

## M-A PTA GRAD NIGHT

The Safe & Sober Grad Night Party is sponsored by the PTA. After graduation, students must arrive at M-A's New Gym at 7:30 p.m. sharp to load buses that will take them to the grad night venue. Students will return by 3:00 a.m. the next morning. Please note that there will be little time between the end of the graduation ceremony and grad night check-in at M-A. The event is a surprise and will be filled with fun, games, entertainment, food, drink, and more!

<b>GENERAL DIRECTIONS</b>	
Grad Night Date	Contact Principal's assistant Mimi at <a href="mailto:nmenjivar@seq.org">nmenjivar@seq.org</a> to confirm graduation date and number of Seniors
Budget	Contact PTA Co-Presidents for budget
Bus Request	Contact AVP Secretary to request District buses. They will submit request form and confirm availability Angel Bugarini 650-322-5311 x 50131 <a href="mailto:abugarini@seq.org">abugarini@seq.org</a>
Venue	<p>-Select venue within budget. Previous chairs input.</p> <ul style="list-style-type: none"> <li>● Make sure there is food available immediately. Students often don't have time to eat between graduation and getting back to school.</li> <li>● There should be multiple areas for kids to get food and drink</li> <li>● Multiple areas for kids to hang out and join in activities</li> <li>● A place for adult chaperones to hang out if possible</li> <li>● Security</li> </ul> <p>-Review final contracts with Co-PTA Presidents and Treasurer. -Sign contract and request check for venue amount based on contract to be sent by the Treasurer</p>
Insurance	<ul style="list-style-type: none"> <li>● Once you have selected the venue you will need to work with the National PTA to complete insurance forms prior to event.</li> <li>● If you use a bus company then you will also need to work with the National PTA to complete insurance forms prior to event. If you use the District busses you do not need insurance.</li> </ul>
Fundraising	<p>Fundraising</p> <ul style="list-style-type: none"> <li>● In the past Amici's and Chipotle</li> <li>● Grad Night Registration-sponsor another student</li> <li>● BearNotes-by Wednesday midnight send out fundraising events</li> </ul>
PTA Website Update	<p>Contact PTA Website Communications Chair to have website updated</p> <ul style="list-style-type: none"> <li>● Update the Date and Chair information</li> <li>● Update the Grad Night Info-English and Spanish</li> <li>● Update the Grad Night Registration-English and Spanish</li> <li>● Update the Grad Night Waiver-English and Spanish</li> <li>● Update the online ticket sales PayPal link</li> </ul>
Senior Meeting	<ul style="list-style-type: none"> <li>● Coordinate the ticket sales with Mike Amoroso and provide him with the updated forms listed above. He will include them in the Senior Packet</li> <li>● Present Grad Night information and ticket sale information</li> </ul>

Grad Night Publicity	<ul style="list-style-type: none"> <li>● Print posters to hang around campus</li> <li>● BearNotes-by Wednesday Midnight send out request for volunteers</li> <li>● M-A Today announcements and electronic board on Middlefield. Go to <a href="http://www.mabears.org/Students/M-A-Today-Video-Announcements/index.html">http://www.mabears.org/Students/M-A-Today-Video-Announcements/index.html</a> and submit the Announcement Request Form</li> </ul>
Registration Collection	<ul style="list-style-type: none"> <li>● Determine date of Grad Night Registration</li> <li>● Contact Head Custodian Brien Oliver 650-444-3892 <a href="mailto:boliver@seq.org">boliver@seq.org</a> to request a table to be set up in front of the library on Grad Night Registration days</li> <li>● Print out extra Grad Night Registration and Waiver Forms</li> <li>● Cash box with money to make change</li> <li>● Double check daily submittals for accuracy and payment</li> <li>● Pick up any registrations from Mike Amoroso's office</li> <li>● Spreadsheet of complete registrations</li> <li>● Send Mike Amoroso updates of completed registration forms. He posts the list in his room so students can check that their ticket was purchased</li> </ul>
Venue Confirmation	<ul style="list-style-type: none"> <li>● Confirm the total number of students</li> <li>● Contact the PTA Treasurer to arrange final payment</li> </ul>
Grad Night Volunteers	<ul style="list-style-type: none"> <li>● Contact PTA volunteer coordinators to send out volunteer request for PTA members</li> <li>● BearNotes-by Wednesday midnight send out request for volunteers</li> </ul>
Grad Night Parking	Contact Principal's assistant Mimi at <a href="mailto:nmenjivar@seq.org">nmenjivar@seq.org</a> to confirm a parking spot for Grad Night Chair
Grad Night Check-In	<ul style="list-style-type: none"> <li>● Contact Head Custodian Brien Oliver 650-444-3892 <a href="mailto:boliver@seq.org">boliver@seq.org</a> with the layout for check-in</li> <li>● Make notecards of every registered student</li> <li>● Make multiple copies of registered students</li> <li>● Decorate the Old Gym</li> <li>● Review Check-in guidelines with volunteers</li> </ul>
Chaperones	<ul style="list-style-type: none"> <li>● Create a list of topics that the chaperones should review on the bus trip to the venue</li> <li>● Have treats/prizes to give away on the bus</li> <li>● Boxes for index card collection</li> <li>● Provide food for Chaperones</li> </ul>
Bus Drivers	<ul style="list-style-type: none"> <li>● Provide food for Bus Drivers</li> <li>● Tip \$50 a bus</li> </ul>
Grad Night Chair	<ul style="list-style-type: none"> <li>● Drives to venue</li> <li>● Responsible for contacting parents with any immediate issues</li> <li>● Registration Chair returns to MA and confirms that all students leave/are picked up</li> </ul>