- Determine well in advance how your team wants the church decorated.
- Determine what items are in existing inventory that you wish to use.
- Day of convocation duties:
 - Set up and install decorations
 - Remove decorations at end of evening **before leaving.**

DECORATING COORDINATOR - Banquet

Responsibilities

- Act as contact person for Grade 11 parent helpers to sign up and assist.
- Responsible for all communication needed between yourself and your team.
- Determine well in advance how your team wants the foyer, banquet hall, tables and stage decorated.
- Determine what items are in existing inventory that you wish to use.
- Organize, arrange, create and set up decorations for the foyer, banquet hall, tables and stage.
- Day of banquet duties:
 - Set up and install decorations
 - Organize a team to remove decorations at end of evening (approx. 8:30pm/9pm).

POWERPOINT COORDINATOR

Responsibilities

- Responsible for collecting 3 photos from each grad (0-3 years; 4-10; teenage are rough guidelines for parents to submit).
- Responsible for obtaining the formal grad photo and desired name of each student.
- Create looping PowerPoint photo presentation/video for banquet dinner using the 3 photos followed by their graduation picture, with their name on the grad picture.
- Work closely with Brittany to ensure the formatting is what is needed for technical purposes.

PROMENADE COORDINATOR

Responsibilities

- Line up grads in alphabetically order for Grad Promenade Walk.
- Arrange Grad Promenade Walk announcer.
 - Ensure both you and the announcer have a list of the grads and matching grad dates in alphabetical order. Can be obtained from Brenda Nettleton.
- Ensure grads know their Grad Promenade Walk route.

GRAD EVENTS COORDINATOR/SUPERVISOR

Responsibilities

- Ideas: Christmas dinner, Valentines dance, bowling, etc.

FUNDRAISING COORDINATOR/SUPERVISOR

Responsibilities

- Responsible for organizing, advertising and running any fundraisers you agree on as a committee. Ideas: Cookie/Cupcake/Donut day, sell chocolates, etc.
- Communicate all fundraising ideas to Darren Lewis and obtain approval prior to organizing and advertising events.