



Farmington High School

PROJECT GRADUATION 2019

Committee / Volunteer Opportunities

COMEDY NIGHT FUNDRAISER - March 2019 - Chair (s) - Paula Mezzanotte & Lisa Smith

Coordinates this second annual fundraising event and silent auction. Solicit parents for approx. 15-20 large silent auction gift baskets or items.

DECORATIONS - Chairs - Susan McGuigan Stange, Beth Andrews, Debra Herr

Develops ideas, coordinates and organizes a theme for decorations at party venue, Big Sky formally Farmington Farms. Solicits and gathers childhood photos of graduates used to decorate the hallways at Big Sky formally Farmington Farms. Directs a group of volunteers to decorate the venue graduation morning.

PRIZES - Chairs - Laurene Buzdon, Michele Petrucelli, Carrie Nagle

Responsible for soliciting businesses, companies and purchasing prizes as required for the student raffle. Organizing prizes and schematic for set up the morning of the party.

ENTERTAINMENT - Chairs - Nadine Canto & additional Chair needed

Coordinates entertainment for the night of the party including the hiring of production company, DJ, hypnotist, and other activities. Responsible for gathering all supplies needed for games not provided by the production company. Meets the production company representative for set-up the morning of the party to assure all games and activities that were ordered arrive, are in place and all other materials needed are at Big Sky formally Farmington Farms.

EQUIPMENT - Chair- Bob Canto & Sam Plumley

Responsible for organizing, obtaining and transporting all necessary equipment for the night of the party - tables, chairs, fridge, warming trays, etc. - including pick-up, set-up, take down and return of the equipment. Some of the items need to be picked up from buildings or schools in town.

FLAMINGO FLOCKING - Chairs - Paula Mezzanotte

Beginning in April, "flockers" place pink, plastic flamingos on lawns throughout town and remove when contacted with another address for placement and a donation. Chair maintains a master list of addresses "flocked" to avoid duplication and collects donations from flockers on a weekly basis.

FOOD / DRINKS - Chair - Jennifer Albert & Sarah Ashton

Contacts/solicits area restaurants and businesses for food and drink donations for the party. Coordinates pick-up and delivery of donations, necessary equipment for the food area, set-up and clean-up.

PARKING - *Chair needed*

Responsible for the orderly parking of graduates' cars the night of the party. Distributes raffle tickets to carpool drivers for gas card drawing. Parking duties end when all graduates have arrived for the evening (about 10:30pm - 11pm).

PUBLICITY - *Sarah Ashton*

Post fundraisers on Facebook and other social media.

SENIOR GIFT - *Chair - Diane Le & Andrea Ficks*

Develops ideas for senior gift each grad receives at the end of the party - typically a gift card. Researches options and pricing to present to full committee. Serves as point of contact for gift delivery and distribution. In coordination with Project Graduation Chair, will hold a volunteer meeting to brief volunteer chaperones on what to expect party night.

SENIOR T-SHIRT / COUPONS - *Chairs - Beth Walsh*

Designs Senior T-shirt and collects various discount coupons from area businesses. Assembles T-shirts, coupons, and party instructions (obtained from PG Chair) in clear Ziploc bags labeled with each students name and T-shirt size. Bags are distributed to all seniors the morning of graduation after final rehearsal.

VOLUNTEER / CHAPERONE - *Chairs - Cathy Martin & Carri Roux*

Recruits underclassmen parents and community volunteers to chaperone the party. Identifies a "Party Manager" (preferably a junior-class parent or alumni parent) that will oversee the party operations graduation night and invites to Project Graduation meetings. Works with other chairs to identify their volunteer needs and assigns volunteers to specific tasks, areas, and shifts the night of the party. In coordination with the Project Graduation Chair, will hold a volunteer meeting several weeks before the party to brief volunteer chaperones on what to expect party night.

PARENT / BUSINESS LETTERS - *Chairs - Ruthanne Canto & Melanie Westerberg*

Assist with drafting and mailing fundraising letters from local business & parents

OTHER WAYS YOU CAN HELP

Not everyone is interested or has the time to be a committee chair or attend meetings, but there are **many** other ways you can help out on your own timeframe and availability.

- Let us know of any individuals, businesses, employers or other contacts that might be willing to make a monetary donation, donate goods and/or services or provide at a discount to stretch our fundraising dollars.
- Get a table together for the Comedy Night fundraiser.
- Donate a gift basket for the Comedy Night fundraiser silent auction.
- Assist with the mailing of fundraising letters and thank you notes.
- Make fundraising calls or visits to businesses and individuals.
- Create a small scale fundraiser on your own. A 2015 senior parent hosted a "painting party" at her home and raised \$300 for PG!
- Volunteer to assist one of the above committee chairs. Many volunteer opportunities are of a short duration and do not require a long-term commitment.

- Attend Project Graduation meetings and bring your ideas! Project Graduation 2015 added a photo booth and bubble soccer to the list of activities graduation night - and they were both a BIG HIT! Do you have any suggestions or ideas?